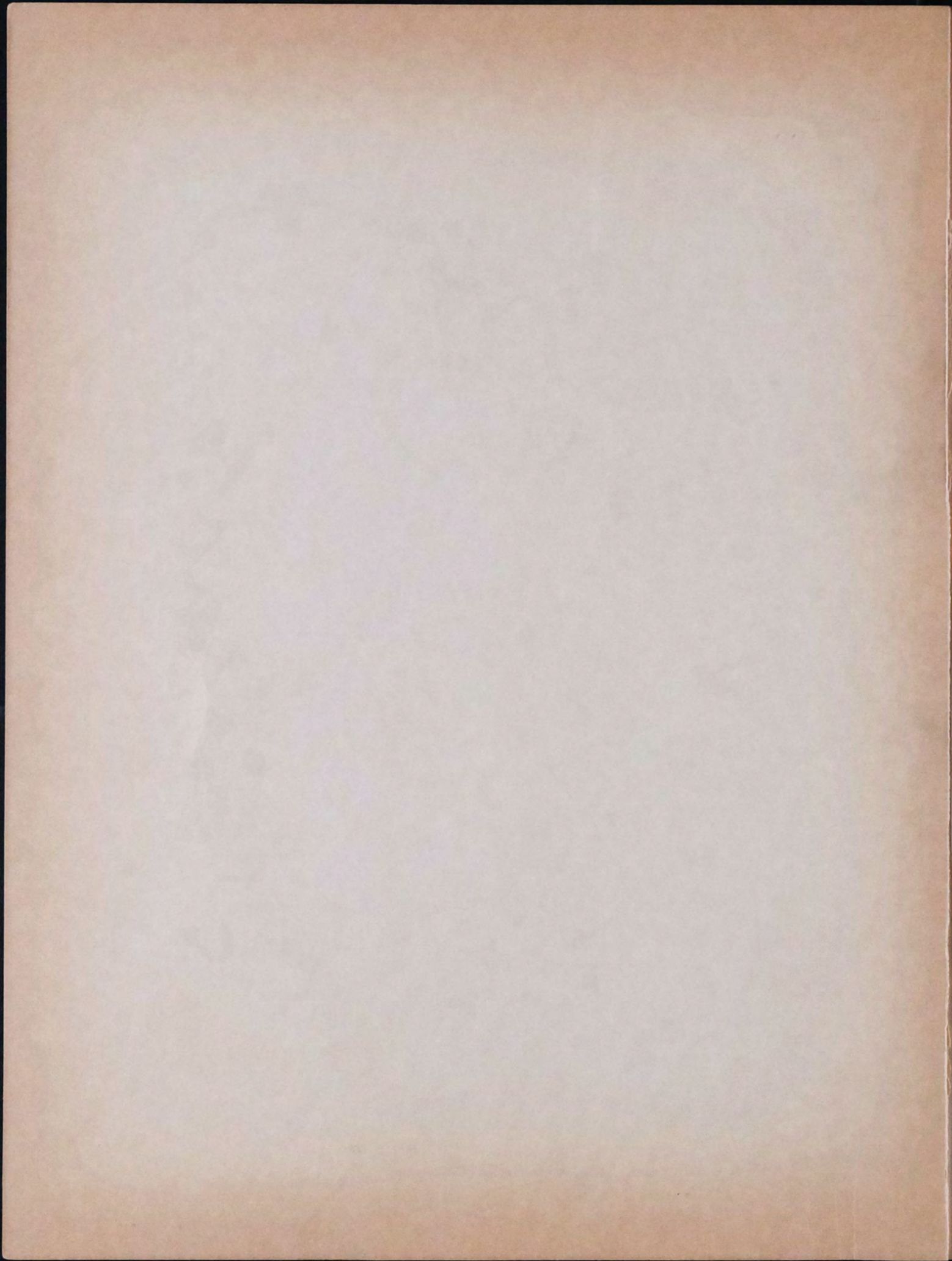


Catalog
1991-1992



4200 Farm Hill Blvd.
Redwood City, California 94061
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Counseling/Advising & Matriculation

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College Services

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Humanities Division

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Admissions & Records

BOARD OF TRUSTEES

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

William E. Jordan, M.D., President

Thomas L. Constantino, Clerk

Tullio Bertini

Helen Hausman

James R. Tormey, Jr.

Robert L.F. Clarke, Student Trustee, 1991-92

Lois A. Callahan

District Chancellor-Superintendent

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

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

College Communications Coordinator/Photographer
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Cover Design
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Editing
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Typography
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CALENDAR FOR 1991-92

FALL SEMESTER, 1991

Sept. 2	Holiday-Labor Day
Sept. 3	Flex Day
Sept. 4	Classes begin
Sept. 17	Last day to add semester-length classes
Sept. 17	Last day to drop classes with eligibility for enrollment fee refund
Sept. 23	First Census Day
Sept. 27	Last day to drop classes without appearing on student's record
Oct. 21-25	Academic Progress Report Week
Oct. 23	Last day to apply for Degrees & Certificates Fall Graduates
Nov. 11	Holiday-Veterans' Day
Nov. 12	Second Census Day
Nov. 28	Holiday-Thanksgiving
Nov. 29-30	Declared recess
Dec. 6	Last day to drop semester-length classes without possible penalty grade
Dec. 19-Jan. 4	Winter recess
Jan. 17-24	Final examinations (Day classes)
Jan. 20	Holiday-Martin Luther King
Jan. 18	Evening classes close
Jan. 24	Day classes close
Jan. 27-Feb. 1	Inter-semester recess

SPRING SEMESTER, 1992

Feb. 3	Classes begin
Feb. 14	Holiday-Abraham Lincoln
Feb. 15	Declared recess
Feb. 17	Holiday-George Washington
Feb. 18	Last day to add semester-length classes
Feb. 18	Last day to drop classes with eligibility for enrollment fee refund
Feb. 24	First Census Day
Feb. 28	Last day to drop classes without appearing on student's record
Mar. 25	Last day to apply for Degrees & Certificates Spring Graduates
Mar. 30-Apr. 3	Academic Progress Report Week
Apr. 13-18	Spring recess
Apr. 20	Second Census Day
May 15	Last day to drop semester-length classes without possible penalty grade
May 25	Holiday Memorial Day
June 6-12	Final examinations (Day classes)
June 8	Evening classes close
June 12	Day classes close
June 12	Commencement

SUMMER INTERSESSION, 1992

June 22	Summer Intercession begins
July 3	Holiday-Independence Day
July 31	Six-week Summer Intercession ends
Aug. 14	Eight-week Summer Intercession ends
Aug. 28	Ten-week Summer Intercession ends

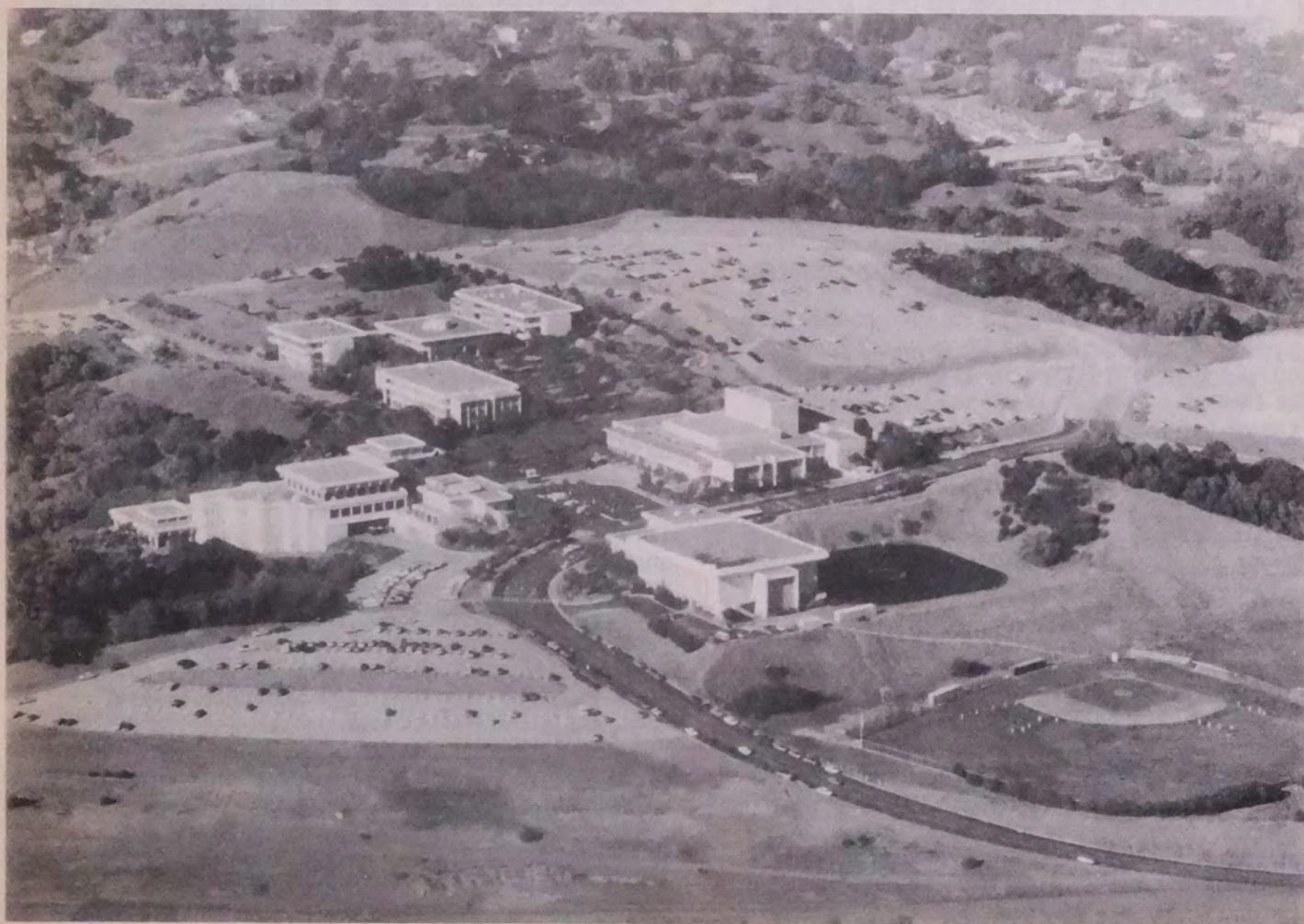


WELCOME TO CAÑADA COLLEGE

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.



GENERAL INFORMATION

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 occupational programs are offered as well. Courses are offered using a variety of instructional systems and learning environments. Tutorial services are provided upon request.

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 aid, health services, re-entry, EOPS, 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 course 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 the course, 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 the 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. Cañada 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 AND OPERATIONS

The Business Office reports to the Office of the President and processes all monies for fees, distributes parking permits, distributes payroll checks, and maintains records and accounts of student activities. It also coordinates and schedules facility use and has responsibility for telephone and mail services.

COLLEGE SERVICES OFFICE

The College Services Office on the first floor of the Administration Building coordinates services for students and faculty Monday through Thursday from 4:30 p.m. until 9:00 p.m. Services include registration, counseling, photocopying, library, media and health services.

All courses offered in the evening are open to all persons who are eligible for enrollment in the community colleges. Although a large majority of those who enroll in evening courses are adults, many day students take courses in the evening to complete their programs of study.

Evening students may complete 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 as well as for the certificate programs may be met through enrollment in evening courses.

COMPUTER CENTER

The Cañada Computer Center is located in Building 5 on the middle floor. Students may use the Computer Center if they are enrolled in a course requiring computer time or by enrolling concurrently in COMP 699 and a related course for which supplementary projects may be completed. 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.

ENGINEERING CENTER

The Engineering Center at Cañada College (located in Bldg. 16, Room 106) 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 course, and in other courses as required. In addition, a number of other software packages are used to allow students to explore the use of computers in all their engineering courses. The Engineering Center also houses the materials science laboratory for use in ENGR 270, Materials Science. Adjacent to the Engineering Center, in Bldg. 18, Room 108, is a study room open during the day, Monday to Friday, for the use of engineering students.

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.

A reference librarian is always on hand to aid students in the use of the various information resources. The student I.D. card, a tear-out on the computer printed class schedule distributed during Registration, must be shown to borrow library materials. For additional details regarding library services, students may refer to the Library Information sheet.

Hours of Service:

Monday 8 a.m.-4:30 p.m.

Tuesday-Thursday 8 a.m.-9 p.m.

Friday 8 a.m.-4:30 p.m.

Saturday 10 a.m.-2 p.m.

Sunday CLOSED

Note: Hours are subject to change.

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

SCHOLARSHIPS

Cañada College provides a scholarship program to recognize and honor outstanding achievement and to provide

students financial assistance when 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. Awards are based on stated criteria of the donor(s), which usually include demonstrated academic achievement and promise, involvement in 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 5, Room 207C. The application deadline is April 1 for the general scholarship program.

PARKING

Parking anywhere on campus is by permit only, in clearly designated areas. The Cañada College campus consists of all parking lots and access roads between Farm Hill Blvd. and Cañada Road (see campus map).

Student parking permits are available for \$20 per 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 permits are available from vending machines for 75 cents (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 only 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 Office located in Building 8, Room 305. No staff or student parking is allowed in visitor Lot 4.

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. Parking regulations 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 306-3234.

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.

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 Cañada 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 Cañada College's name or imply college sponsorship in any publicity or other information.

SECRET ORGANIZATIONS

Sororities and fraternities and other secret organizations are banned under the Education Code of the State of California.

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 admissions and records, transcript requests, financial aid, personal counseling, academic advising, student activities, health services, student government, E.O.P.S., and C.A.R.E. Students are encouraged to see the Vice President of Student Services regarding concerns and suggestions for improvement.

The Vice President of Student Services office is located in Building 8, Room 211. The Vice President is responsible for all student conduct and discipline. Students should contact her at 306-3234, or make an appointment to see her if they have questions about student rights and/or responsibilities.

Information regarding student appeals and/or grievances is available from the Vice President of Student Services.

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 course 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 Students' Program
- Health and Psychological Services
- Financial Aid

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.

8 Student Services

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 Cañada.

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 Cañada, capable of profiting from the instruction offered.
- Have an academic record or test scores which indicate a potential for success in a college credit program.
- 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 on 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 Cañada. A minimum score of 450 on the T.O.E.F.L. is required. International students unable to demonstrate sufficient command of English may be admitted but will be required to enroll in intensive English courses.

- Present evidence that they have the necessary funds to pay tuition and all living expenses while attending Cañada College. Tuition is \$102.00 per unit.
- Provide evidence prior to registration of medical and hospitalization insurance coverage or must enroll in the plan provided for foreign students by the insurance carrier approved by the San Mateo County Community College District.

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 students must meet the general admission requirements for International students, and in addition must present their passport with evidence that the passport and visa are dated to cover the semester during which they wish to enroll. All such students will be required to pay non-resident tuition at the rate of \$102.00 per unit.

Transfer Students

Students transferring from another college or university may take courses 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 students dismissed from 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 their 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.

The above material should be mailed or delivered to:

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

If an application is approved, the high school student is invited to come to the college campus to meet with a counselor/advisor and complete registration.

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 \$102.00 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, students should 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 meet individually or in small groups with a counselor for assistance in educational program planning prior to registration. Counseling for evening students occurs during in-person registration. Counseling in the evenings is available by appointment or on a drop-in basis Monday through Thursday.

REGISTRATION PROCEDURES

Computerized registration takes place prior to each semester. Students should refer to the Schedule of Classes for procedures.

Unit Load Limitations

A normal load for a full-time student load is 15 units. No student is permitted to take more than 19 units without special approval of the counselor/advisor and the Dean of Counseling. Students working full time should limit their program to six or fewer units. Combinations of work and college study should be carefully discussed with the counselor/advisor.

A program of 12 or more units (Fall and Spring semesters) is considered full-time for athletic eligibility, financial aid, foreign students (F-1 visa), veterans benefits, Social Security benefits, and most other benefits which are dependent upon student enrollment status.

FEES

All students enrolling in courses in any California Community College are required to pay \$6.00 per unit if enrolling in fewer than 10.0 units. A flat fee of \$60.00 is charged for enrolling in 10.0 or more units. Summer Session fees are \$6.00 per unit or \$60.00 for 10.0 or more units. Fees are subject to change. Non-resident or International Students Tuition: \$102.00 per unit. (Non-resident students are also required to pay the enrollment fee.)

Health Fee (non-refundable): \$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 or off-campus courses. Fees are subject to change.

Parking Permit (non-refundable): Required of all students parking on campus

\$20 per semester or 75 cents per day

\$10 per summer session or 75 cents per day

Books and Supplies: \$168 per semester (approximate figure)

Returned Check Fee: \$5 per returned canceled 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 may be found under Financial Aid and Scholarship.

Refund Policy

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

A student who withdraws from all classes on or before the last day to add semester-length courses shall be entitled to a full refund less a \$10 processing fee.

A student who is enrolled exclusively in a short course and who withdraws from that course 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.)

Students who reduce the number of units in which they are enrolled within the prescribed period may be entitled to an enrollment fee refund without a processing fee.

An eligible student may choose to have a credit instead of a refund of fees and thereby avoid payment of the processing fee. This credit will be carried by the District for a maximum of one academic year following the semester in which the refund was generated.

Parking Fees are non-refundable unless the College cancels the student's entire educational 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. All refunds must be requested within one academic year following the semester in which the refund was generated.

Non-Resident Students

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

A student shall be entitled to a full refund if tuition has been collected in error.

A student who withdraws from all classes prior to Friday of the fourth week of any semester, shall be eligible for a full refund of non-resident tuition, 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 all classes or reduces his/her program on or after Friday of the fourth week of any semester shall not be eligible for a refund.

A student who officially withdraws from Summer Session courses or from short courses prior to the completion of 30% of those courses shall be eligible for a full refund, less a \$50 processing fee.

Program Changes

Once registration has been completed, the student's program may not be changed unless an add/drop slip is completed and submitted by the student (not the instructor) to the Admissions and Records Office.

A student may not add a new semester-length course 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 courses 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 instructor will work with the student who must make up the hours missed during class meetings.

WITHDRAWAL POLICY

Any student withdrawing from a course 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 course 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 course, 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 courses should consult the Office of Admissions and Records.

UNITS OF WORK AND CREDIT

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

**GRADES AND SCHOLARSHIP
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. Condi-

tions 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.

"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 course 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 letter grade courses in which a student may elect to receive "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 the credit/no credit option are required to sign appropriate forms in the Office of Admissions and Records. This decision must be made within the first 30% of the class length and 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 catalog 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 CR/NC (credit/no credit) basis only. Credit grades earned in these courses are exempt from the 12/6 unit maximum.

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 final grade report is available in the Office of Admissions and Records. The final grade report becomes a part of the student's 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 for all transcripts from other colleges to be placed 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 students should refer to the section on Educational 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. Coursework 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. Students should 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 Cañada and who meets the prerequisites of the course, provided space is available.

COURSE REPETITION**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 Cañada College counselors.

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 of Student Services, 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.

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 courses are designated as audit courses: 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 per course before he or she is eligible to audit that course.

ATTENDANCE REGULATIONS

Regular attendance in class and laboratory sessions is an obligation assumed by each 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/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 courses 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 Office. 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 courses.

A student absent 5 days or more with a medical problem should notify the Health Center. Appropriate instructors and counselors will be provided this 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: $56-28=2.00$ GPA.)

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

Cañada College Credit/No Credit courses will not affect a student's grade point deficiency.

STANDARDS FOR PROBATION

A student is placed on academic probation using the following criteria:

- 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)	

- 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 used to determine satisfactory academic progress as outlined in paragraph 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 placed 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 placed 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 on 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 Dean of Admissions and Records for reinstatement.

A dismissed student may present a written appeal to the Dean of Admissions and Records 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 Dean of Admissions and Records is made.

STUDENT NOTIFICATION

The grade reports (available 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 of Student Services. The Vice President will assist the student to try to resolve the matter informally. If resolution is not reached, the student may file a formal grievance.

ADVANCED PLACEMENT

Cañada College will award credit based on Advanced Placement results from the College Board Entrance Examinations. Credit is usually given for test scores of 3 or above in each subject area except English 100 which requires a 4 or 5. The subjects include American Government, Art History, Biology, Chemistry, Computer Science, Economics, English Composition/Literature, French, German, History (American and European), Mathematics (Calculus), Music, Physics, and Spanish. Advanced Placement credit will be posted on the student's record upon receipt of official examination results and a completed request to have units posted by the Office of Admissions and Records.

CREDIT BY EXAMINATION

Credit may be earned by examination provided:

- The student is registered at Cañada 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 Cañada's approved curriculum list.



- The examination has been approved or prepared, administered and graded by faculty and other proper authorities of Cañada College.

A maximum of 12 units toward an Associate Degree or 6 units toward a certificate may be earned for 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.

MATRICULATION

Matriculation is the process which brings the College a student who enrolls for credit into an agreement for the purpose of developing and realizing the student's educational objective. The agreement acknowledges responsibilities of both parties to enable students to attain their objectives efficiently through Cañada's established programs, policies, and requirements. All students, except those exempted on the basis of locally established criteria (e.g., holders of A.A./A.S. or higher degree), are expected to complete matriculation requirements.

In accordance with the California Administrative Code, Cañada provides matriculation services organized in several interrelated components:

- **Admissions:** Collects and analyzes information on each applicant, identifies students needing special services, and assists students to enroll in a program of courses to attain their educational goals.
- **Skills Assessment and Placement Testing:** Measures students' abilities in English, reading, mathematics, learning and study skills and assesses students' interests and values related to the world of work. In addition to helping students with course selections, assessment results are used to determine honors eligibility and for referral to special support services.
- **Orientation:** Acquaints students with College facilities, special programs, services, as well as academic expectations and procedures.

- **Advisement/Counseling and Course Selection:** A process in which students meet with a counselor/advisor to develop an individual educational plan, choose specific courses and to update their plans periodically.

- **Student Follow Up:** Ensures that the academic process of each student is regularly monitored, with specific efforts made to assist students who have not determined an educational goal, who are enrolled in pre-collegiate basic skills courses and/or who have been placed on academic probation.

Each matriculated student is expected to:

- a. Express at least a broad educational intent at entrance and be willing to declare a specific educational goal following the completion of 15 semester units of degree-applicable coursework.
- b. Attend classes regularly and complete assigned course work.
- c. Cooperate in the development of a student educational plan within 90 days after declaring a specific educational goal, and subsequently abide by the terms of this plan or approved revision thereof, making continued progress toward the defined educational goal. Cañada may withhold matriculation services from students failing to cooperate in meeting the above expectations.

Each matriculated student is entitled to:

- a. Participate in the process of developing his/her student educational plan. A student who believes the College has not afforded him/her the opportunity to develop or implement this plan may file a complaint with the appropriate College administrator.
- b. Be given equal opportunity to engage in the educational process regardless of sex, marital status, physical handicap, race, color, religion, or national origin. A student who alleges s/he has been subject to unlawful discrimination may file a grievance with the appropriate College administrator.
- c. Challenge any prerequisite, using established procedures through appropriate channels, on one or more of the following grounds:
 - the prerequisite is not valid because it is not necessary for success in the course for which it is required;
 - the student has the knowledge or ability to succeed in the course despite not meeting the prerequisite; or
 - the prerequisite is discriminatory or is being applied in a discriminatory manner.
- d. Obtain a waiver of any prerequisite or corequisite course for a particular term because the course is not available during that term.

e. Review the matriculation regulations of the California Community Colleges and exemption criteria established by this District and file a complaint when s/he believes Cañada has engaged in any practice prohibited by these regulations. The regulations are available and complaints may be filed in the office of the appropriate administrator.

PLACEMENT TESTING

Placement Test in English or English for Non-Native Speakers and in Mathematics are given to all new students, unless they submit transcripts indicating that they have already completed an AA/AS or higher degree or that they have completed certain courses in English and/or Mathematics with a grade of "C" or better. In addition, English Placement Testing is waived for students who present evidence of a minimum score or course completion as follows:

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.

Usually, minimum scores specified in items 1-5 above allow students to enroll in English 100.

Also, students who, during a given semester, are enrolling in only a physical activity course(s) which does not have reading, writing, and/or math prerequisites and which is offered through the Physical Education or other department are not required to take placement testing prior to enrolling in that course(s). These students are expected to take the placement tests prior to enrollment in other courses during subsequent semesters.

Placement test scores and other data/information are used to place students in courses that will best assure their initial success in college. Counselors discuss the results with students in making decisions about coursework although students do have the right to take courses higher than the levels indicated by the placement test scores. If students think that their test results do not reflect their true performance levels, they should see the appropriate division dean(s) for approval to reverse typical placement procedures.

Students need to bring a photo ID (Passport/Driver's License), a #2 pencil, and social security number to the Placement Test which begins promptly as scheduled. Students should allow approximately three hours to complete the tests. Students should complete the Application for Admission form at the Registration Office prior to taking the Placement Test. Call: 306-3335.

ABILITY TO BENEFIT

Any person applying for Financial Aid who is 18 years of age or older, who has not earned a high school diploma, or who has not received a satisfactory GED score, or a passing score on the high school proficiency test should be prepared to show evidence of ability to benefit from community college courses. Such evidence may include, but is not limited to, ability to read, write, compute, and converse at an acceptable level.

Those who apply for financial aid and for admission to Cañada College and who are not high school graduates as defined in the above paragraph, must complete assessment testing and participate in orientation. (Federal Ability to Benefit reference 34CFR600.11)

For GED testing information, interested persons should call the unified school district in their areas. In the local area the GED test is offered through the Sequoia Union High School District, (415) 365-2116 or 369-6809.

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 Cañada.

Education records generally include documents and information related to admissions, enrollment in courses, 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 currently 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 of Student Services, on forms provided by that office. The Designated Officer will then assign the matter within 10 school days to a Hearing Officer.

The Hearing Officer will set a date for the hearing. At the conclusion of the hearing he/she will render his/her decision to the President of Cañada who will make the final decision on what action is to be taken.

The Act provides that Cañada 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 Cañada 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 Record Officer's office, Building 8, Room 208, during normal working hours.

POLICY OF NON-DISCRIMINATION

Cañada College is an equal opportunity, affirmative action institution and subscribes 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 sex, marital status, race, color, national origin, religion, or physical handicap for admission to the college, enrollment in courses, student services and activities, financial aid, and employment.

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

Vice President, Student Services
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:

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

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 of Student Services, Building 8, Room 211, or call 306-3234.

POLICY ON DRUG-FREE CAMPUS

The San Mateo County Community College District and Cañada College, in compliance with the Federal Drug-Free Schools and Communities Act Amendments of 1989, prohibits the use, possession, sale or distribution of alcohol, narcotics, dangerous or illegal drugs or other controlled substances, on District or College property or at any function sponsored by the District or College.

Students found to be in violation of the drug-free campus policy on any District property will be subject to disciplinary measures up to and including possible cancellation of registration.

The College Health Center provides information pertaining to the health risks and effects associated with alcohol and narcotics or other dangerous or illegal drugs. The Health Center is located in Bldg. 5, Room 213 (306-3309).

CAMPAÑA DE NO DISCRIMINACION

Cañada College ofrece igualdad en oportunidades, sin discriminación (acción afirmativa), a todos los alumnos que se inscriban a clases. Obedecemos 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, estado civil, religión o limitaciones físicas (handicaps). Tomamos medidas necesarias para garantizar acceso al colegio a todos los que se inscriban en clases, reciban servicios estudiantiles, ayuda 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 SECCI^{AN} 504 del Acta de Rehabilitación de 1973, pueden dirigirse al:

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

CAMPAÑA 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.

CAMPAÑA LIBRE DE DROGAS

El distrito de colegios comunitarios de el condado de San Mateo y Cañada College, de acuerdo con las escuelas Federales Libres de Drogas y las Enmiendas de las Actas Comunitarias del año 1989, prohíbe el uso, posesión, venta o distribución de alcohol, narcóticos, drogas peligrosas o ilegales, o otras sustancias tóxicas (estupefacientes) en el distrito o la propiedad de el collegio, esta política es tambien aplicable en los lugares patrocinados por el distrito o el collegio.

Estudiantes que sean encontrados violando las reglas de la Política libre de Drogas (en cualquier propiedad de el distrito) seran sujetos a medidas diciplinarias, incluyendo la posible cancelacion de registración.

El Centro de Salud de el collegio provee informacion concerniente a los riesgos de salud asociados con el uso de alcohol, narcóticos, drogas peligrosas o ilegales (estupefacientes). El Centro de Salud esta localizado en el edificio 5, oficina 213 - tel. 306-3309.



SUPPORT SERVICES

The following services/programs provide services which are designed to fulfill particular needs that are not met through regular instructional programs. While no program can be all things to all students, Student Services strives to create an environment which will: (1) promote educational experiences leading to the realization of personal goals; (2) develop a sense of responsibility to oneself and to others; (3) meet the educational and cultural needs of students; and (4) facilitate an understanding of the past, identification with the present, and competence to meet the future.

The following services/programs offer an opportunity for the student to begin to identify needs and seek solutions to education related problems.

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 Cañada 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. Students are provided assistance when applying 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 contact the Financial Aid Office, Bldg. 5, Room 207 between the hours of 8:00 a.m. and 2:30 p.m., Monday through Friday.

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

C.A.R.E. is a unique educational program designed to assist 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 continuous year)
- At least 18 years old
- Must pursue vocational training

For additional information, call 306-3300.

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 within their communities and within 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
- Outreach
- Peer Counselors

Students qualify if they are high school graduates or at least 18 years old and they meet the state's definition for low income.

The EOPS office is located in Building 6, Room 13. For information, call 306-3300.

HOUSING

The Office of Student Activities, 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.

Students should contact Dolores Hicks, 306-3263, if they have a room or apartment to rent, or need housing.

LOST AND FOUND

If items are lost, they may be found in the Office Student of Activities. Items found in any of the campus buildings are brought to this office and held for 30 days.

Students also are encouraged to place a notice on the bulletin boards to retrieve lost articles. If item lost is of

great value, an ad should be placed in the school newspaper or in the weekly Clipboard (bulletin).

Contact Dolores Hicks at 306-3263, or check with her in Bldg. 8, Room 206, for lost or found articles.

STUDENT ACTIVITIES AND ORGANIZATIONS

To gain the most from college life, students are encouraged to participate in Cañada clubs and activities, which offer many opportunities for making both social and educational contacts. The Office of Student Activities 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 represent the official voice of students on campus: President, Vice President, and ten Senators. The officers keep students informed about issues on campus, administer student association monies, and represent student interests in Cañada's governing committees.

Student government provide a unique educational opportunity to learn by doing in the world of college governance. Participation is demanding and time consuming, but students have testified that this involvement 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 Cañada College. It is a vehicle through which students can bring effective change to their college.

Students who are interested in becoming a senator or participating in student government should contact Tim Haenny in the Office of Student Activities.

Student Publications: The Long Valley Gazette provides full coverage of activities on campus and offers invaluable experience to journalism students. The college newspaper is implemented through instruction, Humanities division.

The Student Handbook contains information about student organizations, college services, college rules, student rights, student disciplinary due process procedures, and Cañada's staff and governance structure.

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 1-800-652-1240, 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. Eligible veterans have 10 years from the date of separation from active duty to use their educational benefits.

The State of California provides a program for children of veterans who are deceased or disabled from service-connected causes. For further information the interested student should contact the Veterans Administration Office in San Francisco. The toll-free number is 1-800-652-1240, from 7:45 a.m. to 4:00 p.m., Monday-Friday.

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, interested students should call 306-3227 between 4:30 p.m. and 9:00 p.m., Monday through Thursday.

To initiate VA benefits, students should report to the VA Clerk and bring: (1) two copies of his/her DD214 (separation papers); (2) one copy of his/her 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 are available to answer questions. Counselors are available to discuss goals and personal needs and to assist with registration for classes.

COUNSELING

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 with defining educational goals, making realistic plans to achieve goals, clarifying college and transfer requirements, and evaluating career options and developing clear career objectives. Personal counseling may be provided to students whose personal problems tend to block their educational achieve-

ment at Cañada. This type of counseling is normally short-term and focuses on minor impediments to a student's progress. Counselors provide students with appropriate information about college and community resources as well.

PROGRAM PLANNING

Each day and evening student enrolled in 7 or more units are 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 offer consultation regarding program changes. Students are encouraged to discuss with the counselor any employment, financial, or other problem(s) which affects their success in college. The final responsibility for knowing program requirements and enrolling in appropriate courses rests with 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/her office door. 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 this 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 see 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/ ORIENTATION COURSES

The counseling staff teaches courses in careers and personal development. These courses provide the framework for self-understanding, orientation to college, exploration and setting of occupational goals, peer counseling, and adjusting to college. Beginning in Fall 1991, first-time college students who are taking 7 or more units at Cañada are strongly encouraged to take an **orientation course** to fulfill the college orientation requirement. Students may enroll in either CRER 880, CRER 401, or CRER 137. CRER 880 is a 1/2 unit college orientation course which focuses on familiarizing students with college policies and procedures, major and transfer requirements, and educational planning. CRER 401 is a 1 unit course which includes topics such as time management and study skills in addition to the topics covered in CRER 880. CRER 137 is a 3-unit career and life planning course which fulfills the college orientation requirement as well. For more information about these courses, students should contact their counselors.

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 include job descriptions and requirements for over 20,000 occupations. Information is provided through 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). Student who visit the Career Center may research possible career choices or colleges, take career assessment inventories, and/or discuss goals. In addition, employer directories, job search information/ strategies, as well as resume development and information regarding 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 per 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 cost are available to all students.

The Office of Psychological Services is located next to Studio 2 in the Media Learning Center in Building 5, Room 105. Services provided 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 306-3391.

TRANSFER CENTER

One of Cañada College's top priorities is the transfer of qualified students to the four-year university of their choice. To this end, 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 confer with counselors and representatives from SFSU and SJSU as well as UC Berkeley. A transfer counselor is on duty in the Career Center on Thursdays, 12:00 to 6:00 p.m. and Fridays, 8:00 a.m. to 2:00 p.m. For additional information, students should contact the Transfer Center Coordinator at 306-3285.

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 both their major at UC Berkeley and breadth requirements of the College of Letters and Science. For more information, students may call the Counseling Office, 306-3385.

AIR FORCE ROTC

Military Affairs is offered to qualified full-time students at Cañada College. Courses are conducted at the UC Berkeley campus. Cañada students may complete two one unit courses at UCB while enrolled at Cañada. Credit for UCB accredited courses and grades will appear on Cañada College transcripts. Not all orientation, training, and education carries academic credit.

Interested students should call (415) 642-3572 or 1-800-852-5747 or write or visit:

Department of Aerospace Studies
11 Callaghan Hall
University of California
Berkeley, CA 94720-0001



SPECIAL PROGRAMS- INSTRUCTION

The Office of Instruction is committed to assuring that the teaching/learning process is Cañada's central focus and that its continuing improvement is fostered. High quality courses in a wide range of academic and vocational areas and essential skills are made available to students. Courses and programs are designed to meet students' academic and personal goals including transfer, AA/AS degree, certificate of completion, skill building, cultural enrichment, physical conditioning and skill and career enhancement. Athletic competition and performing arts are also encouraged and supported. Instructional services facilitating successful completion of coursework are made available including library, media, computer and tutorial services. The Vice President of Instruction's office is located in Bldg. 8, Room 310. Some special instructional offerings are as follows:

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.

No student may represent his/her college in any athletic contest unless he/she is enrolled in and is passing at all times a minimum of 12 units of work; these units may be in any subject matter area including physical education. Certain 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, 306-3392.

Intramural Activities: The Physical Education Department, in cooperation with the Student Council, offers a wide range of intramural activities for men and women including volleyball, basketball, softball, tennis, soccer, dance, badminton, golf, jogging, bicycling, and weight conditioning. Additionally, some P.E. activities classes include sports days scheduled with neighboring community colleges and universities.

TUTORIAL SERVICES

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

Students who need tutoring or who wish to tutor others must complete the appropriate application forms in the Tutorial Center. The Center is open Monday through Friday. All tutoring sessions are scheduled in the Center.

DISABLED STUDENT PROGRAM

The Disabled Student Program offers a 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, counseling and academic center. 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. Interested students should contact the Disabled Student Office for more information (Bldg. 3, Room 103). Offerings include the following:

The **Adaptive P.E. Program** through the Basic & Applied Sciences division offers an individualized approach to Adaptive P.E., provides classes in weight training, and general conditioning. The focus of the Adaptive P.E. Program is the promotion of optimum physical fitness; this program provides the students with appropriate knowledge and skills for their lifelong fitness pursuits. Based upon a physicians recommendations, each student is given an individualized exercise program tailored to his/her specific physical abilities and limitations. Improvement in muscular strength, flexibility, balance, coordination, and cardiovascular endurance is the primary goal 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.

Students should call Barbara McCarthy at 306-3473 for more information.

The **Learning Disabilities Program** is designed to meet the needs of students with particular learning disabilities. After assessment, an IEP (Individualized Educational Plan) is written and developed with each student. Tutorial assistance is provided, and vocational goal-setting is a top priority for the student. Job skills and career development are ancillary services to the L.D. population. Special equipment and materials are 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 include:

- 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 including tape recorders, tapes and Lexicon, adapted voice-actuated computer equipment for those students interested in the Computer Information Program;
- Special equipment for the visually impaired student including Braille slates, paper and canes;

- Interpreters for the deaf and hard of hearing; and
- Tutoring on a one-to-one basis for students in need of special assistance in academic classes.

Any further inquiries regarding the Disabled Student Program should be directed to the Vice President of Instruction (306-3353).

HANDICAPPED PARKING PERMIT

Physically limited students who drive themselves to campus need to register with Cañada'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.

COOPERATIVE EDUCATION-WORK EXPERIENCE

Through the Cooperative Education offerings, students earn college credit while improving their skills and gaining knowledge in a paid 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. Students must be enrolled in seven units (including the Cooperative Education course) in order 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).

CONTINUING EDUCATION FOR HEALTH PROFESSIONALS-CEU's

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. Students should check with the office of the Vice President of Instruction.

PERFORMING ARTS

Cañada College offers the following performance groups for student participation: A Cappella Choir, College Singers, Peninsula Master Chorale, Redwood Symphony, Musical Theatre, Instrumental Ensemble, and numerous drama presentations. Interested persons should contact the Humanities Office, Bldg. 3, Room 205 (306-3336).

FOREIGN TRAVEL AND STUDY

A file of current overseas programs for study and travel is maintained in the Career Center in Building 5.

EDUCATIONAL PROGRAM PLANNING FOR NON-TRANSFER STUDENTS

This special catalog section is designed to help students plan their academic programs when they are interested in particular fields or majors.

Cañada College offers Certificates of Completion for specialized training in some areas. A.A./A.S. degrees also are offered for many occupational programs and academic areas. Students planning to transfer may 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 special course of study. These programs, developed in cooperation with community advisory committees, have been designed to assist students in upgrading their skills when they are currently employed and in preparing for full time employment as well as career shifts.

In order to qualify for a certificate, a student must complete the 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 dean 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 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.

OCCUPATIONAL PROGRAMS

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

Career Program	Certificate	A.A. /A.S.
Business		
Accounting	●	●
Business Administration	●	●
Business/Office Skills		
Administrative Assistant	●	●
Office Skills	●	●
Office Management	●	●
Word/Information Management	●	●
Microcomputer Applications	●	●
Computer Information Systems	●	●
Early Childhood Education	●	●
Home Economics		
General	●	●
Textiles & Clothing	●	●
Business Textiles/Clothing	●	●
Interior Design		
Commercial	●	●
Health Care	●	
Kitchen & Bath	●	
Residential	●	●
Management		
General	●	●
Public Administration	●	●
Ophthalmic Dispensing		●
Paralegal	●	●
Radiologic Technology		●
Travel Industry (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. Students may refer to the annual college calendar for the 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 must be attained.

C. Competency Requirements

English

1. Reading

- a. Eligibility for Engl 100, as determined by English Placement exam OR
- b. Satisfactory completion of Engl 100 OR
- c. Completion of Reading 802 with a grade of B or better.

2. Writing

- a. Eligibility for Engl 100, as determined by English Placement exam OR
- b. Satisfactory completion of Engl 100 OR
- c. Completion of English 800 or E.I. 400.

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 100, or 111 and 112) with grade of C or better, or any math course with Math 110 or Math 111 and 112 as a prerequisite with a grade of C or better.

Computer skills

- 1. Satisfactory completion of a minimum of 1.5 units of BUS. 103, BUS. 430, BUS. 431, BUS. 440, or BUS. 441; or
- 2. Satisfactory completion of a minimum of 1.5 units of COMP 101, COMP 103, COMP 450, COMP 455, or COMP 460; or
- 3. A passing score on a computer literacy test (both written and hands-on).

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 supporting subjects which are intended to balance the training needed in preparation for a major or a particular occupation.

All students must complete coursework in their major field of study with a grade point average of 2.0 or better. Twelve units of coursework in the major field must be completed at Cañada College.

For students planning to transfer to four-year institutions, fulfillment of lower-division requirements for the institution of their choice is 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 curricular objectives:

- to improve the essential communication skills of listening, speaking, reading, and writing based on analytical thinking,
- 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, 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.

F. Ethnic Studies

The purpose of the Cañada College ethnic studies program is to provide students with an opportunity to become aware of the richness of the cultural heritages which have contributed so extensively to American society. Ethnic studies is a category of General Education required for an A.A./A.S. degree. Ethnic studies courses meet the needs of a continually growing and ethnically diverse population in the community.

G. Physical Education

One or more courses in physical education for a minimum of 2 units is required for an A.A./A.S. degree. This requirement will be waived or modified for students in the following categories:

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

Waivers other than for the reasons stated above should be sought following regular college procedures via the Academic Standards Committee.

Associate in Arts Degree
21 units minimum

Associate in Science Degree
18 units minimum

SECOND ASSOCIATE DEGREE

To qualify for an additional associate degree at Cañada College, a student must (1) complete a 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 AND ASSOCIATE IN SCIENCE DEGREES

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

Name _____ Last _____ First _____ Social Security Number _____

Currently enrolled at Cañada? Yes _____ No _____ Major _____

Courses circled have been completed at Cañada College. Courses underlined are now in progress. () indicates a course transferred from another institution.

AREA A: COMMUNICATION SKILLS AND CRITICAL THINKING: 9 units required
(One course required from each of A1, A2, and A3)

■A1 - Oral Communication Spch 100 120
■A2 - Written Communication Engl 100
■A3 - Critical Thinking Engl 165
 Phil 103 200
 PISc 103

Tr _____ Tr _____ Tr _____

■NOTE: Areas A1, A2, A3, and B4 MUST be completed with grades of C or better BEFORE transfer.

AREA A	
In Progress	Units Completed
<input type="checkbox"/> A1	<input type="checkbox"/> ■
<input type="checkbox"/> A2	<input type="checkbox"/> ■
<input type="checkbox"/> A3	<input type="checkbox"/> ■
Total	Total
<input type="checkbox"/>	<input type="checkbox"/>

AREA B: NATURAL SCIENCE AND MATHEMATICS: 9 units required
(One course from Physical Science, B1, Life Science, B2, and Math Concepts, B4. Must include one lab course from Area B1 or B2 [indicated by *])

B1 - Physical Science Astr 100 101*
 Chem 110 110* 210* 224* 410*
 Geog 100
 Geol 100* 110
 NSci 100
 Ocen 100
 Phys 210* 250* 260* 405 481*
B2 - Life Science Anat 250*
 Anth 125
 Biol 100 110* 111* 130 160
 Boty 112* 145 220*
 Mbio 240*
 NSci 100
 Paln 110
 Psio 260*
 Zool 210*
B3 - * Lab Course
■B4 - Math Concepts Math 105 125 130 200
 219 220 241 251

Tr _____ Tr _____ Tr _____

AREA B	
In Progress	Units Completed
<input type="checkbox"/> B1	<input type="checkbox"/>
<input type="checkbox"/> B2	<input type="checkbox"/>
<input type="checkbox"/> *B3	<input type="checkbox"/>
<input type="checkbox"/> B4	<input type="checkbox"/> ■
Total	Total
<input type="checkbox"/>	<input type="checkbox"/>

AREA C: ARTS, LITERATURE, PHILOSOPHY & LANGUAGES: 9 units required
(Three courses to be selected from at least Two sub-areas. † Indicates Ethnic Studies course)

C1 - Arts Art 101 102 103 201 204 214 301
 Dram 101 102 140
 IntD 320 321 322
 Mus. 100 131 202
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
C3 - Philosophy Hist 205
 Phil 100 160 175 190 240 300 310 320
C4 - Foreign Languages Fren 110 111 112 120 121 122 130 140
 161 162
 Germ 110 111 112
 Ital 111 112 121 122
 Span 110 111 112 120 121 122 130 131
 132 140 161 162
C5 - Development of Cultures Hist 100 101 451† 452†
 SoSc 250†

Tr _____ Tr _____ Tr _____

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

AREA D: SOCIAL, POLITICAL & ECONOMIC INSTITUTIONS: 9 units required
(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. †Indicates Ethnic Studies courses.

D1 - American Institutions Econ 230
 Hist 102 201 202 242† 421
 Plsc 205* 210
D2 - State/Local Institutions Hist 310 315
 PISc 205* 310
D3 - Social Institutions Anth 105 110 360† 370†
 Ece. 201 212
 Econ 100 102
 Envr 120
 Geog 110 120 150
 Hist 422†
 PISc 130 150
Psyc 100 108 110 201 202
 278† 300 340
Soci 100 105 141†
SoSc 100 122 392

Tr _____ Tr _____ Tr _____

AREA D	
In Progress	Units Completed
<input type="checkbox"/> D1	<input type="checkbox"/>
<input type="checkbox"/> D2	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>
Total	Total
<input type="checkbox"/>	<input type="checkbox"/>
American Institutions	<input type="checkbox"/>
State/Local Institutions	<input type="checkbox"/>

AREA E: LIFELONG UNDERSTANDING & SELF DEVELOPMENT: 3 units required

Biol 310 312
 Crer 137
 H.Ec 310 312
 H.Sci 101 104 105 106 108
 Any Physical Education course except P.E. 690 or 695

Tr _____ Tr _____ Tr _____

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

TOTAL UNITS CERTIFIED (Completed and in progress)

Date _____ Counselor's Signature _____

Fulfilled (39 units required)	<input type="checkbox"/>
Partially fulfilled	<input type="checkbox"/>

ASSOCIATE DEGREE A.A./A.S. REQUIREMENTS

Name _____
Last First Middle Social Security Number

Currently enrolled at Cañada? Yes _____ No _____ Major _____

Note: Courses **circled** have been completed at Cañada College. Courses **underlined** are now in progress. () indicates transferred courses.

Graduation from Cañada College with the **Associate in Arts Degree** or the **Associate in Science Degree** is based upon the completion of **60 units** including the requirements **A through G** listed below.

	Major Courses Units
A: RESIDENCE: A minimum of 12 units must be completed at Cañada College ()	
B: SCHOLARSHIP A minimum overall G.P.A. of 2.0 (C) for the last 60 units and a G.P.A of 2.0 in the major ()	
C: BASIC COMPETENCY REQUIREMENTS: ENGLISH: 1. READING a. Eligibility for Engl 100 as determined by the English Placement Exam, OR b. Satisfactory completion of Engl 100, OR c. Completion of Read 802 with a grade of B or better 2. WRITING a. Eligibility for Engl 100 as determined by the English Placement Exam, OR b. Satisfactory completion of Engl 100, OR c. Satisfactory completion of Engl 800 or E.I. 400 MATH: One of the following: Appropriate scores on any of the following: SMCCCD Math Placement Exam #2 - 21 or above, OR () SCAT - 27 or above, OR ACT Math - 15 or above, OR SAT Math - 400 or above () OR Completion of the following with a grade of C or better: Elementary Algebra (Math 110 or 111 and 112), OR () Satisfactory completion of ANY Mathematic course with Math 110 as a prerequisite. () COMPUTER LITERACY A. Satisfactory completion of a minimum of 1.5 units of Bus. 103, 430, 431, 440, or 441 OR B. Satisfactory completion of a minimum of 1.5 units of Comp 101, 103, 450, 455, 460 OR C. A passing score on a computer literacy test (both written and hands on). ()	
D: MAJOR: () A major consists of a minimum of 18 semester units in a specified field of study. (A minimum of 12 units in the major must be completed at Cañada.)	
E: GENERAL EDUCATION: () General Education courses introduce the student to areas of study that develop breadth of outlook and contribute to a balanced development.	
ASSOCIATE IN ARTS (A.A.) DEGREE GE 21 units () ASSOCIATE IN SCIENCE (A.S.) DEGREE GE 18 units ()	Total Units _____
F: PHYSICAL EDUCATION: 2 units required () ANY Physical Education course except P.E. 690 or 695.	FULFILLED (60 units required)
G: ELECTIVES: Additional courses to meet the minimum 60 units degree requirement. units ()	<div style="border: 1px solid black; width: 80px; height: 40px; margin: 0 auto;"></div>

GE AREA A: LANGUAGE AND RATIONALITY6-9 units

English Composition		Communication and Analytical Thinking.3 units	
A.A. DEGREE6 units ()	Engl 800 (or E.I. 400), 100 110, 165	Bus. 115 Comp151 155 162 170 Engl 165 Mus. 132 Phil 103 200 Spch 100 120	Math 110 111 115 120 121 122 125 130 140 200 219 220 241 251 410 PlSc 103
A.S. DEGREE3 units ()	Engl 800 (or E.I. 400) 100		
Tr_____			Tr_____

GE AREA A: 6-9 units

In Progress	Completed
<input type="checkbox"/>	<input type="checkbox"/>
AA	
<input type="checkbox"/>	<input type="checkbox"/>
AS	
<input type="checkbox"/>	<input type="checkbox"/>
CA	
Total	Total
<input type="checkbox"/>	<input type="checkbox"/>

GE AREA B: NATURAL SCIENCES3 units

Physical Science	Life Science
Astr 100 101 Chem 110 210 224 410 Engr 100 Geog 100 Geol 100 110 NSci 100 Ocen 100 Phys 210 250 260 405 481	Anat 250 Anth 125 Biol 100 110 111 130 225 310 Boty 112 145 220 HSci 101 104 105 106 108 H.Ec 310 Mbio 240
	NSci 100 Paln 110 Psio* 260 Zool 210
	Tr_____
	Tr_____

GE AREA B: 3 units

In Progress	Completed
<input type="checkbox"/>	<input type="checkbox"/>
GEB	

GE AREA C: HUMANITIES3 units

Arts	Languages	Literature
Art 101 102 103 201 204 214 301 Dram101 102 140 Intd 115 150 320 321 322 Mus. 100 131 202	Fren 130 140 161 Span 130 131 132 140 161 Philosophy Hist 205 Phil 100 160 175 190 240 300 310 320	Dram142 143 144 151 152 Engl 110 Lit. 101 111 142 143 144 151 152 200 231 232 233 251 301 302 431 441 442 Spch 111 112
Development of Cultures		
Hist 100 101		
Tr_____		Tr_____

GE AREA C: 3 units

In Progress	Completed
<input type="checkbox"/>	<input type="checkbox"/>
GEC	

GE AREA D: SOCIAL AND BEHAVIORAL SCIENCES3 units

American Institutions	State/Local Institutions	Social Institutions
Econ 230 Hist 102 201 202 421 PlSc 205* 210	Hist 310 315 PlSc 205* 310	Anth 105 110 Econ 100 102 Geog 110 120 150 PlSc 130 150
		Psyc 100 108 110 201 300 Soci 100 105 SoSc 100
Tr_____		Tr_____

GE AREA D: 3 units

In Progress	Completed
<input type="checkbox"/>	<input type="checkbox"/>
GED	
American Institutions	<input type="checkbox"/>
State/Local Institutions	<input type="checkbox"/>

(NOTE: * fulfills American Institutions and State & Local Institutions ONLY for international students)

GE AREA E: ETHNIC STUDIES3 units

Anth 360 370 Hist 242 422 451 452	Lit. 252 266 371 372 375 Psyc 278	Soci 141 SoSc 250
Tr_____		Tr_____

GE AREA E: 3 units

In Progress	Completed
<input type="checkbox"/>	<input type="checkbox"/>
GEE	

ASSOCIATE IN ARTS DEGREE LIBERAL ARTS

THE ASSOCIATE IN ARTS DEGREE: LIBERAL ARTS MAJOR

The Liberal Arts Major provides students with a broad foundation of academic knowledge. This flexible major can be taken by undecided students who wish to earn an Associate in Arts Degree.

REQUIREMENTS FOR A.A. DEGREE: LIBERAL ARTS

- Residence60 units
- Scholarship2.0 G.P.A.
- Basic CompetencyEnglish, Mathematics, Computers
- Major - Liberal ArtsMinimum 18 units (see below)
- General EducationMinimum 21 units (see below)
- Physical Education2 units

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

AREA A: Communication in the English Language & Critical Thinking 15 units
One course from Areas A1, A3, and A4, and **two** courses from Area 2.

- | | | |
|---|---|---|
| A1 ORAL COMMUNICATION <input type="checkbox"/>
Spch 100, 120 | A3 CRITICAL THINKING <input type="checkbox"/>
Engl 165
Phil 103, 200
PlSc 103
Tr _____
Tr _____ | A4 ANALYTICAL THINKING <input type="checkbox"/>
Bus. 115
Comp151, 155, 162, 170
Mus. 132
Math 110, 111, 115, 120, 121,
122, 125, 130, 200, 219,
220, 241, 251, 410 |
| A2 WRITTEN COMMUNICATION <input type="checkbox"/>
Engl 800 (or E.I. 400),
100, 110 | | |
| Minimum 15 | | Total <input type="checkbox"/> |

AREA B: Natural Sciences6 units
One course required from each group: Physical and Life Sciences. (CSU/GE must include one lab course indicated by an asterisk*.)

- | | | |
|--|---|--|
| B1 PHYSICAL SCIENCE <input type="checkbox"/>
Astr 100, 101*
Chem 100*, 210*, 224*, 410*
Geog 100
Geol 100*, 110
NSci 100
Ocen 100
Phys 210*, 250*, 260*, 405, 481*
Tr _____ | B2 LIFE SCIENCE <input type="checkbox"/>
Anat 250*
Anth 125
Biol 100, 110*, 111*, 130*
Boty 112*, 145, 220*
HSci 101, 104, 105, 106, 108
H.Ec 310
Mbio 240*
NSci 100 | Paln 110
Psio 260*
Zool 210*

LAB COURSE <input type="checkbox"/>
Tr _____ |
| Minimum 6 | | Total <input type="checkbox"/> |

AREA C: Humanities.....6 units

Courses to be selected from **two different** sub-areas. † indicates Ethnic Studies Course.

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

Minimum6 Total

AREA D: SOCIAL & BEHAVIORAL SCIENCES.....6 units

One course to be selected from **two different** sub-areas. (CSU/GE requires one course from **each** area: American Institutions and State & Local Institutions.) •Fulfills American Institutions and State/Local Institutions **only** for International Students. † Ethnic Studies course.

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

Minimum6 Total

AREA E: ETHNIC STUDIES.....3 units

- | | | |
|----------------------|--|-----------------|
| <p>Anth 360, 370</p> | <p>Hist 242, 422, 451, 452</p> <p>Lit. 252, 266, 371, 372, 375</p> <p>Psyc 278</p> <p>Soci 141</p> | <p>SoSc 250</p> |
| <p>Tr _____</p> | <p>Tr _____</p> | <p>Tr _____</p> |

Minimum3 Total

AREA F: LIFELONG UNDERSTANDING AND SELF-DEVELOPMENT.....No required units

- | | | |
|--------------------------------------|--|--|
| <p>Biol 310, 312</p> <p>Crer 137</p> | <p>H.Ec 310, 312</p> <p>HSci 101, 104, 105, 106, 108</p> | <p>Any Physical Education course
except P.E. 690, 695</p> |
| <p>Tr _____</p> | <p>Tr _____</p> | <p>Tr _____</p> |

Minimumnone Total

AREA G: ELECTIVES.....3 units

Selection of three additional units from Areas A - F listed on the State University certification Sheet(CSU/GE).

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 G.P.A. 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 AN A.A. DEGREE IN UNIVERSITY STUDIES

1. Completion of the requirements for the A.A. Degree:

- Residence60 units
- Scholarship2.0 G.P.A.
- Basic CompetencyComputers, English, Mathematics
- Physical Education2 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 Thinking9 units
Select at least one course from each sub-area.

- | | | |
|--|---|---|
| A1 ORAL COMMUNICATION <input type="checkbox"/> | A2 WRITTEN COMMUNICATION <input type="checkbox"/> | A3 CRITICAL THINKING <input type="checkbox"/> |
| Spch 100, 120 | Engl 100 | Engl 165
Phil 103, 200
PISc 103 |

Minimum9 Total

AREA B: Natural Science & Mathematics9 units
One Course from Physical Science (B1), Life Science (B2), and Math Concepts (B4). Must include one lab course from Area B1 or B2 indicated by an asterisk *

- | | | |
|---|---|---|
| B1 PHYSICAL SCIENCE <input type="checkbox"/> | B2 LIFE SCIENCE <input type="checkbox"/> | B4 MATH CONCEPTS <input type="checkbox"/> |
| Astr 100, 101*
Chem 100*, 210*, 224*, 410*
Geog 100
Geol 100*, 110
NSci 100
Ocen 100
Phys 210*, 250*, 260*, 405, 481* | Anat 250*
Anth 125
Biol 100, 110*, 111*, 130
Boty 112*, 145, 220*
Mbio 240*
NSci 100
Paln 110
Psio 260*
Zool 210* | Math 125, 130, 200, 219, 220,
241, 251 |

B3 LAB COURSE

Minimum9 Total

AREA C: Arts, Literature, Philosophy, and Languages9 units
 Three courses to be selected from at least **two different** sub-areas. English 110 must be taken. † indicates Ethnic Studies Course.

C1 ARTS <input type="checkbox"/> Art 100, 102, 103, 201, 204, 214, 301 Dram 101, 102, 140 IntD 320, 321, 322 Mus. 100, 131, 202	C2 LITERATURE <input type="checkbox"/> 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	C4 FOREIGN LANGUAGES <input 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
	C3 PHILOSOPHY <input type="checkbox"/> Hist 205 Phil 100, 160, 175, 190, 240, 300, 310, 320	C5 DEVELOPMENT of CULTURES Hist 100, 101, 451†, 452† SoSc 250† <input type="checkbox"/>
Minimum9 Total <input type="checkbox"/>		

AREA D: SOCIAL & BEHAVIORAL SCIENCES9 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 course

D1 AMERICAN INSTITUTIONS <input type="checkbox"/> Econ 230 Hist 102, 201, 202, 242†, 421 PISc 205•, 210	D3 SOCIAL INSTITUTIONS <input type="checkbox"/> Anth 105, 110, 360†, 370† ECE 212 Econ 100, 102 Envr 120 Geog 110, 120, 150 Hist 310, 315, 422† PISc 130, 150	Psyc 100, 108, 110, 201, 202, 278†, 300, 340 Soci 100, 105, 141†, 360 SoSc 100, 122, 392
D2 STATE/LOCAL INSTITUTIONS <input type="checkbox"/> Hist 310, 315 PISc 205•, 310	Minimum9 Total <input type="checkbox"/>	

AREA E: LIFELONG UNDERSTANDING AND SELF-DEVELOPMENT3 units

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

Minimum3 Total

AREA G: Preparation for Major or Electives

Transferable Courses to meet the minimum 60 units degree requirement.

Total

ETHNIC STUDIES

Selection of **one** course from either Area C or D above that has a (†) after the course number.

Total

INTERSEGMENTAL GENERAL EDUCATION TRANSFER CURRICULUM

Name _____
Last First Social Security Number

Currently enrolled at Cañada? Yes _____ No _____ Major _____

Completion of all of the requirements in the Intersegmental General Education Transfer Curriculum (IGETC) will permit a student to transfer from Cañada College to a campus in either the California State University or to the University of California systems without the need, after transfer, to take additional lower division general education courses to satisfy campus general education requirements.

The IGETC course requirements for all areas must be completed before the IGETC can be certified. All courses must be completed with a grade of "C" or better. Courses may not be certified in more than one area. Transfer credit may be limited by either/both CSU and UC.

Note: completion of the IGETC is not a requirement to transfer to CSU or UC nor is it the only way to fulfill the lower division general education requirements for the CSU or UC prior to transfer.

AREA 1: ENGLISH COMPOSITION

C.S.U. Three (3) courses required, one from each group.
 U.C. Two (2) courses required, one each from groups 1 and 2.

Group 1: ENGLISH COMPOSITION <input type="checkbox"/> Engl 100	Group 2: CRITICAL THINKING <input type="checkbox"/> (no courses approved to date)	Group 3: ORAL COMMUNICATION <input type="checkbox"/> Spch 100, 120
Tr _____	Tr _____	Tr _____

Minimum6 - 9 Total

AREA 2: MATHEMATICAL CONCEPTS AND QUANTITATIVE REASONING

One (1) course, three (3) semester units

Math 125, 200, 219, 220, 241, 242, 251, 252, 253, 275 Tr _____

Minimum3 Total

AREA 3: ARTS AND HUMANITIES

At least three (3) courses, with at least one course from the Arts and one course from the Humanities, for a total of nine (9) units.

ART COURSES <input type="checkbox"/>	HUMANITIES COURSES <input type="checkbox"/>	
Art 101, 102, 103	Dram 142, 143, 144, 151, 152	Lit. 233, 251, 252, 266, 301, 302, 371, 372, 375, 431
Dram 101, 102, 140	Engl 110	Phil 100, 160, 175, 190, 240, 300, 310, 320
Lit. 441, 442	Fren 130+, 140+	Span 130, 140+
Mus. 100, 131, 202	Hist 100, 101, 102, 201, 202, 205, 242, 310, 421, 422, 451, 452	
Tr _____	Lit. 101, 111, 142, 143, 144, 151, 152, 200, 231, 232,	Tr _____
Tr _____		+CSU approved only.

Minimum9 Total

AREA 4: SOCIAL AND BEHAVIORAL SCIENCES

At least three (3) courses, from at least two (2) disciplines, for a total of nine (9) units.

Anth 105, 110, 360, 370	Hist 102, 201, 202, 242, 310,	Psyc 100, 201, 202, 278, 300,
Econ 100, 102, 230	421, 422	340
Envr 120	PLSc 130+, 150, 210	SoSc 250
Geog 110, 120, 150		Soci 100, 105, 141

Tr _____ Tr _____ Tr _____

+CSU approved only.

Minimum9 Total

AREA 5: PHYSICAL AND/OR BIOLOGICAL SCIENCES

At least two (2) courses (one from Physical Science and one from Biological Science) for seven to nine (7-9) semester units; at least one course must have a lab (indicated by *).

PHYSICAL SCIENCE

Astr 100/101*
Chem 210*, 220*
Geog 100
Geol 100*
NSci 100
Ocen 100
Phys 210*, 220*, 250*, 260*, 270*

BIOLOGICAL SCIENCE

Anat 250*
Anth 125
Biol 100, 110*, 130, 160
Boty 145, 220*
MBio 240*
NSci 100
Paln 110
Psio 256*, 260*
Zool 210*

Tr _____

Tr _____

Minimum7 - 9 Total

LANGUAGE OTHER THAN ENGLISH

Foreign Language (U.C. requirement **only**) Proficiency equivalent to two years of high school study in the same language. (Completion of Cañada College Language course 120 satisfies this requirement.)

Fren 110 (or 111/112), 120 (or 121/122)	Ital 111/112, 121/122	Span 110 (or 111/112), 120 (or 121/122)
--	-----------------------	--

Tr _____

Tr _____

Minimum0 - 10 Total

C.S.U. GRADUATION REQUIREMENTS IN U.S. HISTORY, CONSTITUTION AND AMERICAN IDEALS (not part of IGETC ; may be completed prior to transfer)

Six (6) units, one (1) course from each group 1 and group 2. (Courses used to satisfy this requirement **cannot** be used to satisfy IGETC requirement.)

•PLSc 205 can **only** fulfill American Institutions and State and Local Institution requirements for international students.

Group 1

Econ 230
Hist 102, 201, 202, 242, 421
PLSc 205*, 210

Group 2

Hist 310, 315+
PLSc 205*, 310+

Tr _____

Tr _____

+CSU approved only.

Minimum0 - 6 Total

TRANSFER COURSES

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

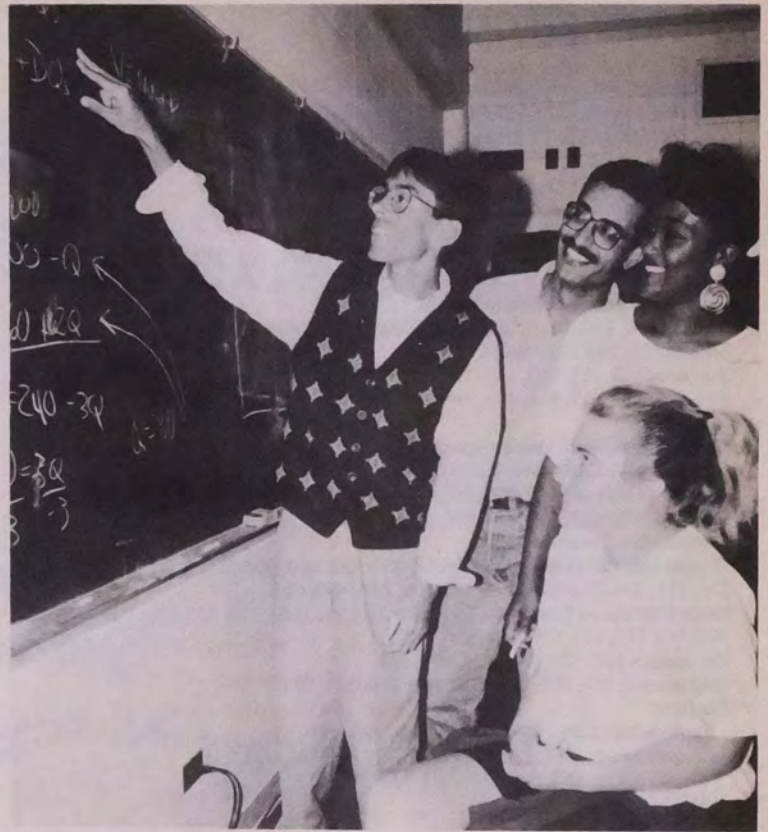
- Accounting** 100, 121, 131, 171, 190, 680, 690, 695
Anatomy 250, 680, 690, 695
Anthropology 105, 110, 125, 360, 370, 680, 690, 695
Art 101, 102, 103, 190, 201, 202, 204, 205, 207, 214, 221, 222, 231, 232, 234, 235, 301, 303, 311, 312, 320, 322, 351, 356, 357, 359, 680, 690, 695
Astronomy 100, 101, 680, 690, 695
Biology 100, 110, 111, 130, 225, 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, 260, 261, 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, 121, 122, 123, 124, 125, 127, 128, 129, 148, 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 125, 130, 140, 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, 262, 264
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, 143, 200, 205, 210, 215, 230, 350, 400, 680
Fitness 105, 140, 201, 204, 210, 431, 680
Individual 121, 140, 143, 148, 161, 164, 166, 174, 251, 252, 253, 254, 255, 256, 257, 258, 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 her/his 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 a counselor using the general catalog of the University campus the student wishes 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 the student should carefully consider in planning for his/her program at Cañada.

Students should note that not all Cañada courses are designed for transfer to the University of California. Some others may be accepted for transfer credit by a particular campus depending upon the major.

There have been a number of recent changes to the list of Cañada courses that are transferable to the UC system. Students should see their counselor for further information.



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 pre-scriptive activities through the Fitness for Life Program.

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
- Microcomputer Technician
- 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.

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	3
BOTY 220 General Botany	5
ZOOL 210 General Zoology	5
or	
BIOL 225 Biology of Organisms	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
or	
BIOL 225 Biology of Organisms	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, Chemistry, Biology, Physics, Foreign Language.

	Units
BIOL 110 Principles of Biology	4
or	
BIOL 130 Human Biology	3

ZOOL 210 General Zoology	5
or	
BIOL 225 Biology of Organisms	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 Language, 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
or	
BIOL 225 Biology of Organisms	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
or	
BIOL 225 Biology of Organisms	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
or	
BIOL 225 Biology of Organisms	5
PSYC 100 General Psychology	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
or	
BIOL 225 Biology of Organisms	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
or	
BIOL 225 Biology of Organisms	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 large number of Macintosh and IBM microcomputers. Adjacent to the Computer Center is the Basic Skills laboratory which is equipped with Apple IIe computers used to teach classes on a self-paced, individualized basis.

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 Introduction to Programming 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

	Units
Certificate Core Requirements (CIS-Computer Science)	20
MATH 200 Statistics	4
MATH 251, 252 Analytical Geometry & Calculus	10
COMP/MATH courses not included in the above	6
General Education Requirements	18
Physical Education	2
Total	60

ASSOCIATE IN SCIENCE DEGREE COMPUTER SCIENCE/ENGINEERING

	Units
Certificate Core Requirements (CIS-Computer Science)	20
*COMP 275 Assembly Language	3
ENGR Courses	3-4
MATH 251, 252 Analytical 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

	Units
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 Technology and Society	3
ENGR 200 Descriptive Geometry	2
ENGR 220 Graphics	2

ENGR 230 Vector Statics	3
ENGR 260 Circuits & Devices	3
ENGR 261 Circuits & Devices Lab	1
ENGR 270 Materials Science	3
COMP 162 FORTRAN Programming	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 Technology and Society	3
MATH 241, 242 Applied Analytic Geometry & Calculus	10
CHEM 410, 420 Health & Science Chemistry	8
PHYS 210, 220 General Physics	8
COMP 155 BASIC Programming	3
COMP 162 FORTRAN Programming	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 Programming	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

OPHTH 400 Introduction Ophthalmic Optics	3
*MATH 410 Technical Math	3
OPHTH 411 Lab Techniques I	4
OPHTH 412 Lab Techniques II	4
OPHTH 431 Lenses	3
OPHTH 441 Fabrication	2
OPHTH 460 Anatomy & Physiology of the Eye	3
OPHTH 465 Opticianry Clinic I	5
OPHTH 466 Opticianry Clinic II	5
OPHTH 471 Dispensing Techniques I	3
OPHTH 472 Dispensing Techniques II	3
OPHTH 491 Contact Lenses I	4
OPHTH 492 Contact Lenses II	4
*PHYS 481 Geometric Optics	3
HSCI 350 Microcomputers for Health Sciences	1
OPHTH 670 Co-op. Ed.	4
OPHTH 695 Independent Study	1
BUS. 155 Small Business Problem Solving	0.5
Total	46.5

* Meets general education requirement.

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

Additional courses to meet the 18 units required for general education:

ENGL 100 English	3
Social & Behavioral Sciences	3
Humanities	3
Ethnic Studies	3
Additional graduation requirement:	
Physical Education	2
Total	61

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 for Life Program includes an exercise program coupled with testing to determine the student's cardiovascular and general 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 and soccer. In order to be eligible a student must be actively enrolled in 12 units per semester. Additional questions regarding eligibility should be addressed to the Athletic Director.

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
Complete requirements for General Education	40
Other requirements: Students should refer to the catalog of the transferring institution for specific requirements for the major.	

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 Programming	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 Technology and Society	3
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 Technology and Society	3
ENGR 260 Circuits & Devices	3
ENGR 261 Circuits & Devices Lab	1
MATH 251, 252, 253 Analytic Geometry/Calculus	15
COMP 162 FORTRAN Programming	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 219 or 220 Pre-Calculus College Algebra	3-5
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

MICROCOMPUTER TECHNICIAN PROGRAM

The original microcomputer technician program was designed to provide general theory and laboratory practice in basic electronics, digital devices, microprocessor and microcomputer technology. This program is now being revised to incorporate installation and assistance with software applications.

Students completing the revised program will earn a certificate indicating the attainment of the technical skills necessary for entry-level employment. For information on A.S. degree and certificate requirements, contact the Basic & Applied Sciences division office at 306-3291.

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 as well as individuals skilled in working with various software applications.

OCEANOGRAPHY**RECOMMENDED TRANSFER PROGRAM**

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

	Units
*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
or	
BIOL 225 Biology of Organisms	5
BOTY 220 General Botany	5
MATH 200 Elem. Probability & Statistics	4
*(Minimum requirements Humboldt State Univ.)	

PHYSICS**RECOMMENDED TRANSFER PROGRAM**

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

	Units
MATH 251, 252, 253 Analytic Geometry/Calculus	15
MATH 275 Differential Equations	3
COMP 162 FORTRAN Programming	3
CHEM 210, 220 General Chemistry	10
PHYS 250, 260, 270 General Physics	12

RADIOLOGIC TECHNOLOGY (X-RAY TECHNOLOGY)

The Radiologic Technology curriculum is undergoing review and modification for the 1992-93 academic year. For information, contact the Basic & Applied Sciences division office at 306-3291. Information sessions will be held in November 1991 and February 1992.

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 Physics	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 Radiographic Positioning	3
RADT 430 Radiation Health & Protection	4
RADT 440 Advanced Techniques	3
General Education	9
Physical Education	2

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

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.)	

BUSINESS/SOCIAL SCIENCES DIVISION

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
 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 transfer 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 27.5 - 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	4-5
ACTG 190 Introduction 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	27.5-29.5

A.S. DEGREE ACCOUNTING

	Units
Certificate Core Requirements	27.5-29.5
Gen. Education Requirements	18
P.E.	2
Electives:	10.5-12.5

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 Introduction to Bus. Computer Systems	3
BUS. 436 Microcomputer Database Management	3
BUS. 438 Microcomputer Graphics & Desktop Publishing	3

ANTHROPOLOGY

Anthropology is the study of peoples of the world from pre-historic 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
GEOL 100 Survey of Geology	3
MATH 200 Elementary Probability & Statistics	4
PALN 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 opportu-

nity to work in almost any business discipline: sales, marketing, public relations, and personnel.

RECOMMENDED TRANSFER PROGRAM

Preparation for the Major

Core courses required by all CSU, UC and most Private Universities:

	Units
ACTG 121 Financial Accounting	4-5
ECON 100 Principles of Macro Economics	3
ECON 102 Principles of Micro Economics	3
Total	10-11

(Consult with your counselor for current requirements of the university you wish to attend):

	Units
ACTG 131 Managerial Accounting	4-5
BUS. 103 Introduction to Bus. Computer Systems	3
BUS. 201 Business Law	3
MATH 125 Elem Finite Math	3
MATH 200 Statistics	4
MATH 241, 242 Applied Analytic Geometry & Calculus*	10

*Courses required by most CSU, UC and Private Universities

A.S. DEGREE-BUSINESS ADMINISTRATION TRANSFER PROGRAM

	Units
Core requirements of CSU and UC	10-11
Additional courses from courses required by 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 Introduction 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

SUGGESTED ELECTIVES

	Units
ACTG 131 Managerial Accounting	4-5
BUS. 180 Marketing	3

BUS. 235 Techniques of Supervision	3
BUS. 403 WP: Letter Formats	1-3
BUS. 404 WP: Report Formats	1-3
BUS. 430 Microcomputer Applications Part I	1.5
BUS. 431 Microcomputer Applications Part II	1.5
BUS. 436 Microcomputer Database Management	3
ECON 100 Principles of Macro Economics	3
ECON 102 Principles of Micro Economics	3
Math courses from the recommended transfer program	

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	3-5
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	24-26

A.S. DEGREE - ADMINISTRATIVE ASSISTANT**CORE REQUIREMENTS**

	Units
Certificate Core Requirements	24-26
General Education Requirements	18
P.E.	2
Electives	14-16

SUGGESTED ELECTIVES

	Units
ACTG 190 Computerized Accounting	1.5
ACTG 192 Advanced Computerized Accounting	1.5
BUS. 100 Survey of Business	3
BUS. 115 Business Mathematics	3
BUS. 415 Introductory Keyboarding/Typewriting	2-3
BUS. 425 Beginning DOS	1.5
BUS. 426 Advanced DOS	1.5
BUS. 432 Microcomputer Word Processing	1-3
BUS. 433 Advanced WordPerfect	1.5
BUS. 434 Microcomputer Spreadsheet	3
BUS. 436 Microcomputer Database Management	3
BUS. 437 Database Management for the Macintosh	
BUS. 438 Microcomputer Graphics & Desktop Publishing	3
BUS. 440 Macintosh Skills for the Off. Worker, Pt. I	1.5
BUS. 441 Macintosh Skills for the Off. Worker, Pt. II	1.5
BUS. 444 Telecommunications	1.5
BUS. 670 Cooperative Education	1-8
BUS. 672 Cooperative Education Internship	1-8
BUS. 680 Selected Topics	1-3
BUS. 695 Independent Study	.5-6
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	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	19-27
General Education Requirements	18
P.E.	2
Electives	13-21

SUGGESTED ELECTIVES

	Units
ACTG 100 Accounting Procedures	3-4
BUS. 100 Survey of Business	3
BUS. 103 Introduction to Bus. Computer Systems	3
BUS. 110 Business Arithmetic	
or	
BUS. 115 Business Mathematics	3
BUS. 415 Introductory Keyboarding/Typewriting	2-3
BUS. 425 Beginning DOS	1.5
BUS. 426 Advanced DOS	1.5
BUS. 432 Microcomputer Word Processing	1-3
BUS. 433 Advanced WordPerfect	1.5
BUS. 435 Excel Skills for the Office Worker	3
BUS. 436 Microcomputer Database Management	3
BUS. 437 Database Management for the Macintosh	3
BUS. 440 Macintosh Skills for the Off. Worker, Pt. I	1.5
BUS. 441 Macintosh Skills for the Off. Worker, Pt. II	1.5
BUS. 444 Telecommunications	1.5
BUS. 670 Cooperative Education	1-8
BUS. 680 Selected Topics	5-9
BUS. 695 Independent Study	5-6

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
P.E.	2
Electives	16-18

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. 410 Office Internship	1-3
BUS. 415 Introductory Keyboarding/Typewriting	2-3
BUS. 416 Office Skills	1-3
BUS. 425 Beginning DOS	1.5
BUS. 426 Advanced DOS	1.5
BUS. 432 Microcomputer Word Processing	1-3
BUS. 433 Advanced WordPerfect	1.5
BUS. 435 Excel Skills for the Office Worker	3
BUS. 436 Microcomputer Database Management	3
BUS. 437 Database Management for the Macintosh	3
BUS. 438 Microcomputer Graphics and Desktop Publishing	3
BUS. 440 Macintosh Skills for the Off. Worker, Pt. I	1.5
BUS. 441 Macintosh Skills for the Off. Worker, Pt. II	1.5
BUS. 444 Telecommunications	1.5
BUS. 670 Cooperative Education	1-8
BUS. 680 Selected Topics	5-9
BUS. 695 Independent Study	.5-6

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.

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	3
BUS. 403 WP: Letter Formats	
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	1-3
BUS. 434 Microcomputer Spreadsheet	3
Total	22-24

A.S. DEGREE - WORD PROCESSING**CORE REQUIREMENTS**

	Units
Certificate Core Requirements	22-24
General Education Requirements	18
P.E.	2
Electives	16-18

SUGGESTED ELECTIVES

	Units
BUS. 103 Introduction to Bus. Computer Systems	3
BUS. 401 Business Communications	3
BUS. 405 WP: Skill Building	1-3
BUS. 415 Introductory Keyboarding/Typewriting	2-3
BUS. 416 Office Skills	1-3
BUS. 425 Beginning DOS	1.5
BUS. 426 Advanced DOS	1.5
BUS. 432 Microcomputer Word Processing	1-3
BUS. 433 Advanced WordPerfect	1.5
BUS. 435 Excel Skills for the Office Worker	3
BUS. 436 Microcomputer Database Management	3
BUS. 437 Database Management for the Macintosh	3
BUS. 438 Microcomputer Graphics and Desktop Publishing	3
BUS. 440 Macintosh Skills for the Off. Worker, Pt. I	1.5
BUS. 441 Macintosh Skills for the Off. Worker, Pt. II	1.5
BUS. 444 Telecommunications	1.5
BUS. 670 Cooperative Education	1-8
BUS. 680 Selected Topics	1-3
BUS. 695 Independent Study	.5-6

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

	Units
Certificate Core Requirements	24
General Education Requirements	18
P.E.	2
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	3
ECE. 212 Child, Family and Community	3
Electives	12
Total	24

SUGGESTED ELECTIVES

	Units
ECE. 213 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. 243 Microcomputers in Early Childhood Ed.	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	1-6
ECE. 351 Language Arts in ECE	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	1-8
ECE. 672 Cooperative Education: Internship	1-8
ECE. 680 Selected Topics	.5-9

ECE. 695 Independent Study	.5-6
LIT. 191 Children's Literature	3
PSYC 221 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.

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 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 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 Amer-

ica, 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 programs in General Home Economics, Textiles and Clothing (emphasis on custom dressmaking and apparel design), and Business/Textiles and Clothing.

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.EC 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 & Environment	3
PSYC 100 General Psychology	3
PSYC 201 Child Development	3
or	
ECE. 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
P.E.	2
Electives	13
Total	60

CERTIFICATE PROGRAM - HOME ECONOMICS

	Units
CORE REQUIREMENTS (Choose courses from list below)	
A. Textiles and Clothing (9)	
H.EC 111 Techniques of Fit	3
H.EC 115 Intermediate Clothing Construction	3
H.EC 117 Fashion Image	3
B. Foods and Nutrition (6)	
H.EC 310 Nutrition	3
H.EC 320 Applied Nutrition (Cooking for Health)	3

C. Consumer Economics and Management (3)	
H.EC 416 Consumer Decision Making	3
or	
BUS. 131 Money Management	3
D. Computer Applications (3)	
BUS. 430 Microcomputer Applications Part I	1.5
BUS. 431 Microcomputer Applications Part II	1.5
E. Electives	
(Choose from Home Economics Courses)	6
Total	27

A.S. DEGREE IN TEXTILES & CLOTHING

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

CERTIFICATE PROGRAM - TEXTILES & CLOTHING

(Emphasis on custom dressmaking & apparel design)

	Units
12 units from Group A:	
H.EC 110 Beginning Clothing Construction	3
H.EC 111 Techniques of Fit	3
H.EC 112 Knits & Wovens	3
H.EC 113 Textiles	3
H.EC 115 Intermediate Clothing Construction	3
H.EC 116 Advanced Construction/Tailoring	3
H.EC 125 Alterations	3
H.EC 127 Custom Dressmaking	1.5
H.EC 150 History of Fashion	3
12 units from Group B:	
H.EC 117 Fashion Image	3
H.EC 118 Flat Pattern Design	1-3
H.EC 120 Creative Clothing Construction	3
H.EC 123 Introduction to Fashion Industry	.5-3
H.EC 124 Art in Clothing	3
H.EC 151 Fashion Merchandising	.5-3
H.EC 410 Management of Time & Resources	2
H.EC 420 Computer Applications/H. Mgt.	1
Selected construction electives, including:	
H.EC 200 Beginning Sewing Lab	1
Total	24-25

A.S. DEGREE IN BUSINESS/TEXTILES & CLOTHING

	Units
Certificate Core Requirements	30
General Education Requirements	18
P.E.	2
Electives	10
Total	60

CERTIFICATE PROGRAM - BUSINESS/TEXTILES & CLOTHING

CORE REQUIREMENTS

15 units from Home Economics in the following areas:

	Units
Textiles (3)	
H.EC 113 Textiles	3
or	
INTD 170 Fabrics for Interiors	3
Fashion (3-6)	
H.EC 117 Fashion Image	3
H.EC 123 Introduction to Fashion Industry	.5-3
H.EC 150 History of Fashion	3
or	
H.EC 151 Fashion Merchandising	.5-3
Fit and Pattern Design (3-6)	
H.EC 111 Techniques of Fit	3
H.EC 118 Flat Pattern Design	1-3
or	
H.EC 120 Creative Clothing Construction	3
Choose from H.EC 141 through 146 courses	.5-3
Clothing Construction (3-6)	
H.EC 110 Beginning Clothing Construction	3
H.EC 111 Techniques of Fit	3
H.EC 112 Knits & Wovens	3
H.EC 115 Intermediate Clothing Construction	3
or	
H.EC 116 Advanced Construction/Tailoring	3
Home Economics Electives	.5-3
Business (15)	
ACTG 100 Accounting Procedures	3
or	
ACTG 121 Financial Accounting	4-5
BUS. 101 Human Relations	3
BUS. 150 Small Business Management	3
BUS. 430 Microcomputer Applications Part I	1.5
BUS. 431 Microcomputer Applications Part II	1.5
BUS. 180 Marketing	3
Total	30

INTERIOR DESIGN

The Interior Design Department offers courses designed for individuals interested in preparing for careers in the professional fields of interior design. Included in the program are a transfer program, an A.S. degree, and seven certificates: Commercial Design (2), Residential Design (2), Kitchen and Bath (1), Advanced Kitchen and Bath (1), and Health Care Design (1). Five of the certificate programs meet the minimum qualifying requirements for the American Society of Interior Designers' (ASID) 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 and designers 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 the Major

	Units
ART 101 History of Art	3
ART 102 History of Art II	3
ART 201 Form & Composition I	3
ART 204 Drawing I	3
ART 214 Color	3
INTD 672 Cooperative Education Internship	1-4

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 I	3
INTD 125 Detailing Interiors	3
INTD 160 Decorating Techniques	3
INTD 150 History of Interiors (Fall only)	3
INTD 450 Materials and the Consumer (Fall only)	3
INTD 147 Space Planning	3
INTD 330 Architectural Interior Detailing	3
INTD 146 Graphics for Interiors	3
INTD 170 Fabrics for Interiors (Spring only)	3
INTD 250 Professional Practices (Fall only)	3
INTD 672 Cooperative Education Internship	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)

	Units
INTD 260 Fundamentals of Lighting (Spring only)	2

ART 103 History of Art III	3
INTD 156 Portfolio/Projects (Spring only)	3-6
INTD 672 Cooperative Education Internship (after first semester)	1
INTD 271 Bath Design	3
INTD 340 Cabinetry & Furniture Design (Fall only)	3
INTD 356 Residential & Commercial Construction (Spring only)	3
INTD 350 Commercial Design (Fall only)	3
INTD 351 Advanced Commercial Design (Spring only)	3
INTD 360 CAD Applications for Interior Designers (Fall only)	3
Electives	3
Total	30

RECOMMENDED ELECTIVES

	Units
ART 214 Color	3
ART 231 Watercolor	3
BUS. 430 Microcomputer Applications Part I	1.5
BUS. 431 Microcomputer Applications Part II	1.5
INTD 180 Contract Design (Fall only)	3
INTD 270 Kitchen Design	3
INTD 274 Remodeling Construction (Fall only)	3
INTD 278 Marketing Sales for Interior Designers (Fall only)	3
INTD 320 Oriental Art for Interiors: China & Korea	1
INTD 321 Oriental Art for Interiors: Japan & S.E. Asia	1
INTD 322 Oriental Art for Interiors: Indonesia, Japan, Philippines	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)

	Units
INTD 672 Cooperative Education Internship	1
INTD 320 Oriental Art for Interiors: China & Korea	1
INTD 321 Oriental Art for Interiors: Japan & S.E. Asia	1
INTD 322 Oriental Art for Interiors: Indonesia, Japan, Philippines	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 (Fall only)	3
INTD 156 Portfolio/Projects (Spring only)	3-6

INTD 278 Marketing Sales for Interior Designers (Fall only)	3
Electives	3
Total	30

RECOMMENDED ELECTIVES

	Units
ART 214 Color	3
ART 231 Watercolor	3
BUS. 430 Microcomputer Applications Part I	1.5
BUS. 431 Microcomputer Applications Part II	1.5
INTD 271 Bath Design	3
INTD 274 Remodeling Construction (Fall only)	3
INTD 276 Adv. Kitchen & Bath Design (Spring only)	3
INTD 411 Home Decorating	3
INTD 670 Cooperative Education	1-4
INTD 690 Research 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)

	Units
INTD 115 Your Home & Environment	3
INTD 148 Color for Interiors	3
ARCH 110 Basic Architectural Drawing	3
ART 201 Form & Composition	
or	
ART 204 Drawing I	
or	
ART 301 Design	3
INTD 125 Detailing Interiors	3
INTD 150 History of Interiors (Fall only)	3
INTD 450 Materials and the Consumer (Fall only)	3
INTD 330 Architectural Interior Detailing	3
INTD 147 Space Planning	3
INTD 170 Fabrics for Interiors (Spring only)	3
INTD 278 Marketing Sales for Interior Designers (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 (Fall only)	3
INTD 180 Contract Design (Fall only)	
or	
INTD 350 Commercial Design (Fall only)	3
INTD 156 Portfolio/Projects (Spring only)	3-6
INTD 672 Cooperative Education 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

	Units
ARCH 110 Basic Architectural Drawing	3
ART 103 History of Art III	3
ART 201 Form & Composition	
or	
ART 204 Drawing I	3
INTD 146 Graphics for Interiors	3
INTD 147 Space Planning	3
INTD 672 Cooperative Education Internship	1
INTD 250 Professional Practices (Fall only)	3
INTD 260 Fundamentals of Lighting (Spring only)	2
INTD 350 Commercial Design (Fall only)	3
INTD 356 Residential & Commercial Construction (Spring only)	3
INTD 360 CAD Applications for Interior Designers (Fall 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 672 Cooperative Education Internship	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)

	Units
INTD 115 Your Home & Environment	3
INTD 148 Color for Interiors	3
ARCH 110 Basic Architectural Drawing	3
ART 201 Form & Composition	
or	
ART 204 Drawing I	
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 Materials and the Consumer (Fall only)	3
INTD 330 Architectural Interior 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 (Fall only)	3
INTD 156 Portfolio/Projects (Spring only)	3-6

INTD 672 Cooperative Education Internship	1
INTD 271 Bath Design	3
INTD 360 CAD Applications for Interior Designers (Fall only)	3
INTD 350 Commercial Design (Fall only)	3
INTD 351 Advanced Commercial Design (Spring only)	3
INTD 356 Residential & Commercial Construction (Fall 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)	Units
INTD 115 Your Home & Environment	3
INTD 270 Fundamentals of Kitchen Design	3
ARCH 110 Basic Architect. Drawing	3
INTD 148 Color for Interiors	3
INTD 146 Graphics for Interiors	3
INTD 274 Remodeling Construction (Fall only)	3
INTD 672 Cooperative Education Internship	1
INTD 260 Fundamentals of Lighting (Spring only)	2
INTD 276 Adv. Kitchen & Bath Design (Spring only)	3
INTD 278 Marketing Sales for Interior Designers (Fall only)	3
INTD 250 Professional Practices (Fall 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)	Units
ARCH 110 Basic Architecture Drawing	3
INTD 365 CAD for Kitchen & Bath Design	3
INTD 115 Your Home & Environment	3
INTD 125 Detailing Interiors	3
INTD 146 Graphics for Interiors	3
INTD 148 Color for Interiors	3
INTD 672 Cooperative Education Internship	6
INTD 260 Fundamentals of Lighting (Spring only)	2
INTD 270 Kitchen Design	3
INTD 271 Bath Design	3
INTD 274 Remodeling Construction (Fall only)	3
INTD 276 Adv. Kitchen & Bath Design (Spring only)	3
INTD 278 Marketing Sales for Interior Designers (Fall only)	3
INTD 356 Residential & Commercial Construction (Spring only)	3
INTD 370 Construction Estimating (Spring only)	3
Electives:	3
Total	50

RECOMMENDED ELECTIVES:

	Units
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 CAD Applications for Interior Designers (Fall only)	3
INTD 450 Materials and the 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 Introduction to Management	3
MGMT 120 Management Communications	3
MGMT 215 Management of Human Resources	3
MGMT 235 Techniques of Supervision	3
Plus, select 12 units from the suggested electives	
Total	24

SUGGESTED ELECTIVES

	Units
ACTG 121 Financial Accounting	4-5
ACTG 131 Managerial Accounting	4-5
BUS. 101 Human Relations	3
BUS. 103 Introduction to Bus. Computer Systems	3
BUS. 235 Techniques of Supervision	3
BUS. 415 Introductory Keyboarding/Typewriting	2-3
BUS. 425 Basic DOS	1.5

BUS. 426 Advanced DOS	1.5
BUS. 430 Microcomputer Applications Part I	1.5
BUS. 431 Microcomputer Applications Part II	1.5
BUS. 432 Microcomputer Word Processing	1-3
BUS. 433 Advanced WordPerfect	1.5
BUS. 434 Microcomputer Spreadsheet	3
BUS. 435 Excel Skills for the Office Worker	1.5
BUS. 436 Microcomputer Database Management	3
BUS. 437 Database Management for the Macintosh	3
BUS. 438 Microcomputer Graphics & Desktop Publishing	3
BUS. 440 Macintosh Skills for the Off. Worker, Pt. I	1.5
BUS. 441 Macintosh Skills for the Off. Worker, Pt. II	1.5
BUS. 444 Telecommunications	1.5
BUS. 670 Cooperative Education	1-8
BUS. 680 Selected Topics	1-3
BUS. 695 Independent Study	1-3
MGMT 105 Financial Management	3
MGMT 130 Labor Relations for Management	3
MGMT 136 Budgeting and Planning	1.5
MGMT 137 Performance Measurement Techniques	1.5
MGMT 220 Organizational Behavior	3
MGMT 225 Office Management	3
MGMT 240 Organizational Leadership	3
MGMT 281 Public Administration Management	3
MGMT 282 Public Relations	3
MGMT 283 Public Personnel Administration	3
MGMT 670 Cooperative Education	1-8
MGMT 680 Selected Topics	1-3
PLSC 310 California State & Local Government	3

A.S. DEGREE - GENERAL MANAGEMENT

	Units
Core Requirements	24
General Education Requirements	18
P.E.	2
Electives	16
Total	60

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 suggested electives	
Total	24

SUGGESTED ELECTIVES

	Units
ACTG 121 Financial Accounting	4-5
ACTG 131 Managerial Accounting	4-5
BUS. 103 Introduction to Bus. Computer Systems	3
BUS. 415 Introductory Keyboarding/Typewriting	2-3
BUS. 425 Basic DOS	1.5
BUS. 426 Advanced DOS	1.5
BUS. 430 Microcomputer Applications Part I	1.5

BUS. 431 Microcomputer Applications Part II	1.5
BUS. 432 Microcomputer Word Processing	1-3
BUS. 433 Advanced WordPerfect	1.5
BUS. 434 Microcomputer Spreadsheet	3
BUS. 435 Excel Skills for the Office Worker	1.5
BUS. 436 Microcomputer Database Management	3
BUS. 437 Database Management for the Macintosh	3
BUS. 438 Microcomputer Graphics & Desktop Publishing	3
BUS. 440 Macintosh Skills for the Off. Worker, Pt. I	1.5
BUS. 441 Macintosh Skills for the Off. Worker, Pt. II	1.5
BUS. 444 Telecommunications	1.5
BUS. 680 Selected Topics	1-3
BUS. 695 Independent Study	1-3
MGMT 100 Introduction to Management	3
MGMT 105 Financial Management	3
MGMT 130 Labor Relations for Management	3
MGMT 136 Budgeting and Planning	1.5
MGMT 137 Performance Measurement Techniques	1.5
MGMT 215 Management of Human Resources	3
MGMT 220 Organizational Behavior	3
MGMT 225 Office Management	3
MGMT 240 Organizational Leadership	3
MGMT 282 Public Relations	3
MGMT 670 Cooperative Education	1-8
MGMT 680 Selected Topics	1-3
MGMT 695 Independent Study	1-3

A.S. DEGREE - PUBLIC ADMINISTRATION

	Units
Core Requirements	24
General Education Requirements	18
P.E.	2
Electives	16
Total	60

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: database 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 Introductory Keyboarding/Typewriting	2-3
BUS. 430 Microcomputer Applications Part I	1.5
BUS. 431 Microcomputer Applications Part II	1.5
BUS. 432 Microcomputer Word Processing	1-3
BUS. 434 Microcomputer Spreadsheet	3
BUS. 436 Microcomputer Database Management	3
BUS. 438 Microcomputer Graphic & Desktop Publishing	3
Electives: Select courses from area A or B or C	9
Total	27-30

AREA A: BUSINESS/ACCOUNTING

	Units
ACTG 100 Accounting Procedures	3
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	1.5
ACTG 192 Advanced Computerized Accounting	1.5
BUS. 100 Survey of Business	3
ECON 100 Principles of Macro Economics	3
ECON 102 Principles of Micro Economics	3

AREA B: PROGRAMMING

	Units
BUS. 103 Business Computer Systems	3
COMP 151 COBOL Programming	3
COMP 155 BASIC Programming	3
COMP 162 FORTRAN Programming	3
COMP 170 PASCAL Programming	3
COMP 190 Programming in C	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	1-3
BUS. 416 Office Skills	1-3
BUS. 670 Cooperative Education	1-3
BUS. 672 Cooperative Education Internship	1-4

A.S. DEGREE - MICROCOMPUTER APPLICATIONS**CORE REQUIREMENTS**

	Units
Certificate Core Requirements	27-30
General Education Requirements	18
P.E.	2
Electives	10-11

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 program will not satisfy the preparations required for a major leading to a B.A. or B.S. Degree.

CORE REQUIREMENTS

	Units
LEGL 249 Introduction to the Legal System	3
LEGL 250 Legal Research & Writing	3
LEGL 252 Civil Litigation and Trial Preparation**	3
Plus, select 18 units from the Legal courses except LEGL 670, Cooperative Education	
Total	27

SUGGESTED ELECTIVES

	Units
LEGL 251 Torts	3
LEGL 253 Estate Administration	3
LEGL 254 Family Law	3
LEGL 255 Corporations & Business Entities	3
LEGL 256 Real Estate & Landlord/Tenant	3
LEGL 257 Bankruptcy & Debt Collection	3
LEGL 258 Advanced Civil Litigation and Trial Preparation	3

LEGL 260 Advanced Legal Research & Writing	3
LEGL 670 Cooperative Education	1-4
LEGL 801 Paralegal Update Course	.5-1

**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

	Units
Core Requirements	27
General Educ. Requirements	18
P.E.	2
Electives	13
Total	60

PHILOSOPHY

Philosophy is a 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 Introduction 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 Introduction 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	
or	
SOCI 100 Introduction to Sociology	3
BIOL 110 Principles of Biology	4
or	
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 Introduction to Gerontology	3
*SOCI 141 Understanding Diverse Racial/ Ethnic Cultures	3
SOCI 360 Introduction 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 Introduction to Logic	3
PSYC 100 General Psychology	3
PSYC 110 Marriage & Relationship Choices	3

*May be used for major OR Ethnic Studies requirement.

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.

STATISTICS

For descriptions of courses in statistics, see Mathematics 200.

TRAVEL INDUSTRY/TOURISM CERTIFICATE

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

CAREER OPPORTUNITIES

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

CORE REQUIREMENTS

	Units
TOUR 100 Travel Industry Reference Materials	3
TOUR 101 Selling Travel	3
TOUR 672 Cooperative Education Internship	
or	
TOUR 670, Cooperative Education	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
Elective	3

SUGGESTED ELECTIVES

	Units
ANTH 105 Peoples & Cultures of the World	3
ANTH 370 Pre-Columbian Peoples & Cultures	3
GEOG 100 Physical Geography	3

GEOG 110 Cultural Geography	3
HIST 101 History of Western Civilization	3
TOUR 103 Travel Destinations/Europe	3
TOUR 104 Travel Destinations/World	3
TOUR 105 Travel Destinations/North America	3
TOUR 200 Introduction to Tourism/Hospitality	
Industry	3
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
P.E.	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.)

HUMANITIES DIVISION

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.

- 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);
- Have completed or be in the process of completing English 100 and 110 with a grade of "B" or better;
- 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;
- 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.

- Make a passing score on the written examinations required in both the native and the acquired language;
- 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 usually 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 Introduction 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 concentration, with the balance of the 60 units in elective courses.

JOURNALISM

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

CAREER OPPORTUNITIES

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

TRANSFER PROGRAM**SUGGESTED CURRICULA**

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

ASSOCIATE IN ARTS DEGREE PROGRAM

Students wishing an A.A. degree in Journalism must complete 60 units of lower division college work with a minimum overall grade point average of 2.0. Courses in Natural 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.	



All courses and curricula listed in this catalog will not necessarily be offered during 1991-1992. Courses are offered at the College's discretion in accord with its determination of educational needs and available resources. Courses may be added, canceled, 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 equivalent to one hour of the student's time per week in lecture at the College throughout one semester, together with the time necessary in preparation thereof, and a longer time (three hours per week) in laboratory or other exercises not requiring outside preparation even though the course may be less than semester length.

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. Counselors will provide interested students with 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. CAN numbers are listed parenthetically after the course descriptions in the listing of courses.

The following courses have been approved for all instructional departments:

670 OCCUPATIONAL COOPERATIVE EDUCATION.

Units (Grade Option) 1-16 (No more than 4 per semester)
Class Hours 1-3 lecture hours/semester
(75 to 300 paid job hours/semester, 60-240 volunteer job hours/semester)

Prerequisites: Eligibility for ENGL 800. Enrollment in 7 units, including Co-op Education and a job or volunteer work site.

Description: College credit can be earned by students who are employed. The job must be related to the student's major area/occupational goals. With the assistance of an employer and instructor/coordinator, students will set measurable objectives for improving their skills and job performance. May be repeated for credit up to 16 units.

672 COOPERATIVE EDUCATION: INTERNSHIP.

Units (Grade Option) 1-16 (No more than 3 per semester)
Class Hours 1-3 lecture hours/semester
(60 to 240 on the job hours/semester)

Prerequisites: Eligibility for ENGL 800. Enrollment in 7 units, including Co-op Education and a minimum of 12 completed units in the occupational discipline.

Description: Students may enroll in a volunteer, cooperative internship to apply skills learned from classroom in-

struction at a supervised work site. The internship must be supervised by a job supervisor and an instructor from the chosen occupational discipline. 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.

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.

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.

695 INDEPENDENT STUDY.

Units 0.5-6
Class Hours By Arrangement (No more than 3 units per semester)

Prerequisites: Eligibility for ENGL 800.
Description: Self-paced, individualized instruction is provided in selected areas to be arranged with an instructor and student and approved by the dean. Varying modes of instruction can be used -- lecture, laboratory, research, skill development, etc. May be repeated for credit up to 6 units.

699 INDEPENDENT SUPERVISED LEARNING LAB.

Units 0
Class Hours By Arrangement
Prerequisites: Student must remain concurrently enrolled in courses in which projects are assigned.

Description: This course provides supplemental practice and/or instruction in a specific discipline on an optional basis. Projects are assigned in courses of concurrent enroll-

ment. General consultation and supervision are provided by the faculty member in charge.

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. Units do not apply towards AA/AS degree.

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 standards and requirements parallel other NON-TRANSFER level courses. Courses incorporate a travel-study format. Units do not apply towards AA/AS degree.

ACCOUNTING

ACTG 100 ACCOUNTING PROCEDURES.

Units (Grade Option) 3

Class Hours 3 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: CSU.

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: CSU, 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: CSU, 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: CSU.

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

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: CSU.

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: CSU.

ANATOMY

ANAT 250 ANATOMY. (CAN BIOL 10)

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 ca-

daver. Intended for students in nursing, physiotherapy, hygiene and physical education. Elective for pre-dental, pre-medical and pre-veterinarian students. Appropriate refresher for Allied Health personnel. Transfer: CSU, UC.

ANTHROPOLOGY

ANTH 105 PEOPLES AND CULTURES OF THE WORLD.

Units (Grade Option) 3

Class Hours 3 lecture hours/week

Prerequisites: Eligibility for ENGL 800.

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: CSU, 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: CSU, 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: CSU, 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: CSU, 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: CSU, UC.

ANTH 700 ANTHROPOLOGICAL THEORIES OF AMERICAN CULTURE.

Units 1-3 (1 unit per semester only)

Class Hours 1 hour/week & 2 by arrangement

Prerequisites: None

Description: This course is an anthropological study of American culture which includes economics, political, educational, and religious institutions. Many lectures include current events as they happen. Units do not apply toward AA/AS Degree. May be repeated for up to 3 units.

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.

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 pre-historic, ancient, classic, and medieval periods. Emphasis placed upon the structure of art and its use in society. Transfer: CSU, 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: CSU, 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: CSU, 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: CSU.

ART 201 FORM AND COMPOSITION I.

Units (Grade Option) 3

Class Hours 3 lecture/3 lab hours/week

Prerequisites: Eligibility for ENGL 800 and READ 802

Description: This course introduces students to the fundamentals of representational composition, with emphasis on the individual and combined use of line, mass, shape, color (value only), and space organization. Students will complete both drawing and painting projects. Transfer: CSU, UC.

ART 202 FORM AND COMPOSITION II.

Units (Grade Option) 3

Class Hours 3 lecture/3 lab hours/week

Prerequisites: Eligibility for ENGL 800 and READ 802.

Course Prerequisites: ART 201

Description: An intermediate course in composition, ART 202 emphasizes the creative use of subject matter and the development of compositional versatility. Diverse media will be used. Transfer: CSU, UC.

ART 204 DRAWING I. (CAN ART 8)

Units (Grade Option) 3

Class Hours 3 lecture/3 lab hours/week

Prerequisites: Eligibility for ENGL 800 and READ 802.

Description: This fundamental course in drawing emphasizes 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 are used. Transfer: CSU, UC.

ART 205 DRAWING II.

Units (Grade Option) 3

Class Hours 3 lecture/3 lab hours/week

Prerequisites: Eligibility for ENGL 800 and READ 802.

Course Prerequisites: ART 204

Description: Using mixed media, ART 205 Continues development of student's visual perception and technique, emphasizing direct response to visual stimuli and personal interpretation of subject matter. Transfer: CSU, UC.

ART 207 LIFE DRAWING.

Units (Grade Option) 3

Class Hours 3 lecture/3 lab hours/week

Prerequisites: Eligibility for ENGL 800 and READ 802.

Course Prerequisites: ART 201 or ART 204

Description: This course is a study of the human figure through the application of various drawing concepts. Perceptual sensitivity and compositional exploitation of the subject will be emphasized. Transfer: CSU, UC.

ART 214 COLOR.

Units (Grade Option) 3

Class Hours 3 lecture hours/week

Prerequisites: Eligibility for ENGL 800 and READ 802.

Description: Consideration of color, theory, and practice. Relationship of color and form as applied to contemporary painting and design. Transfer: CSU, UC.

ART 221 PAINTING I.

Units (Grade Option) 3

Class Hours 3 lecture/3 lab hours/week

Prerequisites: Eligibility for ENGL 800 and READ 802.

Course Prerequisites: ART 201 or 204

Description: This is a structured course in painting with projects emphasizing continuity of student experience, orderly approach, and increased sophistication in means and mode of expression. Field trips may be required. Transfer: CSU, UC.

ART 222 PAINTING II.

Units (Grade Option) 3

Class Hours 3 lecture/3 lab hours/week

Prerequisites: Eligibility for ENGL 800 and READ 802.

Course Prerequisites: ART 221

Description: Student awareness to optical potential of the painted surface is developed. Acrylics, oil paint or other media will be employed to encourage individual expression. Field trips may be required. Transfer: CSU, UC.

ART 231 WATER COLOR I.

Units (Grade Option) 3

Class Hours 3 lecture hours/week

Prerequisites: ART 201 or 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: CSU, 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: CSU, 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. Transfer: CSU, 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. Transfer: CSU, UC.

ART 301 DESIGN.

Units 3

Class Hours 3 lecture/3 lab hours/week

Prerequisites: Eligibility for ENGL 800 and READ 802.

Description: This course presents the 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: CSU, UC.

ART 303 COLOR DESIGN.

Units (Grade Option) 3

Class Hours 3 lecture/3 lab hours/week

Prerequisites: Eligibility for ENGL 800 and READ 802.

Course Prerequisites: ART 214 or ART 301.

Description: This course is designed 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. ART 303 may replace ART 222 for students emphasizing applied design. Transfer: CSU, 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: CSU.

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: CSU.

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: CSU, 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: CSU.

ART 351 BASIC BLACK AND WHITE PHOTOGRAPHY.

Units 3

Class Hours 2 lecture/2 lab hours/week

Prerequisites: Introduction 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: CSU, 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: CSU.

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: CSU.

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: CSU.

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: CSU, UC.

ASTR 101 ASTRONOMY LABORATORY.

Units (Grade Option) 1

Class Hours 3 lab hours/week

Prerequisites: Completion of MATH 110 or equivalent.

Course Prerequisites: Completion of or concurrent enroll-

ment in ASTR 100.

Description: This course introduces techniques of investigation and problem solving in astronomy as a means of understanding the universe and man's place in the universe. The identification of constellations, planets, stars and features of the moon; the use of telescopes to locate and identify double stars, galaxies, clusters and nebulae; the use of astronomical computer software to locate and demonstrate the movement of astronomical objects will be covered. Transfer: CSU, UC.

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: CSU, 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: CSU, 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: CSU.

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: CSU, UC.

BIOL 225 BIOLOGY OF ORGANISMS.

Units 5

Class Hours 3 lecture/3 lab hours/week

Prerequisites: Eligibility for ENGL 100.

Course Prerequisites: BIOL 110 or high school biology with a grade of B or better.

Description: This course is designed for biology majors and will emphasize the classification and biodiversity of living organisms. The study includes the structure and function of

advanced plants and vertebrate animals. Emphasis will also be placed on the ecology of populations and biotic communities in today's world. Transfer: CSU, 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: CSU, 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: CSU.

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: CSU.

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: CSU, 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: CSU, UC.

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: CSU.

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: CSU.

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 are 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: CSU.

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: CSU.

BUS. 129 CALCULATING MACHINES.

Units (Grade Option) 1

Class Hours 1 lecture hour/week

Prerequisites: Eligibility for ENGL 800 and MATH 110.

Description: This course introduces students to the use of financial calculators and their functions. Lecture/demonstrations are given for the following topics: calculation of percentages, depreciation, regression, six functions of the dollar, amortization and related financial functions, and programming of the calculator. The type of calculators required varies; see the schedule of courses for listing.

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: CSU.

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: CSU

BUS. 155 SMALL BUSINESS PROBLEM SOLVING.

Units (Grade Option) 0.5

Class Hours 8 lecture hours total

Prerequisites: Eligibility for ENGL 800 and MATH 811.

Description: For individuals interested in starting their own business and for small business owners who may be experiencing problems in marketing, management, finance, and related areas. Problem solving is done on an individual basis. (Open Entry/Open Exit) Additional hours by arrangement. Transfer: CSU

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: CSU.

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: CSU, 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: CSU.

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: CSU.

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: CSU.

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: CSU.

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: CSU.

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: CSU.

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. Transfer: CSU.

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: CSU.

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: CSU.

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: CSU.

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 proce-

dures used in the automated office. Open entry/open exit.
Transfer: CSU.

BUS. 425 BASIC DOS.

Units 1.5

Class Hours 3 lecture, 2 lab hours/week

Prerequisites: Eligibility for ENGL 800

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: CSU.

BUS. 426 ADVANCED DOS.

Units 1.5

Class Hours 3 lecture, 2 lab hours/week

Prerequisites: Eligibility for ENGL 800

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

BUS. 427 PC MAINTENANCE/REPAIR.

Units (Grade Option) 1.5

Class Hours 1.5 lecture/2 lab hours/week by arrangement

Prerequisites: Eligibility for ENGL 800.

Course Prerequisites: BUS. 415 or equivalent.

Description: This course introduces students to problem-solving skills as applied to microcomputers -- assembly/disassembly/testing of microcomputers. Also included in this course will be learning how to diagnose microcomputer problems.

BUS. 428 INTERMEDIATE PC MAINTENANCE/REPAIR.

Units (Grade Option) 1.5

Class Hours 1.5 lecture/2 lab hours/week by arrangement

Prerequisites: Eligibility for ENGL 800

Course Prerequisites: BUS. 427 or equivalent.

Description: This course teaches intermediate level troubleshooting skills applied to the microcomputer--problems, repairs, speeding up and optimizing the hard disk, upgrading, compatibility and hardware/software compatibility problems.

BUS. 430 INTRODUCTION TO MICROCOMPUTER APPLICATIONS, PART I.

Units (Grade Option) 1.5

Class Hours 1.5 hours lecture/1 lab hour/week (May be offered in 8-week section)

Course 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: CSU.

BUS. 431 INTRODUCTION TO MICROCOMPUTER APPLICATIONS, PART II

Units (Grade Option) 1.5

Class Hours 1.5 hours lecture/2 lab hours/week (May be offered in 8-week section)

Course 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: CSU.

BUS. 432 MICROCOMPUTER WORD PROCESSING.

Units (Grade Option) 1-3

Class Hours 3 lecture/2 lab hours/week

Course 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: CSU.

BUS. 433 ADVANCED WORDPERFECT.

Units 1.5

Class Hours 3 lecture, 2 lab hours/week

Course 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

Course 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: CSU.

BUS. 435 EXCEL SKILLS FOR THE OFFICE WORKER.

Units 3

Class Hours 3 lecture, 2 lab hours/week

Course 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

Course Prerequisites: BUS. 430, 431 or equivalent.

Description: An introduction to database management techniques or 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. Transfer: CSU.

BUS. 437 DATABASE MANAGEMENT FOR THE MACINTOSH.

Units 3

Class Hours 3 lecture, 2 lab hours/week

Prerequisites: Eligibility for ENGL 800 and MATH 811;

Course Prerequisites: BUS. 440, 441 or equivalent, and BUS. 415 or knowledge of keyboard.

Description: Database management using Double Helix on the Macintosh CX computers. 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.

BUS. 438 MICROCOMPUTER GRAPHICS AND DESKTOP PUBLISHING.

Units (Grade Option) 3

Class Hours 3 lecture/2 lab hours/week

Course 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: CSU.

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

Units 1.5

Class Hours 3 lecture, 2 lab hours/week

Course 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

Course 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. 442 MICROSOFT WORD ON THE MACINTOSH.

Units (Grade Option) 3

Class Hours 3 lecture, 2 lab hours/week by arrangement

Prerequisites: Eligibility for ENGL 800;

Course Prerequisites: BUS. 440 and 441 or equivalent experience.

Description: This course is an introduction to word processing on the Macintosh computer utilizing MS Word. Students will learn to create documents, use windows, format text, revise and edit text, merge documents, format with

styles, use desktop publishing features, store files, and print documents.

BUS. 444 TELECOMMUNICATIONS.

Units 1.5

Class Hours 3 lecture, 2 lab hours/week

Prerequisites: Eligibility for ENGL 800

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

BUS. 446 INTRODUCTION TO LOCAL AREA NETWORKS.

Units 1

Class Hours 1 lecture, 2 By Arrangement hrs/week

Prerequisites: Eligibility for ENGL 800,

Course Prerequisites: BUS. 430 and BUS. 431 or equivalent.

Description: This course introduces a Star Local Area Network using Novell Network, Version 2.15 software.

BUS. 672 COOPERATIVE EDUCATION INTERNSHIP.
(See page 66 for description.)**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: CSU.

CRER 401 INTRODUCTION TO COLLEGE.

Units 1

Class Hours 1 lecture hours/week

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: CSU.

CRER 410 COLLEGE AWARENESS.

Units (Grade Option) 2

Class Hours 2 lecture hours/week

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: ENGL 800.

Description: Designed to help individuals define career alternatives. Several vocational interest, skills and values inventories are given and results interpreted. The Career Cen-

ter 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 .5-1.5 lecture hours/week

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.

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: CSU.

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: CSU.

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.

Course Prerequisites: 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 de-

signed to prepare students for CHEM 210 with emphasis on problem solving. May be repeated up to 4 units. Transfer: CSU, UC.

CHEM 210 GENERAL CHEMISTRY. (CAN CHEM 2)

Units 5

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

Course Prerequisites: 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.

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: CSU, UC.

CHEM 220 GENERAL CHEMISTRY. (CAN CHEM 4)

Units 5

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

Course Prerequisites: 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: CSU, UC.

CHEM 224 ENGINEERING CHEMISTRY I.

Units 4

Class Hours 3 lecture, 3 lab hours/week

Prerequisites: MATH 120 and MATH 115 or equivalent of each. Eligibility for ENGL 800.

Course Prerequisites: CHEM 192 or equivalent.

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: CSU, UC.

CHEM 225 ENGINEERING CHEMISTRY II.

Units 4

Class Hours 3 lecture/3 lab hours/week.

Course 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 greater

emphasis is placed on topics of interest to engineers. Transfer: CSU, UC.

CHEM 250 QUANTITATIVE ANALYSIS.

Units 4

Class Hours 2 lecture, 1 recitation, 5 lab hours/week

Course 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: CSU, UC.

CHEM 410 HEALTH SCIENCE CHEMISTRY.

(CAN CHEM 6)

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: CSU.

CHEM 420 HEALTH SCIENCE CHEMISTRY.

(CAN CHEM 8)

Units 4

Class Hours 3 lecture, 1 recitation, 2 lab hours/week

Course 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: CSU.

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, 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

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: CSU.

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: CSU.

COMP 116 FREDWRITER.

Units (Credit Only) 0.5

Class Hours .5 lecture/week (May be offered in 8-week session)

Prerequisites: Eligibility for ENGL 800

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: CSU, 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.

Course Prerequisites: 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: CSU, UC.

COMP 157 APPLICATIONS OF ADVANCED BASIC.

Units 3

Class Hours 3 lecture/4 lab hours/week

Course 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: CSU, 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

Course Prerequisites: COMP 155 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: CSU, UC.

COMP 170 PROGRAMMING IN PASCAL. (CAN CSCI 12)

Units 3

Class Hours 3 lecture/4 lab hours/week

Course Prerequisites: COMP 103 or 155 or 162 or 190 or equivalent.

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: CSU, UC.

COMP 172 ADVANCED PASCAL PROGRAMMING.

Units (Grade Option) 3

Class Hours 3 lecture/3 lab hours/week

Course Prerequisites: Eligibility for ENGL 100 and MATH 110.

Course Prerequisites: COMP 170

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: CSU, UC.

COMP 175 INTRODUCTION TO HYPERCARD.

Units (Grade Option) 3

Class Hours 3 lecture/3 lab hours/week

Prerequisites: Eligibility for ENGL 800.

Course Prerequisites: Basic familiarity with Macintosh
Description: The course includes the effective use of the multitude of existing HyperCard stackware with many examples from the Cañada 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

Course 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: CSU, UC.

COMP 275 ASSEMBLY LANGUAGE PROGRAMMING. (CAN CSCI 10)

Units 3

Class Hours 3 lecture/3 lab hours/week

Course 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: CSU, 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: CSU.**COMP 421 ADVANCED APPLE COMPUTER.**

Units 1.5

Class Hours 1.5 lecture/2 lab hours/week

Prerequisites: Eligibility for ENGL 800 and MATH 110 or 111 and 112.

Course Prerequisites: COMP 410

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: CSU.

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: CSU.

COMP 450 INTRODUCTION TO THE MACINTOSH.

Units 0.5

Class Hours 0.5 lecture/0.5 lab hours/week (May be offered in 2-week section)

Prerequisites: None

Description: Introduction to the use of the Macintosh computer including word processing and integrating applications using Microsoft Works. Transfer: CSU.

COMP 455 INTRODUCTION TO THE MACINTOSH: SPREADSHEET AND DATABASE.

Units 0.5

Class Hours 0.5 lecture/0.5 lab hours/week (May be offered in 2-week section)

Course Prerequisites: COMP 450

Description: Introduction to the use of spreadsheets and databases using Microsoft Works on the Macintosh computer. Transfer: CSU.

COMP 460 INTRODUCTION TO THE MACINTOSH: DESKTOP PUBLISHING.

Units 0.5

Class Hours 0.5 lecture/0.5 lab hours/week (May be offered in 2-week section)

Course Prerequisites: COMP 450 and COMP 455

Description: Introduction to the use of desktop publishing using Pagemaker on the Macintosh computer. Transfer: CSU.

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

DRAM 200 THEORY AND PRACTICE OF ACTING.

Units (Grade Option) 3

Class Hours 4 lecture hours/week

Course 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: CSU, UC.

DRAM 201, 202, 203 ADVANCED ACTING.

Units (Grade Option) 3

Class Hours 4 lecture hours/week

Course Prerequisites: DRAM 200 and concurrent enrollment in DRAM 209, 210, OR 211.

Description: Advanced, enriched, and more complex work in the areas covered by DRAM 200. Transfer: CSU, 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: CSU, 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: CSU.

DRAM 233 TUESDAY THEATRE COMPANY.

Units (Grade Option) 3

Class Hours 2 lecture/2 lab hours/week

Course 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: CSU.

DRAM 248 MAKE-UP.

Units (Grade Option) 2

Class Hours 2 lecture hours/week

Course Prerequisites: Concurrent enrollment in DRAM 305.

Description: Introduction to basic techniques of theatrical make-up. Development of skills in practical application. Transfer: CSU, 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. Transfer: CSU, 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. Transfer: CSU, 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. Transfer: CSU, UC.

EARLY CHILDHOOD EDUCATION

ECE. 201 CHILD DEVELOPMENT.

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

ECE. 210 EARLY CHILDHOOD EDUCATION PRINCIPLES.

Units (Grade Option) 1-3
Class Hours 1-3 lecture hours/week
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: CSU.

ECE. 211 EARLY CHILDHOOD EDUCATION CURRICULUM.

Units (Grade Option) 1-3
Class Hours 1-3 lecture hours/week
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: CSU.

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: CSU.

ECE. 213 SCHOOL AGE CHILD.

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

ECE. 223 INFANT BEHAVIOR.

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

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: CSU.

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: CSU.

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: CSU.

ECE. 243 MICROCOMPUTERS IN EARLY CHILDHOOD EDUCATION.

Units (Grade Option) 3
Class Hours 3 lecture hours/2 lab hours/week
Prerequisites: Eligibility for ENGL 800.
Description: In this course students will examine computer software packages specifically designed to teach children a variety of skills. Software packages will be examined for both the Apple and IBM clone computers. Transfer: CSU.

ECE. 311 NUTRITION FOR YOUNG CHILDREN.

Units (Grade Option) 1
Class Hours 1 lecture hour/week (May be offered in 8-week section)

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: CSU.

ECE. 313 HEALTH AND SAFETY FOR YOUNG CHILDREN.

Units (Grade Option) 1

Class Hours 1 lecture hour/week (May be offered in 8-week section)

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: CSU.

ECE. 315 CPR/FIRST AID FOR CHILDREN.

Units (Grade Option) 1

Class Hours 1 lecture hour/week

Prerequisites: Eligibility for ENGL 800

Description: Overview of first aid and emergency care practices for infants and young children. CPR techniques 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

Course Prerequisite: ECE. 201 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

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

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

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 1-3 lecture hours/week

Prerequisites: Eligibility for ENGL 800

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) 1-14 (No more than 6 units per semester)

Class Hours 1-14 lecture hours/week

Prerequisites: Eligibility for ENGL 800

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 six of these one-unit modules apply toward the ECE Certificate and AS Degree. Transfer: CSU

ECE. 351 LANGUAGE IN EARLY CHILDHOOD.

Units (Grade Option) 1

Class Hours 1 lecture hour/week

Prerequisites: Eligibility for ENGL 800

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

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

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: Eligibility for ENGL 800

Course Prerequisite: BIOL 111 or concurrent enrollment in BIOL 111.

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

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.

ECE. 672 COOPERATIVE EDUCATION INTERNSHIP

(See page 66 for description.)

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: CSU, 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: CSU, UC.

ECON 230 ECONOMIC HISTORY OF THE U.S.

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: CSU, UC.

ELECTRONICS

ELEC 110 INTRODUCTION TO FUNDAMENTAL OF ELECTRONICS

Units 3

Class Hours 2 lecture/3 lab hours/week

Prerequisites: None

Description: This course introduces reading of simple schematic diagrams and the construction of elementary electrical/electronics circuits; making measurements with multimeters and oscilloscopes; using DC power supplies and AC power sources; and basic digital principles. Laboratory techniques and experiments are emphasized.

Transfer: CSU

ELEC 115 INTRODUCTION TO ELECTRONICS SOLDERING TECHNIQUES

Units (Grade Option) 1

Class Hours .5 lecture/1.5 lab hours/.5 Hr by arrangement/week (May be offered in 8-week session)

Prerequisites: None.

Description: Soldering techniques and skills are applied to wire, components and printed wire circuits. Proper choice, use and care of hand tools will be covered. Emphasis on neatness as well as workmanship will be stressed.

ENGINEERING

ENGR 100 TECHNOLOGY AND SOCIETY.

Units (Grade Option) 3

Class Hours 3 lecture/2 by arrangement hours/week

Prerequisites: Eligibility for ENGL 800

Description: Our world is influenced by many aspects of physical science and the application of science. Society has many difficult choices regarding the connection of scientific knowledge and technology with human values and social goals. This course will provide the necessary background information in physical science for a person to understand the benefits and problems between technology and society. This course is directed to both technical and non-technical majors. Transfer: CSU, 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: CSU, 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: CSU, 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: CSU, 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: CSU, UC.

ENGR 261 CIRCUITS AND DEVICES LABORATORY. (CAN ENGR 6)

Units 1

Class Hours 3 lab hours/week

Prerequisites: Completion of or concurrent enrollment in ENGR 260.

Description: DC and AC network circuit theory. Cathode-ray oscilloscope theory and use. Non-linear device measurements, transistors and integrated circuits. Transfer: CSU, UC.

ENGR 270 MATERIALS SCIENCE. (CAN ENGR 4)

Units 3

Class Hours 2 lecture/3 lab hours/week

Prerequisites: MATH 251 or concurrent enrollment in MATH 251 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: CSU, UC.

ENGLISH

Placement Tests in English (Reading & Writing) or English for Non-Native Speakers are given to all new students, unless they submit transcripts indicating that they have already completed an AA/AS or higher degree or that they have completed certain courses in English with a grade of "C" or better. In addition, English Placement Testing is waived for students who submit minimum scores on standardized tests such as the SAT (Verbal), ACT (English

Usage), and CSU English Placement Test. (See section on Placement Testing).

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: CSU, UC.

ENGL 110 COMPOSITION AND LITERATURE.

Units 3

Class Hours 3 lecture hours/week

Prerequisites: ENGL 100

Description: Study of at least three literary types: short story, drama, poetry, or novel, with extensive critical writing. Essays will be based on reading and class analysis. Transfer: CSU, UC.

ENGL 161 CREATIVE WRITING I.

Units (Grade Option) 3

Class Hours 3 lecture hours/week

Prerequisites: None

Description: The craft of writing fiction. Designed to help beginning writers to find a way to begin and to encourage journeyman writers to continue. Emphasis falls upon writing technique and critical ability. Transfer: CSU, UC.

ENGL 162 CREATIVE WRITING II.

Units (Grade Option) 3

Class Hours 3 lecture hours/week

Prerequisites: None

Description: The craft of writing poetry. Designed to help beginning writers to find a way to begin and to encourage journeyman writers to continue. Emphasis falls upon writing technique and critical ability. Transfer: CSU, 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: CSU, 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 ex-

pository essays. Designed mainly to prepare students to meet competency standards required for entrance into ENGL 100.

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.

Units(Grade Option) 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.

Units(Grade Option) 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 875 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.

LIT. 101 MODERN LITERATURE.

Units (Grade Option) 3

Class Hours 3 lecture hours/week

Prerequisites: ENGL 100 or equivalent.

Description: Study of selected fiction, poetry, and drama of the 20th Century. Lectures, discussions, related reading, writing of critical papers. Transfer: CSU, UC.

LIT. 111 THE SHORT STORY.

Units (Grade Option) 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: CSU, 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: CSU, 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: CSU, 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: CSU, 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: CSU, 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 discus-

sion 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: CSU, 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: CSU.

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: CSU, 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: CSU, 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: CSU, 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: CSU, 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. Transfer: CSU, UC.

LIT. 252 WOMEN WRITERS: MULTICULTURAL PERSPECTIVES.

Units (Grade Option) 3

Class Hours 3 lecture hours/week

Prerequisites: Completion of ENGL 100.

Description: This course presents an overview of the literary history of women writers, selecting from, in different semesters, Black American, Native American, Asian American, and Hispanic groups, and then concentrates in depth on selected writers and works. The focus will be both on the written contributions as well as the social and political situations of American ethnic minority women writers. Satisfies Ethnic Studies Requirement. Transfer: CSU, 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: CSU, 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: CSU, 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: CSU, 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: CSU, 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: CSU, 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: CSU, 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: CSU, 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. Transfer: CSU, 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. Transfer: CSU.

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: CSU.

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 up to maximum of three units. 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. 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. 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. 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. Empha-

sis on the grammar, mechanics, and rhetoric of written academic English. Transfer: CSU.

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. 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. 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. 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. 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: CSU, UC.

ETHNIC STUDIES (See individual courses: ANTH 360, 370; HIST 242, 422, 451, 452; LIT. 252, 266, 371, 372, 375; PSYC 278; SOCI 141; SOSC 250)

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: CSU, 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 partial fulfillment of transfer language requirements. Transfer: CSU, UC.

FREN 112 ELEMENTARY FRENCH II.

Units 3

Class Hours 3 lecture hours/week

Course 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 partial fulfillment of transfer language requirements. Transfer: CSU, UC.

FREN 120 ADVANCED ELEMENTARY FRENCH.

Units 5

Class Hours 5 lecture hours/week

Course 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: CSU, UC.

FREN 121 ADVANCED ELEMENTARY FRENCH I.

Units 3

Class Hours 3 lecture hours/week

Course 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 partial fulfillment of transfer language requirements. Transfer: CSU, UC.

FREN 122 ADVANCED ELEMENTARY FRENCH II.

Units 3

Class Hours 3 lecture hours/week

Course 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 partial fulfillment of transfer language requirements. Transfer: CSU, UC.

FREN 130 INTERMEDIATE FRENCH.

Units 5

Class Hours 5 lecture hours/week

Course 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: CSU, UC.

FREN 140 ADVANCED INTERMEDIATE FRENCH.

Units 3

Class Hours 3 lecture hours/week

Course 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: CSU, UC.

FREN 161 READINGS IN FRENCH LITERATURE I.

Units 3

Class Hours 3 lecture hours/week

Course Prerequisites: FREN 140

Description: Reading and discussion of works of French literature. Continued review of principles of grammar. Transfer: CSU, UC.

FREN 162 READINGS IN FRENCH LITERATURE II.

Units 3

Class Hours 3 lecture hours/week

Course Prerequisites: FREN 161

Description: Further reading and discussion of works of French literature. Continued review of principles of grammar. Transfer: CSU, UC.

FREN 196 FRENCH LANGUAGE LABORATORY.

Units (Credit Only) 0.5-1

Class Hours 3 lab hours per week

Course 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: CSU.

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: CSU.

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 suffi-

cient 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

Course 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

Course 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

Course 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.

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: CSU, 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 distri-

butation, settlement patterns, and making a living. Transfer: CSU, 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: CSU, 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: CSU, UC.

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: CSU, UC.

GEOL 110 GEOLOGICAL HAZARDS.

Units (Grade Option) 3

Class Hours 3 lecture/week/2 five-hour field trips/semester

Prerequisites: Eligibility for ENGL 800

Description: This course emphasizes the geological hazards in California and especially in the S.F. Bay area and how these hazards affect man's social and economic well-being. Topics include earthquakes, landslides and volcanoes. Extensive rock and map studies are included. Two field trips will be taken along the San Mateo County coast. Transfer: CSU.

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: CSU, 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 partial fulfillment of transfer language requirements. Transfer: CSU, UC.

GERM 112 ELEMENTARY GERMAN II.

Units 3

Class Hours 3 lecture hours/week

Course 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 partial fulfillment of transfer language requirements. Transfer: CSU, UC.

GERM 196 GERMAN LANGUAGE LABORATORY.

Units (Credit Only) 0.5-1

Class Hours 3 lab hours/week

Course 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: CSU.

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

Course 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

Course 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

Course 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.

HEALTH SCIENCE

HSCI 101 HUMAN HEREDITY AND BIRTH DEFECTS.

Units (Grade Option) 1

Class Hours 1 lecture hour/week (May be offered in 6-week section)

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: CSU.

HSCI 104 NUTRITION AND PHYSICAL FITNESS.

Units 1

Class Hours 1 lecture hour/week (May be offered in 6-week section)

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: CSU.

HSCI 105 COMMUNICABLE DISEASES.

Units (Grade Option) 1

Class Hours 1 lecture hour/week (May be offered in 6-week section)

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: CSU.

HSCI 106 MENTAL HEALTH.

Units (Grade Option) 1

Class Hours 1 lecture hour/week (May be offered in 6-week section)

Prerequisites: None

Description: Study of personality development and emotional health including behavioral aspects, adjustment stress and problem-solving techniques. Transfer: CSU.

HSCI 108 WOMEN'S HEALTH ISSUES.

Units (Grade Option) 1

Class Hours 1 lecture hours/week (May be offered in 6-week section)

Prerequisites: None

Description: Up-to-date study of how lifestyle choices influ-

ence 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: CSU, UC.

HSCI 350 MICROCOMPUTER FOR HEALTH SCIENCES.

Units 1

Class Hours 1 lecture hour/week (May be offered in 8-week section)

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.

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: CSU, UC.

HIST 101 HISTORY OF WESTERN CIVILIZATION. (CAN HIST 4)

Units (Grade Option) 3

Class Hours 3 lecture hours/week

Course 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: CSU, UC.

HIST 102 HISTORY OF AMERICAN CIVILIZATION.

Units (Grade Option) 3

Class Hours 3 lecture hours/week

Course 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: CSU, 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 includ-

ing 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: CSU, UC.

HIST 202 UNITED STATES HISTORY II. (CAN HIST 10)

Units (Grade Option) 3

Class Hours 3 lecture hours/week

Course 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: CSU, 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: CSU, 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: CSU, 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: CSU, 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 Coastside 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: CSU.

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: CSU, 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: CSU, 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: CSU, 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: CSU, UC.

HIST 700 HISTORICAL PERSPECTIVES OF AMERICAN SOCIETY.

Units 1-3

Class Hours 1 lecture hour/2 By Arrangement hours/week

Prerequisites: None

Description: This course traces the patterns and processes of institutions, ideas, and values in American History from 1600s to the present. Many lectures include daily events as they happen. Units do not apply toward AA/AS Degree. May be repeated for credit for a maximum of 3 units.

HIST 710 HISTORICAL PERSPECTIVES

Units 1-3

Class Hours 1 lecture hour/2 By Arrangement hours/week

Prerequisites: None

Description: This course focuses on international events, the United States foreign policy, and the current political and environmental issues. The course also covers "Great Decisions" and their effects on society. Many of the lectures are based on events as they happen. Units do not apply toward AA/AS Degree. May be repeated for credit for a maximum of 3 units.

HIST 712 WHO'S WHO IN WORLD HISTORY

Units 1-3

Class Hours 1 lecture hour/2 By Arrangement hours/week

Prerequisites: None

Description: This course covers Western civilization with a focus on people, the "movers and shakers" in history from King Tut to Gorbachev and Saddam Hussein, warriors, philosophers, economists, and peace makers of all ages from all quarters of the globe. Units do not apply toward AA/AS Degree. May be repeated for credit for a maximum of 3 units.

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. Transfer: CSU.

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 1 to 3 units. May be repeated for a maximum of three units. Transfer: CSU.

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 for a maximum of three units. Transfer: CSU.

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. May be repeated for a maximum of three units. Transfer: CSU, 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, buttonholes, pockets, and detailing. Use of interfacing and linings. Transfer: CSU.

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. Transfer: CSU.

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 for a maximum of three units. Transfer: CSU.

H.EC 118 FLAT PATTERN DESIGN.

Units (Grade Option) 1-3

Class Hours 3 lecture hours/week

Course 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 for a maximum of three units. Transfer: CSU, UC.

H.EC 119 TECHNIQUES OF FITTING PANTS.

Units 1

Class Hours 1 lecture hour/week

Prerequisites: Eligibility for ENGL 800.

Description: Students learn the techniques of fitting pants by adjusting commercial patterns in this course. The influence of posture and different body types as well as fabric grain on pants fit and construction will be studied.

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. Transfer: CSU.

H.EC 121 TECHNIQUES FOR SEWING SPECIALTY FABRICS

Units (Grade Option) 3

Class Hours 3 lecture hours/week

Prerequisites: Eligibility for ENGL 800.

Description: This course will focus on how to sew special fabrics-- leather, suedes, fur, ultrasuede, ultraleather, silks, velvets, sheers, handwovens, laces, and double-faced woolens. How to care for these fabrics will also be presented. Transfer: CSU

H.EC 122 CONSTRUCTION OF CHILDREN'S CLOTHING.

Units (Grade Option) 1 Class Hours 1 lecture/demonstration hour/week (May be offered in 6 or 8-week sections)

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. Transfer: CSU.

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: CSU.

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. Transfer: CSU.

H.EC 125 ALTERATIONS.

Units (Grade Option) 1.5

Class Hours 1.5 lecture/demonstration hours/week (May be offered in 8-week sections)

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. Transfer: CSU.

H.EC 127 CUSTOM DRESSMAKING.

Units (Grade Option) 1.5

Class Hours 1.5 lecture/demonstration hours/week (May be offered in 8-week sections)

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. Transfer: CSU.

H.EC 128 DECORATING WITH FABRIC.

Units (Grade Option) 1.5

Class Hours 1.5 lecture/demonstration hours/week (May be offered in 8-week sections)

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. Transfer: CSU.

H.EC 129 UPDATE ON TECHNIQUES.

Units (Grade Option) 0.5-1

Class Hours 0.5-1 lecture/demonstration hours/week (May be offered in 6 week sections)

Prerequisites: None

Description: Update on sewing machines and attachments, new pressing equipment, notions, interfacings, fabrics, techniques, and trends in clothing construction. May be repeated for a maximum of 1 unit. Transfer: CSU.

H.EC 137 ANALYSES OF FITTING METHODS.

Units 0.5-1

Class Hours 0.5-1 lecture hours/week

Prerequisites: Eligibility for ENGL 800.

Description: This course examines the methods of fitting the body with commercial patterns. Students are led to analyze various alterations and adjustments to the patterns in order to look and feel better in clothing.

H.EC 139 HOW TO PLAN A WARDROBE.

Units 0.5

Class Hours 0.5 lecture hours/week

Prerequisites: Eligibility for ENGL 800.

Description: The focus of this course is wardrobe planning

to include individual clothing needs. Emphasis is placed on fabric and style selection with consideration for body type, lifestyle, budget, and personal style. Closet evaluation and assessment of career needs for clothes and accessories are also considered.

H.EC 140 BASIC SERGING.

Units (Grade Option) 1

Class Hours 3 lab hours/week

Prerequisites: Eligibility for ENGL 800

Description: The use of the serger sewing machine for creating a variety of edge finishes while constructing garments is presented in this course.

H.EC 141 CREATIVE SERGING.

Units 1

Class Hours (Grade Option) 3 lab hours/week

Prerequisites: Eligibility for ENGL 800.

Description: Students will learn fast, decorative serging techniques using a variety of threads, trims, and fabrics to make unique garments in this course.

H.EC 143 THE ART OF ACCESSORIZING.

Units 0.5-1

Class Hours 0.5-1 lecture hours/week

Prerequisites: Eligibility for ENGL 800

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 0.5 lecture hour/week

Prerequisites: Eligibility for ENGL 800

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

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

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.

H.EC 148 PERSONAL COLOR PRINCIPLES.

Units (Grade Option) 3

Class Hours 3 lecture hours/week

Prerequisites: Eligibility for ENGL 800.

Description: In this course students explore color principles related to personal coloring. Students are led to expand their color awareness as related to individuals, fashion, and clothing. Exercises in color theory, psychology, and history of color analysis are included. Transfer: CSU

H.EC 149 THEORY OF FABRIC PAINTING.

Units (Credit/No Credit) 0.5

Class Hours .5 lecture hours/week

Prerequisites: Eligibility for ENGL 800.

Description: Techniques of painting fabrics including stenciling and applique are presented in this course. Students are encouraged to be creative as they experiment with paints and fabric.

H.EC 150 HISTORY OF FASHION.

Units (Grade Option) 1-3

Class Hours 2-3 lecture hours/week

Prerequisites: None

Description: Survey course of fashion from ancient Egypt to present day with particular emphasis on the 19th & 20th Centuries. Background for judging fashion trends and fads. Class may be offered in 1- or 1.5-unit modules. One-unit modules would be a) Egyptian time through 19th Century, b) 20th Century, and c) fashion trending. Transfer: CSU.

H.EC 151 FASHION MERCHANDISING.

Units (Grade Option) 0.5-3

Class Hours 3 lecture hours/week

Prerequisites: None

Description: An overview of the retail fashion industry and career options. Students will plan promotions, select a merchandise assortment, identify fashion trends and develop effective human relations and communications skills. Field trips and guest speakers. Transfer: CSU.

H.EC 200 BEGINNING SEWING LAB.

Units (Credit/No Credit) 1

Class Hours 3 lab hours/week

Prerequisites: Eligibility for ENGL 800.

Course Prerequisite: Must be concurrently enrolled in H.EC 110, 111, 112, 122 or 128.

Description: This course is designed for students enrolled in H.EC 110, 111, 112, 122, and 128. During lab hours students are required to complete assigned course projects.

H.EC 202 ADVANCED SEWING LAB.

Units (Credit/No Credit) 1

Class Hours 3 lab hours/week

Prerequisites: Eligibility for ENGL 800. Must be concurrently enrolled in H.EC 115, 116, 118 or 124.

Description: This course is designed for students enrolled in H.EC 115, 116, 118, 124. During lab hours students will be required to complete assigned course projects.

H.EC 307 FOOD PREPARATION. (CAN H EC 8)

Units (Grade Option) 3

Class Hours 3 lecture/demonstration hours/week

Prerequisites: None

Description: Introduction to basic skills in food preparation, recipe development, menu planning, and cost analysis. Food demonstrations, tasting, home practice included. Includes microwave cooking techniques. Transfer: CSU.

H.EC 310 NUTRITION. (Also BIOL 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: CSU, UC.

H.EC 312 NUTRITION IN HEALTH AND DISEASE. (Also BIOL 312)

Units (Grade Option) 3
Class Hours 3 lecture hours/week
Course Prerequisites: H.EC 310 or BIOL 310.

Description: Discussions of metabolic disorders of human body systems that require dietary modifications to compensate. Covers medical and dietary problems of the circulatory system, bony skeleton, endocrine system, excretory system, reproductive system, cancer, inborn errors of metabolism and natural food toxins. Emphasis on medical terminology. Transfer: CSU.

H.EC 320 APPLIED NUTRITION (COOKING FOR HEALTH).

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

Description: Lectures in realistic application of sound nutrition principles. Emphasis is placed on methods to improve diet by lowering total fat, sugar, and salt content of the American Diet, using food demonstrations, food tasting, and home food preparation practice. Transfer: CSU.

H.EC 410 MANAGEMENT OF TIME AND RESOURCES.

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

Description: Emphasis on time management and decision making. Motivation, creativity, communications, delegation, money management, and record keeping will be covered. Guest speakers. Transfer: CSU.

H.EC 416 CONSUMER DECISION MAKING.

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

Description: Study of the skills needed for decision making by consumers in American society. Consumerism, rights and responsibilities, protection agencies, legislation, and practical rules of buymanship. Transfer: CSU.

H.EC 420 COMPUTER APPLICATIONS FOR HOME MANAGEMENT.

Units (Grade Option) 1
Class Hours 1 lecture/demonstration hour/week (May be offered in 6-week sections)

Prerequisites: None

Description: Overview of home computer software as tools in home management. Sources of software and relative costs. Review of representative software for record keeping, word processing, nutrition and menu management, textiles and clothing, child development, decision making, and family education. Chance to see how software can be selected and customized. Demonstration on IBM and APPLE computers. Transfer: CSU.

INTERIOR DESIGN

INTD 115 YOUR HOME AND YOUR ENVIRONMENT. (CAN INTD 115)

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

Description: Analysis of the home's total environment aesthetically, physically and psychologically from the standpoint of function, beauty and cost emphasizing the fulfillment of human needs. Student project in creating a specific environment for individuals within a community. Field trips required. Transfer: CSU.

INTD 125 DETAILING INTERIORS.

Units (Grade Option) 3
Class Hours 3 lecture hours/week
Course Prerequisites: INTD 115

Description: To give in-depth information as to the choices for the designing of the home and office. Two projects and a field trip required. Transfer: CSU.

INTD 146 INTERIOR DESIGN GRAPHICS.

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

Description: Mechanical methods of developing working drawings of designs and plans for cabinet-makers, builders, craftspeople, and clients. Course covers freehand rendering and sketching of furniture, fabrics, and accessories to scale. Perspective 1 and 2 point drawing for presentation; furniture and isometric drawings. Transfer: CSU.

INTD 147 INTERIOR SPACE PLANNING.

Units (Grade Option) 3
Class Hours 3 lecture hours/week
Course 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. Transfer: CSU.

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: CSU.

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: CSU.

INTD 156 PORTFOLIO/PROJECTS.

Units (Grade Option) 3-6

Class Hours 3-6 lecture hours/week

Prerequisites: Eligibility for ENGL 800.

Course Prerequisite: INTD 115, 147, 148, 180 and 330; INTD 350 and 356 may be taken concurrently.

Description: The focus of this course is the application of design principles and graphic skills to the assembly of a professional portfolio for the interior design job market. The completed portfolio should have examples of drafting and space planning (floor plans, elevations, furniture arrangement) and color, fabric, materials, and furniture boards for both residential and commercial applications. May be repeated for a maximum of 6 units. Transfer: CSU.

INTD 160 DECORATING TECHNIQUES.

Units (Grade Option) 3

Class Hours 3 lecture hours/week

Prerequisites: Eligibility for ENGL 800.

Description: In this course students will learn the application of design elements and principles phasing into techniques of gold, copper, and silver leafing, faux marble, wall glazing, and the art of patina. Transfer: CSU.

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: CSU.

INTD 180 CONTRACT DESIGN.

Units (Grade Option) 3

Class Hours 3 lecture hours/week

Prerequisites: Eligibility for ENGL 800

Course Prerequisites: ARCH 110, INTD 147, and INTD 260

Description: This course is a study of the 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 are covered. Transfer: CSU.

INTD 250 PROFESSIONAL PRACTICES.

Units (Grade Option) 3

Class Hours 3 lecture hours/week

Prerequisites: Eligibility for ENGL 800

Course Prerequisites: INTD 115 and 147.

Description: The focus of this course is how to operate an interior design business that includes setting up the business, bookkeeping, and taxes. Students will complete projects in commercial and contract design that specify furnishing sources and costing. The course includes required field trips to wholesale and retail sources, workrooms, and manufacturers of furnishings. Transfer: CSU.

INTD 260 FUNDAMENTALS OF LIGHTING.

Units (Credit Only) 2

Class Hours 2 lecture hours/week (May be offered in 12-week section)

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: CSU.

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: CSU.

INTD 271 BATH DESIGN.

Units (Grade Option) 3

Class Hours 3 lecture hours/week (May be offered in 12-week section)

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: CSU.

INTD 274 REMODELING CONSTRUCTION

Units (Grade Option) 3

Class Hours 3 lecture hours/week

Course Prerequisites: INTD 270 and 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: CSU.

INTD 276 ADVANCED KITCHEN AND BATH DESIGN.

Units (Grade Option) 3

Class Hours 3 lecture hours/week

Course Prerequisites: INTD 270 and 274

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. Transfer: CSU.

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: CSU.

INTD 320 ORIENTAL ART FOR INTERIORS CHINA AND KOREA.

Units (Grade Option) 1

Class Hours 1 lecture hour/week (May be offered in 6-week section)

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: CSU.

INTD 321 ORIENTAL ART FOR INTERIORS JAPAN AND SOUTHEAST ASIA.

Units (Grade Option) 1

Class Hours 1 lecture hour/week (May be offered in 6-week section)

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: CSU.

INTD 322 ORIENTAL ART FOR INTERIORS INDIA, JAPAN, PHILIPPINES.

Units (Grade Option) 1

Class Hours 1 lecture hour/week (May be offered in 6-week section)

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: CSU.

INTD 330 ARCHITECTURAL INTERIOR DETAILING.

Units (Grade Option) 3

Class Hours 3 lecture hours/week

Course 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: CSU, UC.

INTD 340 CABINETRY AND FURNITURE DESIGN.

Units(Grade Option) 3

Class Hours 3 lecture hours/week

Course Prerequisites: INTD 125 and 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 COMMERCIAL DESIGN.

Units (Grade Option) 3

Class Hours 3 lecture hours/week

Course Prerequisites: INTD 115, 146, 147, 148, 330, and ARCH 110; INTD 260 and 356 may be taken concurrently.

Description: In this course students will learn how to design multiple-unit commercial spaces (high-rise offices, small building, hospitals, etc.) using work flow analysis, and 3-dimensional design (axonometrics, isometrics, and quick sketching perspective). Also included in the course is how to schedule projects, estimate budgets, keep documentation, work with drawings, and keep time/work logs. Transfer: CSU.

INTD 351 ADVANCED COMMERCIAL DESIGN.

Units (Grade Option) 3

Class Hours 3 lecture hours/week

Course Prerequisites: INTD 115, 146, 147, 148, 330, 350, and ARCH 110. INTD 260 and 356 may be taken concurrently.

Description: The focus of this course is learning how to design large, complex multi-unit commercial buildings such as hotels. Students will learn programming (gathering of space and staff requirements), space standards, space planning, specifications required for a large design project, extensive and precise documentation and techniques of presentation. Transfer: CSU

INTD 356 RESIDENTIAL & COMMERCIAL CONSTRUCTION.

Units (Grade Option) 3

Class Hours 3 lecture hours/week

Course 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 CAD APPLICATIONS FOR INTERIOR DESIGNERS.

Units (Grade Option) 3

Class Hours 3 lecture/ 2 By Arrangement hours/week

Prerequisites: Eligibility for ENGL 800

Course Prerequisites: ARCH 110 or INTD 330 or INTD 350, and BUS. 430 and 431 or a passing score on the computer literacy examination.

Description: This course introduces students to the use of computer-assisted drafting (CAD) on the IBM Clone microcomputer for completing drawings used by interior designers. Students will also learn how to use AutoCad software to create files, save files, print files using printers and/or plotters, revise files, and use symbol toolboxes for detailing space plans, floor plans, furniture, and equipment. Transfer: CSU.

INTD 365 CAD FOR KITCHEN & BATH DESIGN.

Units (Grade Option) 3

Class Hours 3 lecture hours/2 By Arrangement Lab hours/week

Prerequisites: Eligibility for ENGL 800

Course Prerequisites: ARCH 110, BUS. 440 and 441 or computer literacy test. (INTD 271 and 276 may be taken concurrently.)

Description: In this course Claris CAD software and the Macintosh CX II computer are used to develop skills in designing and drawing kitchens and baths in accordance with industry standards, principles, and techniques. Transfer: CSU

INTD 370 CONSTRUCTION ESTIMATING.

Units (Grade Option) 3

Class Hours 3 lecture hours/week

Course Prerequisites: INTD 276 or INTD 274 or equivalent experience in the construction industry; INTD 350 or INTD 351 (may be taken concurrently).

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 per-

sonal 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: CSU.

INTD 420 HEALTH CARE DESIGN PROCESS.

Units 3

Class Hours 3 lecture hours/week

Prerequisites: Eligibility for ENGL 800

Course Prerequisites: ARCH 110, INTD 356 and INTD 350. INTD 350 may be taken concurrently.

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: Eligibility for ENGL 800

Course Prerequisites: ARCH 110, INTD 356 and INTD 350. INTD 350 may be taken concurrently.

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: Eligibility for ENGL 800

Course Prerequisites: ARCH 110, INTD 356 and INTD 350. INTD 350 may be taken concurrently.

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: Eligibility for ENGL 800

Course Prerequisites: ARCH 110 or equivalent

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: Eligibility for ENGL 800
Course Prerequisites: INTD 420, 425 and 432
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: Eligibility for ENGL 800
Course Prerequisites: INTD 420, 425, 432 and 434
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: Eligibility for ENGL 800
Course Prerequisites: INTD 420, 425, 432, 434 and 436
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 450 MATERIALS AND THE CONSUMER.

Units (Grade Option) 3
Class Hours 3 lecture hours/week
Prerequisites: Eligibility for ENGL 800.
Description: In this course the cost and quality guidelines for selecting materials are presented. Students will learn how to make wise decisions when purchasing carpets, floor coverings, furniture, antiques, lamps and lighting fixtures, appliances, wall coverings, and draperies. Also included are business/customer relationships, credit, grievances, legislation, rights, and responsibilities of the consumer. Transfer: CSU.

INTD 672 COOPERATIVE EDUCATION INTERNSHIP
 (See page 66 for description.)

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: CSU.

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: CSU, 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: CSU.

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: CSU.

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
Course Prerequisites: ITAL 801
Description: Further work in basic grammar idioms, and 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 803 CONVERSATIONAL ITALIAN III.

Units (Grade Option) 2
Class Hours 3 lecture hours/week
Course Prerequisites: ITAL 802
Description: Further work with dialect and variation in Italian by means of drill, recitation, and reading. (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

Course Prerequisites: ITAL 802

Description: Further advanced work with dialect and variation in Italian by means of drill, recitation, and reading. (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.

JAPANESE**JAPA 801 CONVERSATIONAL JAPANESE I**

Units 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.

JOURNALISM**JOUR 300 NEWSPAPER PRODUCTION.**

Units 2

Class Hours 3 lab hours/week

Course 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. Transfer: CSU.

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: CSU.

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: CSU.

MGMT 105 FINANCIAL MANAGEMENT FUNDAMENTALS.

Units (Grade Option) 3

Class Hours 3 lecture hours/week

Course 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: CSU.

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: CSU.

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: CSU.

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: CSU.

MGMT 137 PERFORMANCE MEASUREMENT TECHNIQUES.

Units (Grade Option) 1.5

Class Hours 1.5 lecture hours/week (May be offered in eight week section)

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: CSU.

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: CSU.

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: CSU.

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: CSU.

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: CSU.

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: CSU.

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 organiza-

tion 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: CSU.

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: CSU.

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: CSU.

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 Dean. 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 Dean.

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 ELEMENTARY ALGEBRA I.

Units (Grade Option) 3

Class Hours 3 lecture/1 lab hours/week

Prerequisites: Satisfactory score on Math Placement Test 1.

Description: This course is equivalent to the first half of MATH 110. Recommended for those who have not previously had elementary algebra.

MATH 112 ELEMENTARY ALGEBRA II.

Units (Grade Option) 3

Class Hours 3 lecture/1 lab hours/week

Prerequisites: Satisfactory score on Math Placement Test 1.

Description: This course is equivalent to the second half of 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 INTERMEDIATE ALGEBRA I.

Units 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: This course is equivalent to the first half of MATH 120.

MATH 123 INTERMEDIATE ALGEBRA II.

Units 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: This course is equivalent to the second half of 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: CSU, 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: CSU.

**MATH 140 MATHEMATICS FOR
GENERAL EDUCATION.**

Units 3

Class Hours 3 lecture/1 By Arrangement/week

Prerequisites: MATH 120 with grade of C or better.

Description: This course fulfills the general education requirements in mathematics, and is designed for majors with no specific math requirement. The goal is to develop in students an appreciation for the beauty of mathematics and its modern applications. Topics include patterns and inductive reasoning, methods of proof, problem solving, counting principles, probability and statistics, computers, consumer arithmetic and geometry, numeration systems, mathematical modeling and code theory. Transfer: CSU, UC.

**MATH 200 ELEMENTARY PROBABILITY
AND STATISTICS. (CAN STAT 2)**

Units 4

Class Hours 4 lecture/1 lab hour by arrangement/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: CSU, UC.

MATH 219 PRE-CALCULUS COLLEGE ALGEBRA/TRIGONOMETRY.

Units 5

Class Hours 5 lecture hours/1 lab hr by arrangement/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 trigonometry based on the function concept. Topics include: properties of the real number, system, inequalities, theory of equations, complex numbers, logarithmic and exponential functions, matrices, binomial theorem, sequence inverse functions. Transfer: CSU, 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: CSU, UC.

MATH 241 APPLIED ANALYTIC GEOMETRY AND CALCULUS I. (CAN MATH 30)

Units 5

Class Hours 5 lecture hours/week
Prerequisites: High school preparation including two years of algebra, and one year of geometry with grade B or better or MATH 121 or MATH 120. Satisfactory score on Math Placement Test #3.

Description: The first half of a two-semester sequence for students of business, social sciences, technology and life sciences. Topics include: analytic geometry, limits, differentia-

tion, integration, extrema, partial derivatives, calculus of trig/log functions and other selected topics. Transfer: CSU, UC.

MATH 242 APPLIED ANALYTIC GEOMETRY AND CALCULUS II. (CAN MATH 32)

Units 5

Class Hours 5 lecture hours/week

Prerequisites: MATH 241 with grade of C or better. Satisfactory score on Math Placement Test #3.

Description: The second half of 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: CSU, UC.

MATH 251 ANALYTICAL GEOMETRY AND CALCULUS I. (CAN MATH 18)

Units 5

Class Hours 5 lecture hours/1 lab hr by arrangement/week

Prerequisites: Completion of precalculus/college algebra OR completion of a course equivalent to precalculus/college algebra and a 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: CSU, UC.

MATH 252 ANALYTICAL GEOMETRY AND CALCULUS II. (CAN MATH 20)

Units 5

Class Hours 5 lecture hours/1 lab hour by arrangement/week

Prerequisites: Completion of MATH 251 (or equivalent) with grade of C or better.

Description: Further development of the basic theory of differential and integral calculus as applied to circular, hyperbolic, logarithmic and exponential functions; extension of the techniques of integration; polar coordinates; infinite series; and indeterminate forms. Transfer: CSU, UC.

MATH 253 ANALYTICAL GEOMETRY AND CALCULUS III. (CAN MATH 22)

Units 5

Class Hours 5 lecture hours/1 lab hour by arrangement/week

Prerequisites: MATH 252 with a grade of C or better.

Description: Further development of the basic theory of differential and integral calculus; vectors in two and three dimensions; partial differentiation and multiple integration; vector calculus. Transfer: CSU, UC.

MATH 275 ORDINARY DIFFERENTIAL EQUATIONS.

Units 3

Class Hours 3 lecture hours/1 lab hour by arrangement/week

Prerequisites: MATH 252 (or equivalent) with grade C or better.

Description: Differential equations of first, second and higher order; simultaneous, linear, homogeneous equations;

solutions by power series; numerical methods; Laplace transformations, and applications. Transfer: CSU, 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.

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: CSU, UC.

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: CSU, 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: CSU, 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: CSU, 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: CSU, 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: CSU, 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: CSU.

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: CSU, UC.

MUS. 301 PIANO I.

Units (Grade Option) 2

Class Hours 3 lecture/5 lab hours/week

Prerequisites: Eligibility for ENGL 800.

Description: A course in applied music with stress on technical and interpretive skills. Individual attention and advancement. Transfer: CSU, UC.

MUS. 302 PIANO II.

Units (Grade Option) 2

Class Hours 3 lecture/5 lab hours/week

Prerequisites: MUS. 301

Description: A continuation of MUS. 301. Transfer: CSU, UC.

MUS. 303 PIANO III.

Units (Grade Option) 2

Class Hours 3 lecture/5 lab hours/week

Prerequisites: MUS. 302

Description: A continuation of MUS. 302. Transfer: CSU, UC.

MUS. 304 PIANO IV.

Units (Grade Option) 2

Class Hours 3 lecture/5 lab hours/week

Prerequisites: MUS. 303

Description: A continuation of MUS. 303. Transfer: CSU, UC.

MUS. 305 KEYBOARD HARMONY I.

Units (Grade Option) 2

Class Hours 3 lecture/5 lab hours/week

Prerequisites: Eligibility for ENGL 800.

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: CSU, UC.

MUS. 306 KEYBOARD HARMONY II.

Units (Grade Option) 2

Class Hours 3 lecture/5 lab hours/week

Prerequisites: MUS. 305

Description: Continuation of MUS. 305. Transfer: CSU, UC.

MUS. 307 KEYBOARD HARMONY III.

Units (Grade Option) 2

Class Hours 3 lecture/5 lab hours/week

Prerequisites: MUS. 306

Description: Continuation of MUS. 306. Transfer: CSU, UC.

MUS. 308 KEYBOARD HARMONY IV.

Units (Grade Option) 2

Class Hours 3 lecture/5 lab hours/week

Prerequisites: MUS. 307

Description: Continuation of MUS. 307. Transfer: CSU, UC.

MUS. 321 BRASS INSTRUMENTS I.

Units 1

Class Hours 3 lecture/5 lab hours/week

Prerequisites: Concurrent enrollment in Ensemble or Orchestra. Eligibility for ENGL 800.

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: CSU, UC.

MUS. 322 BRASS INSTRUMENTS II

Units 1

Class Hours 3 lecture/5 lab hours/week

Prerequisites: MUS. 321. Concurrent enrollment in En-

semble or Orchestra.

Description: Continuation of MUS. 321. Transfer: CSU, UC.

MUS. 323 BRASS INSTRUMENTS III

Units 1

Class Hours 3 lecture/5 lab hours/week

Prerequisites: MUS. 322. Concurrent enrollment in Ensemble or Orchestra.

Description: Continuation of MUS. 322. Transfer: CSU, UC.

MUS. 324 BRASS INSTRUMENTS IV

Units 1

Class Hours 3 lecture/5 lab hours/week

Prerequisites: MUS. 323. Concurrent enrollment in Ensemble or Orchestra.

Description: Continuation of MUS. 323. Transfer: CSU, UC.

MUS. 325 ADVANCED BRASS INSTRUMENTS I.

Units 1

Class Hours 3 lecture/5 lab hours/week

Prerequisites: Successful completion of jury examination; concurrent enrollment in Ensemble or Orchestra. Eligibility for ENGL 800.

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: CSU, UC.

MUS. 326 ADVANCED BRASS INSTRUMENTS II.

Units 1

Class Hours 3 lecture/5 lab hours/week

Prerequisites: MUS. 325. Successful completion of jury examination; concurrent enrollment in Ensemble or Orchestra.

Description: Continuation of MUS. 325. Transfer: CSU, UC.

MUS. 327 ADVANCED BRASS INSTRUMENTS III.

Units 1

Class Hours 3 lecture/5 lab hours/week

Prerequisites: MUS. 326. Successful completion of jury examination; concurrent enrollment in Ensemble or Orchestra.

Description: Continuation of MUS. 326. Transfer: CSU, UC.

MUS. 328 ADVANCED BRASS INSTRUMENTS IV.

Units 1

Class Hours 3 lecture/5 lab hours/week

Prerequisites: MUS. 327. Successful completion of jury examination; concurrent enrollment in Ensemble or Orchestra.

Description: Continuation of MUS. 327. Transfer: CSU, UC.

MUS. 341 WOODWIND INSTRUMENTS I.

Units 1

Class Hours 3 lecture/5 lab hours/week

Prerequisites: Concurrent enrollment in Ensemble or Orchestra. Eligibility for ENGL 800.

Description: Techniques of playing the instrument of the student's choice with individual instruction. Grades will be determined by jury audition. Transfer: CSU, UC.

MUS. 342 WOODWIND INSTRUMENTS II.

Units 1

Class Hours 3 lecture/5 lab hours/week

Prerequisites: MUS. 341. Concurrent enrollment in Ensemble or Orchestra.

Description: Continuation of MUS. 341. Transfer: CSU, UC.

MUS. 343 WOODWIND INSTRUMENTS III.

Units 1

Class Hours 3 lecture/5 lab hours/week

Prerequisites: MUS. 342. Concurrent enrollment in Ensemble or Orchestra.

Description: Continuation of MUS. 342. Transfer: CSU, UC.

MUS. 344 WOODWIND INSTRUMENTS IV.

Units 1

Class Hours 3 lecture/5 lab hours/week

Prerequisites: MUS. 343. Concurrent enrollment in Ensemble or Orchestra.

Description: Continuation of MUS. 343. Transfer: CSU, UC.

MUS. 345 ADVANCED WOODWIND INSTRUMENTS I.

Units 1

Class Hours 3 lecture/5 lab hours/week

Prerequisites: Successful completion of jury examination; concurrent enrollment in Ensemble or Orchestra. Eligibility for ENGL 800.

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: CSU, UC.

MUS. 346 ADVANCED WOODWIND INSTRUMENTS II.

Units 1

Class Hours 3 lecture/5 lab hours/week

Prerequisites: MUS. 345. Successful completion of jury examination; concurrent enrollment in Ensemble or Orchestra.

Description: Continuation of MUS. 345. Transfer: CSU, UC.

MUS. 347 ADVANCED WOODWIND INSTRUMENTS III.

Units 1

Class Hours 3 lecture/5 lab hours/week

Prerequisites: MUS. 346. Successful completion of jury examination; concurrent enrollment in Ensemble or Orchestra.

Description: Continuation of MUS. 346. Transfer: CSU, UC.

MUS. 348 ADVANCED WOODWIND INSTRUMENTS IV.

Units 1

Class Hours 3 lecture/5 lab hours/week

Prerequisites: MUS. 347. Successful completion of jury examination; concurrent enrollment in Ensemble or Orchestra.

Description: Continuation of MUS. 347. Transfer: CSU, UC.

MUS. 361 STRING INSTRUMENTS I.

Units 1

Class Hours 3 lecture/5 lab hours/week

Prerequisites: Concurrent enrollment in Ensemble or Orchestra. Eligibility for ENGL 800.

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: CSU, UC.

MUS. 362 STRING INSTRUMENTS II.

Units 1

Class Hours 3 lecture/5 lab hours/week

Prerequisites: MUS. 361. Concurrent enrollment in Ensemble or Orchestra.

Description: Continuation of MUS. 361. Transfer: CSU, UC.

MUS. 363 STRING INSTRUMENTS III.

Units 1

Class Hours 3 lecture/5 lab hours/week

Prerequisites: MUS. 362. Concurrent enrollment in Ensemble or Orchestra.

Description: Continuation of MUS. 362. Transfer: CSU, UC.

MUS. 364 STRING INSTRUMENTS IV.

Units 1

Class Hours 3 lecture/5 lab hours/week

Prerequisites: MUS. 363. Concurrent enrollment in Ensemble or Orchestra.

Description: Continuation of MUS. 363. Transfer: CSU, UC.

MUS. 365 ADVANCED STRING INSTRUMENTS I.

Units 1

Class Hours 3 lecture/5 lab hours/week

Prerequisites: Successful completion of jury examination; concurrent enrollment in Ensemble or Orchestra. Eligibility for ENGL 800.

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: CSU, UC.

MUS. 366 ADVANCED STRING INSTRUMENTS II.

Units 1

Class Hours 3 lecture/5 lab hours/week

Prerequisites: MUS. 365. Successful completion of jury examination; concurrent enrollment in Ensemble or Orches-

tra.
Description: Continuation of MUS. 365. Transfer: CSU, UC.

MUS. 367 ADVANCED STRING INSTRUMENTS III.

Units 1
Class Hours 3 lecture/5 lab hours/week
Prerequisites: MUS. 366. Successful completion of jury examination; concurrent enrollment in Ensemble or Orchestra.
Description: Continuation of MUS. 366. Transfer: CSU, UC.

MUS. 368 ADVANCED STRING INSTRUMENTS IV.

Units 1
Class Hours 3 lecture/5 lab hours/week
Prerequisites: MUS. 367. Successful completion of jury examination; concurrent enrollment in Ensemble or Orchestra.
Description: Continuation of MUS. 367. Transfer: CSU, UC.

MUS. 371 GUITAR I.

Units (Grade Option) 1
Class Hours 3 lecture/lab hours/week
Prerequisites: Possession of a guitar. Eligibility for ENGL 800.
Description: Basic techniques of playing the guitar. Group and individual attention. Transfer: CSU, UC.

MUS. 372 GUITAR II.

Units (Grade Option) 1
Class Hours 3 lecture/lab hours/week
Prerequisites: MUS. 371.
Description: Advanced techniques of playing the guitar. Group and individual attention. Transfer: CSU, UC.

MUS. 373 GUITAR III.

Units (Grade Option) 1
Class Hours 3 lecture/lab hours/week
Prerequisites: MUS. 372.
Description: Continuation of MUS. 372. Transfer: CSU, UC.

MUS. 374 GUITAR IV.

Units (Grade Option) 1
Class Hours 3 lecture/lab hours/week
Prerequisites: MUS. 373.
Description: Continuation of MUS. 373. Transfer: CSU, UC.

MUS. 391 PERCUSSION INSTRUMENTS I.

Units 1
Class Hours 3 lecture/5 lab hours/week
Prerequisites: Concurrent enrollment in Ensemble or Orchestra. Eligibility for ENGL 800.
Description: Techniques of playing the various percussion instruments, including mallet instruments, with class instruction, individual instruction and ensemble participation. Transfer: CSU, UC.

MUS. 392 PERCUSSION INSTRUMENTS II.

Units 1
Class Hours 3 lecture/5 lab hours/week
Prerequisites: MUS. 391. Concurrent enrollment in Ensemble or Orchestra.
Description: Continuation of MUS. 391. Transfer: CSU, UC.

MUS. 393 PERCUSSION INSTRUMENTS III.

Units 1
Class Hours 3 lecture/5 lab hours/week
Prerequisites: MUS. 392. Concurrent enrollment in Ensemble or Orchestra.
Description: Continuation of MUS. 392. Transfer: CSU, UC.

MUS. 394 PERCUSSION INSTRUMENTS IV.

Units 1
Class Hours 3 lecture/5 lab hours/week
Prerequisites: MUS. 393. Concurrent enrollment in Ensemble or Orchestra.
Description: Continuation of MUS. 393. Transfer: CSU, UC.

MUS. 401 SOLO VOICE I.

Units (Grade Option) 1
Class Hours 3 lecture/1 lab hours/week
Prerequisites: Eligibility for ENGL 800.
Description: Vocal problems analyzed and corrected through exercises and songs. Class sessions and individualized instruction. Transfer: CSU, UC.

MUS. 402 SOLO VOICE II.

Units (Grade Option) 1
Class Hours 3 lecture/1 lab hours/week
Prerequisites: MUS. 401
Description: Continuation of MUS. 401. Transfer: CSU, UC.

MUS. 403 SOLO VOICE III.

Units (Grade Option) 1
Class Hours 3 lecture/1 lab hours/week
Prerequisites: MUS. 402
Description: Continuation of MUS. 402. Transfer: CSU, UC.

MUS. 404 SOLO VOICE IV.

Units (Grade Option) 1
Class Hours 3 lecture/1 lab hours/week
Prerequisites: MUS. 403
Description: Continuation of MUS. 403. Transfer: CSU, UC.

MUS. 405 ADVANCED SOLO VOICE I.

Units 1
Class Hours 3 lecture/1 lab hours/week
Prerequisites: Successful completion of jury examination prior to each semester. Eligibility for ENGL 800.
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: CSU, UC.

MUS. 406 ADVANCED SOLO VOICE II.

Units 1

Class Hours 3 lecture/1 lab hours/week

Prerequisites: MUS. 405. Successful completion of jury examination.

Description: Continuation of MUS. 405. Transfer: CSU, UC.

MUS. 407 ADVANCED SOLO VOICE III.

Units 1

Class Hours 3 lecture/1 lab hours/week

Prerequisites: MUS. 406. Successful completion of jury examination.

Description: Continuation of MUS. 406. Transfer: CSU, UC.

MUS. 408 ADVANCED SOLO VOICE IV.

Units 1

Class Hours 3 lecture/1 lab hours/week

Prerequisites: MUS. 407. Successful completion of jury examination.

Description: Continuation of MUS. 407. Transfer: CSU, 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: CSU.

MUS. 441 ORCHESTRA I.

Units (Grade Option) 2

Class Hours 5 lecture hours/week

Prerequisites: Eligibility for ENGL 800.

Course 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: CSU, UC.

MUS. 442 ORCHESTRA II.

Units (Grade Option) 2

Class Hours 5 lecture hours/week

Prerequisites: MUS. 441.

Description: Continuation of MUS. 441. Transfer: CSU, UC.

MUS. 443 ORCHESTRA III.

Units (Grade Option) 2

Class Hours 5 lecture hours/week

Prerequisites: MUS. 442.

Description: Continuation of MUS. 442. Transfer: CSU, UC.

MUS. 444 ORCHESTRA IV.

Units (Grade Option) 2

Class Hours 5 lecture hours/week

Prerequisites: MUS. 443.

Description: Continuation of MUS. 443. Transfer: CSU, UC.

MUS. 461 INSTRUMENTAL ENSEMBLE I.

Units 1

Class Hours 3 lecture hours/week

Prerequisites: Demonstration of ability by audition. Eligibility for ENGL 800.

Description: Brass, String, and Woodwind ensemble. Performance is required. Transfer: CSU, UC.

MUS. 462 INSTRUMENTAL ENSEMBLE II.

Units 1

Class Hours 3 lecture hours/week

Prerequisites: MUS. 461.

Description: Continuation of MUS. 461. Transfer: CSU, UC.

MUS. 463 INSTRUMENTAL ENSEMBLE III.

Units 1

Class Hours 3 lecture hours/week

Prerequisites: MUS. 462.

Description: Continuation of MUS. 462. Transfer: CSU, UC.

MUS. 464 INSTRUMENTAL ENSEMBLE IV.

Units 1

Class Hours 3 lecture hours/week

Prerequisites: MUS. 463.

Description: Continuation of MUS. 463. Transfer: CSU, UC.

MUS. 471 CHOIR I.

Units (Grade Option) 1

Class Hours 3 lecture hours/week

Prerequisites: Eligibility for ENGL 800.

Description: Study and performance of choral literature for accompanied and unaccompanied choir. Performance is required. Field trips may be required. Transfer: CSU, UC.

MUS. 472 CHOIR II.

Units (Grade Option) 1

Class Hours 3 lecture hours/week

Prerequisites: MUS. 471.

Description: Continuation of MUS. 471. Transfer: CSU, UC.

MUS. 473 CHOIR III.

Units (Grade Option) 1

Class Hours 3 lecture hours/week

Prerequisites: MUS. 472.

Description: Continuation of MUS. 472. Transfer: CSU, UC.

MUS. 474 CHOIR IV.

Units (Grade Option) 1

Class Hours 3 lecture hours/week

Prerequisites: MUS. 473.

Description: Continuation of MUS. 473. Transfer: CSU, UC.

MUS. 481 COLLEGE SINGERS I.

Units 2

Class Hours 5 lecture hours/week

Prerequisites: Demonstrated ability through audition; concurrent registration in MUS. 471, 472, 473, or 474. Eligibility for ENGL 800.

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: CSU, UC.

MUS. 482 COLLEGE SINGERS II.

Units 2

Class Hours 5 lecture hours/week

Prerequisites: MUS. 481.

Description: Continuation of MUS. 481. Transfer: CSU, UC.

MUS. 483 COLLEGE SINGERS III.

Units 2

Class Hours 5 lecture hours/week

Prerequisites: MUS. 482.

Description: Continuation of MUS. 482. Transfer: CSU, UC.

MUS. 484 COLLEGE SINGERS IV.

Units 2

Class Hours 5 lecture hours/week

Prerequisites: MUS. 483.

Description: Continuation of MUS. 483. Transfer: CSU, 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: CSU, 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 up to a maximum of three units. Transfer: CSU, 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. Transfer: CSU.

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: CSU, 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: CSU, UC.

OFFICE SKILLS

See BUSINESS/OFFICE SKILLS

OPHTHALMIC DISPENSING**OPHT 400 INTRODUCTION TO OPHTHALMIC OPTICS.**

Units 3

Class Hours 3 lecture hours/week

Prerequisites: Eligibility for ENGL 800.

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.

OPHT 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.

OPHT 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 465 OPTICIANRY CLINIC I

Units (Credit/No Credit) .5

Class Hours 3 lab hours/week

Prerequisites: Eligibility for MATH 110 and ENGL 800.

Course prerequisites: Concurrent enrollment in Ophthalmic Program. Completion of OPTH 411, 412 & 441 with "C" or better or demonstrated skill.

Description: This course is designed to provide the student with practical experience in the everyday operation of an optical office. It will include optical dispensing and business procedures and the edging of single vision lenses.

OPTH 466 OPTICIANRY CLINIC II

Units (Credit/No Credit) .5

Class Hours 3 lab hours/week

Prerequisites: Eligibility for MATH 110 and ENGL 800.

Course prerequisites: Concurrent enrollment in Ophthalmic Program. OPTH 465 or demonstrated skill.

Description: This course is a continuation of Opticianry Clinic I, providing the student with practical experience in the every day operation of an optical office. It will include

optical dispensing, business procedures and the edging of multifocals and progressive lenses.

OPTH 471 OPHTHALMIC DISPENSING TECHNIQUES I.

Units 3

Class Hours 2.5 lecture/1.5 lab hour/week

Prerequisites: Eligibility for MATH 110 and ENGL 800.

Course prerequisites: OPTH 431 with a grade of "C" or better or demonstrated skills.

Description: This course is designed to present information and demonstrate skills necessary to perform as an optician. These skills include fram modification and adjustments for facial differences, measurements of anatomical structure for fitting eyeglasses, prescription analysis, lens design, and optical measurements. These skills are all included in the computations of centration, tilt and vertex distance.

OPTH 472 OPHTHALMIC DISPENSING TECHNIQUES II.

Units 3

Class Hours 2.5 lecture, 1.5 lab hours/week

Prerequisites: Eligibility for MATH 110 and ENGL 800.

Course prerequisites: OPTH 471 with a grade of "C" or better or demonstrated skills.

Description: This course is designed to present information and demonstrate skills necessary to perform as an optician. These skills include the ability of the student to recognize potential problems in anisometric prescriptions and compute acceptable prismatic compensations through various types of corrections. Topics will be presented on subnormal vision and specialized visual abnormalities. Review of material in preparation for the ABO examination will be presented.

OPTH 491 CONTACT LENSES I.

Units 4

Class Hours 3 lecture, 3 lab hours/week

Prerequisites: OPTH 460. OPTH 431 recommended.

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/dis-penser communication.

PALEONTOLOGY**PALN 110 ANCIENT LIFE AND PAST ENVIRONMENTS.**

Units 3

Class Hours 3 lecture hours/week, 1 all-day field trip.

Prerequisites: None

Description: An introductory ecological approach to the changing parade of life and ancient environments through the past 3.5 billion years of Earth history; and collecting, preparing, analyzing and interpreting a fossil marine fauna.

Transfer: CSU, UC.

PARALEGAL**LEGL 249 INTRODUCTION TO THE LEGAL SYSTEM.**

Units (Grade Option) 3

Class Hours 3 lecture hours/week

Prerequisites: Eligibility for ENGL 100.

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: CSU.

LEGL 250 LEGAL RESEARCH AND WRITING.

Units (Grade Option) 3

Class Hours 3 lecture hours/week

Prerequisites: Eligibility for ENGL 800.

Course 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, cite checking, and preparation and bibliographies. Transfer: CSU.

LEGL 251 TORTS.

Units (Grade Option) 3

Class Hours 3 lecture hours/week

Prerequisites: Eligibility for ENGL 100

Course Prerequisites: LEGL 249

Description: This course is the study of the various torts that make up the substantive law of torts. The topics included are the basis of tort liability, the elements of actionable torts, remedies, and procedures. Transfer: CSU.

LEGL 252 CIVIL LITIGATION AND TRIAL PREPARATION.

Units (Grade Option) 3

Class Hours 3 lecture hours/week

Prerequisites: Eligibility for ENGL 100

Course Prerequisites: LEGL 249

Description: This course is an introduction to the basis of trial practice and civil litigation procedures. Students will learn how to prepare pleadings and motions, complete discovery and fact investigations, identify pretrial considerations, preserve facts and prepare for trial, and complete post-trial motions and appeals. Transfer: CSU.

LEGL 253 ESTATE ADMINISTRATION.

Units (Grade Option) 3

Class Hours 3 lecture hours/week

Prerequisites: Eligibility for ENGL 100.

Course Prerequisites: LEGL 249.

Description: This course examines the fundamental principles involved in the legal process of estate planning and probating an estate. The basic law of wills and the preparation of all pleadings and documents customarily used in planning and probating an estate are also included. Transfer: CSU.

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: CSU.

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: CSU.

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: CSU.

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: CSU.

LEGL 258 ADVANCED CIVIL LITIGATION AND TRIAL PREPARATION.

Units (Grade Option) 3

Class Hours 3 lecture hours/week

Prerequisites: Eligibility for ENGL 100

Course Prerequisites: LEGL 249

Description: In this course students will learn how to complete in-depth civil litigation and trial preparation projects with a primary focus on discovery matters. Transfer: CSU.

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: CSU.

LEGL 262 PARALEGALISM AND STUDY OF LEGAL ETHICS.

Units (Grade Option) 3

Class Hours 3 lecture hours/week

Prerequisites: Eligibility for ENGL 800.

Description: This course introduces the students to the major aspects and issues of the paralegal profession. The skills learned in this course prepare students for the daily procedures required in legal work environments. Transfer: CSU.

LEGL 264 CONTRACTS.

Units (Grade Option) 3

Class Hours 3 lecture hours/week

Prerequisites: Eligibility for ENGL 100

Course Prerequisites: LEGL 249

Description: This course is the study of the theory and practice of contract law. Students will learn to create contracts and identify contract breaches provided for by the law. Transfer: CSU.

LEGL 282 PARALEGAL CAREER FORUM.

Units (Credit/No Credit) .5

Class Hours .5 lecture hours/week

Prerequisites: Eligibility for ENGL 800.

Description: This course is designed to provide first-hand information on the paralegal profession from experts in various legal specialties. Also included in the course are discussions of local, state, and national issues facing the paralegal profession.

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 philosophical topics as: Values and ethics, logic, political ideologies, human existence, science and religion, cosmology, and knowledge. Transfer: CSU, 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: CSU, 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: CSU, 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: CSU, 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: CSU, 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: CSU, 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, Hedonism; Plato

and Aristotle; Augustine; Kant; Utilitarianism; and Relativism. Transfer: CSU, 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: CSU, 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 skepticism, nature of God, revelation, miracles, faith, mystical experience; the problem of evil; death and immortality. Transfer: CSU, 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: CSU, 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: CSU, UC.

PHYSICAL EDUCATION

To increase competency within each area, activity courses 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: CSU, 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: CSU, 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: CSU, 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: CSU, 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: CSU, 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: CSU, UC.

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: CSU, UC.

DANC 143 INTERMEDIATE BALLET

Units (Grade Option) 1

Class Hours 3 lab hours/week

Prerequisites: DANC 140 or demonstrated skill.

Description: This course is a continuation of DANC 140 with concentration on barre, center floor and dance variations. Transfer: CSU, 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: CSU.

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: CSU.

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: CSU.

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: CSU.

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: CSU.

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: CSU, UC.

DANCE 400 DANCE PRODUCTION.

Units (Grade Option) 1

Class Hours 3 lab hours/week

Prerequisites: Successful audition.

Description: Course includes techniques and composition of actual dance performance productions. Choreography, music, make-up, costumes, lighting and staging are included. Rehearsal of seven weeks culminates in performance in the Spring musical production. Transfer: CSU, UC.

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: CSU.

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: CSU.

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: CSU, 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: CSU, 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 of free weights and weight machines. Transfer: CSU.

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 admini-

stered. Working and resting blood pressures are monitored. Levels of fitness ascertained and evaluated by student-teacher conferences. Transfer: CSU.

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: CSU, UC.

INDV 161 BEGINNING GOLF.

Units (Grade Option) 1

Class Hours 3 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: CSU, 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: CSU, 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: CSU, 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: CSU, 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: CSU, 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: CSU, 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. Advanced instruction in singles and doubles play. Individual improvement will be the major emphasis. Transfer: CSU, 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: CSU, 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: CSU, UC.

INDV 257 TOURNAMENT TENNIS.

Units (Grade Option) 1

Class Hours 3 lab hours/week

Prerequisites: INDV 253, 254, 255, or 256 or demonstrated skill.

Description: This course focuses on setting up and running tennis tournaments with different formats including single

elimination and double elimination tournaments. Students will develop the mental skills to cope with competitive tournament conditions. The mental aspects of tennis and general tournament strategies are included. Transfer: CSU, UC.

INDV 258 TENNIS DOUBLES PLAY.

Units (Grade Option) .5-1

Class Hours 3 lab hours/week

Prerequisites: INDV 254 or INDV 255 or demonstrated skill.

Description: This course contains drills specifically to improve doubles play. Students will be required to keep a tennis notebook which will provide an objective evaluation of improvement. The video camera will be employed as a teaching aide. Doubles play strategy and the mental approach to doubles will be emphasized. Transfer: CSU, UC

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: CSU.

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: CSU.

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: CSU, 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: CSU, 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: CSU, 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: CSU, 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: CSU, UC.

TEAM 143 ADVANCED SOCCER.

Units (Grade Option) 1-1.5

Class Hours 3 to 4-1/2 lab hours/week

Prerequisites: TEAM 142 (Int. Soccer) or demonstrated skill.

Description: Competitive team play will be stressed with advanced strategies employed. Tactics will be emphasized that require advanced skills and conditioning. Tests will be conducted to measure the degree of proficiency. Transfer: CSU, UC.

TEAM 148 INDOOR SOCCER.

Units (Grade Option) 1

Class Hours 3 lab hours/week

Prerequisites: TEAM 141 or demonstrated skill.

Description: This course focuses on indoor soccer at an intermediate level of play. It includes individual and group drills, skills development, rules of the game, and team play through round robin competition. Transfer: CSU, 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: CSU, 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: CSU, 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: CSU, 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. Transfer: CSU, UC.

TEAM 174 INTERMEDIATE/ADVANCED VOLLEYBALL.

Units (Grade Option) 1

Class Hours 3 lab hours/week

Prerequisites: TEAM 171 or demonstrated skill.

Description: This course is a continuation of TEAM 171, Beginning Volleyball. Emphasis is placed on refinement of basic fundamentals of the game, team set ups, play, and knowledge of the rules. Round robin team play is involved. Transfer: CSU, UC

TEAM 175 ADVANCED VOLLEYBALL.

Units (Grade Option) 1

Class Hours 3 lab hours/week

Prerequisites: TEAM 174 or demonstrated skill.

Description: This course offers volleyball play for students demonstrating mastery of volleyball skills or who have successfully completed TEAM 174. Advanced skills of individual and team play are emphasized. Considerable emphasis is placed on team strategy and techniques. Tournament competition is included. Transfer: CSU, UC.

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: CSU, 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: CSU, 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: CSU, 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: CSU, UC.

VARS 141 VARSITY GOLF.

Units (Grade Option) 3

Class Hours 9 lab hours/week

Prerequisites: Demonstrated ability

Description: This course involves intercollegiate competition in the Coast Conference and participation in dual matches, invitationals and the conference championships. Team members will also participate in the Northern California and State Championships as qualified. Transfer: CSU, UC.

VARS 141 VARSITY GOLF 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: CSU, 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: CSU, 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: CSU, 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: CSU, 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: CSU, UC.

PHYSICS**PHYS 210 GENERAL PHYSICS. (CAN PHYS 2)**

Units 4

Class Hours 3 lecture/2 lab/1 recitation hour/week

Prerequisites: Eligibility for ENGL 800.

Course prerequisites: MATH 110; trigonometry is recommended.

Description: Lectures with experimental demonstrations covering kinematics, mechanics, elasticity, wave motion, and thermodynamics. Transfer: CSU, UC.

PHYS 220 ELECT. & MAG. LIGHT, MOD. PHYSICS (CAN PHYS 4)

Units 4

Class Hours 3 lecture/2 lab/1 recitation hour/week

Prerequisites: PHYS 210.

Description: Lectures with experimental demonstrations covering electrostatics, circuits, magnetism, geometrical optics, physical optics and modern physics. Transfer: CSU, UC.

PHYS 250 GENERAL PHYSICS. (CAN PHYS 8)

Units (Grade Option) 4

Class Hours: 3 lecture, 1 recitation, 2 lab hours/week

Prerequisites: Eligibility for ENGL 800

Course prerequisites: PHYS 210 or equivalent; MATH 251.

Description: This course is the first in a three-semester

series (with PHYS 260 and 270) designed to give the student majoring in engineering, physics, chemistry and certain other majors a thorough foundation in the fundamentals of physics. This course covers kinematics, dynamics, rotation, wave motion, relativity, and gravitation. Transfer: CSU, UC.

PHYS 260 ELECTRICITY & MAGNETISM. (CAN PHYS 12)

Units (Grade Option) 4

Class Hours: 3 lecture, 1 recitation, 2 lab hours/week

Prerequisites: PHYS 250 and MATH 252.

Description: This course is the second in a three-semester series (with PHYS 250 and 270) designed to give the student majoring in engineering, physics, chemistry and certain other majors a thorough foundation in the fundamentals of physics. wave motion and special relativity. This course covers electrostatics, circuits, magnetostatics, magnetism of currents, AC circuits, and electromagnetic waves. Transfer: CSU, UC.

PHYS 270 THERMODYNAMICS, LIGHT, MODERN PHYSICS. (CAN PHYS 10)

Units (Grade Option) 4

Class Hours: 3 lecture, 1 recitation, 2 lab hours/week

Prerequisites: PHYS 260 and MATH 252.

Description: This course is the second in a three-semester series (with PHYS 260 and 270) designed to give the student majoring in engineering, physics, chemistry and certain other majors a thorough foundation in the fundamentals of physics. wave motion and special relativity. This course covers thermodynamics, geometrical optics, physical optics, and modern physics including quantum mechanics. Transfer: CSU, UC.

PHYS 405 RADIATION PHYSICS.

Units 3

Class Hours 3 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: CSU.

PHYS 481 GEOMETRIC OPTICS.

Units 3

Class Hours 2 lecture, 3 lab hours/week

Prerequisites: Eligibility for ENGL 800

Course prerequisite: 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: CSU.

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: CSU, UC.

PSIO 260 HUMAN PHYSIOLOGY.

Units 5

Class Hours 3 lecture, two 3-hour labs/week

Prerequisites: Eligibility for ENGL 100 and MATH 110.

Course Prerequisites: BIOL 110 or 130 or 255 or ANAT 250 or ZOO 210 or the equivalent. High school chemistry or CHEM 192 or 410 or the equivalent.

Description: This course is 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: CSU, UC.

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: CSU, UC.

PLSC 130 INTERNATIONAL RELATIONS.

Units 3

Class Hours 3 lecture hours/week

Prerequisites: Eligibility for ENGL 800

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: CSU.

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: CSU, 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: CSU.

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: CSU, 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: CSU.

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: CSU, UC.

PSYC 108 PSYCHOLOGY IN PRACTICE.

Units (Grade Option) 1-3

Class Hours 1-3 lecture hours/week

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: CSU.

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: CSU.

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: CSU, 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: CSU, 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: CSU.

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: CSU, 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: CSU, 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 1.5-3 lecture hours/week

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: CSU, 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: CSU.

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: CSU.

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.

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 lab 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 lab 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 4 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: CSU.

RADT 438 CLINICAL EDUCATION III.

Units (Credit/No Credit) 9

Class Hours: 30 lab 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 lab 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 lab 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: CSU.

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: CSU.

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: CSU.

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: CSU, UC.

SOSC 122 SOCIAL SCIENCE RESEARCH METHODS.

Units (Grade Option) 3

Class Hours 3 lecture hours

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: CSU, 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 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: CSU, 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: CSU.

SOSC 700 DRUGS IN SOCIETY.

Units (Credit/No Credit) 1

Class Hours 1 lecture hour/week

Prerequisites: None

Description: This course covers basic physical and psychopharmaceutical actions of commonly abused substances, and the patterns of substance abuse in various subpopulations in the community.

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: CSU, 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: CSU, UC.

SOCI 141 MINORITIES IN AMERICAN SOCIETY.

Units (Grade Option) 3

Class Hours 3 lecture hours/week

Prerequisites: Eligibility for ENGL 800.

Description: This course explores the history and contemporary experience of ethnic and racial stratification in the United States. Institutional racism and the role of legal and economic forces on people from diverse cultures will be discussed. Students will also learn of the contributions made to the American society by various racial and ethnic groups. (Fulfills Ethnic Studies requirement.) Transfer: CSU, 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: CSU.

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: CSU, 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: CSU, 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: CSU, 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: CSU, 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. Covers approximately the first half of Spanish 120. May be used for fulfilling transfer language requirements. Transfer: CSU, 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. Covers approximately the second half of Spanish 120. May be used for fulfilling transfer language requirements. Transfer: CSU, 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: CSU, UC.

SPAN 131 INTERMEDIATE SPANISH I.

Units 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. This course is

equal to approximately the first half of SPAN 130. Transfer: CSU.

SPAN 132 INTERMEDIATE SPANISH II.

Units 3

Class Hours 3 lecture hours/week

Prerequisites: SPAN 131

Description: Study, analysis and practice of conversation and composition; review of grammar; class and collateral readings of Spanish and Spanish literature. This course is equal to approximately the second half of SPAN 130. Transfer: CSU.

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: CSU, UC.

SPAN 161 READINGS IN SPANISH LITERATURE 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: CSU, UC.

SPAN 162 READINGS IN SPANISH LITERATURE 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: CSU, 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: CSU.

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 lan-

guage. (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.

SPEECH COMMUNICATION

SPCH 100 FUNDAMENTALS OF SPEECH COMMUNICATION.

Units 3

Class Hours 3 lecture hours/week

Prerequisites: Eligibility for enrollment in ENGL 100

Course prerequisites: 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: CSU, UC.

SPCH 111 ORAL INTERPRETATION I.

Units 3

Class Hours 3 lecture hours/week

Prerequisites: Eligibility for enrollment in ENGL 100

Course prerequisites: 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 experienced when read to by others. Students will read to others in turn. Transfer: CSU, UC.

SPCH 112 ORAL INTERPRETATION II.

Units 3

Class Hours 3 lecture hours/week

Prerequisites: SPCH 111

Description: Continuation of SPCH 111. Transfer: CSU, 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: 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: CSU, UC.

SPCH 140 GROUP DISCUSSION.

Units 3

Class Hours 3 lecture hours/week

Prerequisites: None

Description: A comprehensive introduction to the theory and practice of group discussion, this course will include study of leadership, authority, conflict resolution, rules of order, and facilitation of effective decision making within groups. Transfer: CSU, UC.

SPCH 811 SPEECH FOR NON-NATIVE SPEAKERS I.

Units 3

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 prepara-

tion and delivery of extemporaneous speeches. Units do not apply toward AA/AS degree.

SPCH 812 SPEECH FOR NON-NATIVE SPEAKERS II.

Units 3

Class Hours 3 lecture hours/week

Prerequisites: SPCH 811

Description: Continuation of SPCH 811. Units do not apply toward AA/AS degree.

TOURISM

TOUR 100 TRAVEL INDUSTRY REFERENCE MATERIALS.

Units (Grade Option) 3

Class Hours 3 lecture hours/week

Prerequisites: Eligibility for ENGL 800 or E.I. 400

Course prerequisite: Concurrent enrollment in TOUR 720 recommended.

Description: In this course primary emphasis is placed on travel industry reference materials and career skills necessary for employment in the field. The course also addresses reading and using reference materials to prepare itineraries incorporating all land and sea products and services: hotels, airlines, steamships, local tours, wholesale package tours, and other travel documents. Transfer: CSU.

TOUR 101 SELLING TRAVEL.

Units (Grade Option) 3

Class Hours 3 lecture hours/week

Prerequisites: Eligibility for ENGL 800 or E.I. 400

Description: This course is designed to teach sales techniques used in the travel industry for selling individual and group travel. Also included are basic marketing skills for retail agents, sales promotion, public relations, and advertising methods used to attract various market segments. A salesmanship workshop and packaging travel workshop for special interest groups are presented. Transfer: CSU.

TOUR 103 TRAVEL DESTINATIONS/EUROPE.

Units (Grade Option) 3

Class Hours 3 lecture hours/week

Prerequisites: Eligibility for ENGL 800

Course Prerequisites: TOUR 100 may be taken concurrently.

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: CSU.

TOUR 104 TRAVEL DESTINATIONS/WORLD.

Units (Grade Option) 3

Class Hours 3 lecture hours/week

Prerequisites: Eligibility for ENGL 800

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 Sub-continent. Transfer: CSU.

TOUR 105 TRAVEL DESTINATIONS/NORTH AMERICA.

Units (Grade Option) 3

Class Hours 3 lecture hours/week

Prerequisites: Eligibility for ENGL 800

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: CSU.

TOUR 672 COOPERATIVE EDUCATION INTERNSHIP (See page 66 for description)

TOUR 710 ARC FORMS AND PROCEDURES.

Units (Grade Option) 3

Class Hours 3 lecture hours/week

Prerequisites: TOUR 100 and 723. TOUR 723 may be concurrent.

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 715 F.I.T. PLANNING AND COSTING.

Units (Grade Option) 3

Class Hours 3 lecture hours/week

Prerequisites: TOUR 100 and 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

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 and 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 and 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 and 725.

Description: Study of travel agency operations. Emphasized are 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 and 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 and 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.

TOUR 755 TRAVEL DESTINATION UPDATES AND TIPS.

Units (Credit/No Credit) .5
 Class Hours .5 lecture hours/week
 Prerequisites: Eligibility for ENGL 800

Description: This course will inform travellers of the best destinations. Students will also learn how to plan and prepare for safe, enjoyable vacations. Money saving tips will be included for travellers.

TOUR 756 TRAVEL INDUSTRY CAREERS AND ENTREPRENEURSHIP OPPORTUNITIES

Units (Credit/No Credit) .5
 Class Hours .5 lecture hours/week
 Prerequisites: Eligibility for ENGL 800

Description: This course provides the student with an overview of the tourism/hospitality careers, job opportunities, and salary ranges.

TOUR 757 CURRENT TOPICS IN TOURISM

Units (Credit/No Credit) .5-4
 Class Hours .5-4 lecture hours/week
 Prerequisites: Eligibility for ENGL 800

Description: This course is designed to present a variety of topics dealing with the travel industry; these topics include destinations to various countries (North America, Africa, Asia, Europe, and South America); cost-effective sales; adventure and special interest travel, and selling cruises, ferries, and freighters. May be repeated up to a maximum of 4 units.

TOUR 758 APOLLO COMPUTER TIME SAVERS

Units (Credit/No Credit) .5
 Class Hours .5 lecture hours/week
 Prerequisites: Eligibility for ENGL 800

Description: This course will cover programming keys and computer shortcuts for the Apollo airline system.

TOUR 759 APOLLO COMPUTER TECHNIQUES FOR TRAVEL AGENTS

Units (Credit/No Credit) .5

Class Hours .5 lecture hours/week

Prerequisites: Eligibility for ENGL 800

Description: This course introduces the student to the use of the Apollo airline computer for the purpose of making reservations and issuing tickets for travel. Students are also introduced to Thomas Cook Foreign Currency Exchange Services, International Travel Guide, and other information that is part of the Apollo services.

WORD PROCESSING

See BUSINESS/OFFICE SKILLS

ZOOLOGY

ZOOL 210 GENERAL ZOOLOGY.

Units 5

Class Hours (Fall only) 3 lecture, 6 lab/wk

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: CSU, UC.



EDUCATIONAL OPPORTUNITIES AT 130 SAN MATEO COUNTY COMMUNITY COLLEGES

Cañada College is part of the San Mateo County Community College District, which also operates the 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
Architecture
Broadcasting Arts
Building Inspection
Cosmetology
Dental Assisting
Drafting Technology
Electronics Technology
Fashion Merchandising
Filmmaking
Floristry
Fire Science Technology
Horticulture
Humanities
Manufacturing &
Industrial Technology
Machine Tool Technology
Medical Assisting
Nursing (Registered)
Real Estate
Technical Art & 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 Tennis
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
Convention & Meeting Management
Cosmetology
Emergency Medical Technology I
Fashion Merchandising
Fiber Optics
Gallery Management
General Studies
Hotel/Motel Operations
Image Consulting
Public Trust Management
Recreation Education
Respiratory Therapy
Sign Language
Telecommunications Technology
Toyota Technical Education Network

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

FACULTY 1991-1992(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
- 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
- Bogue-Feinour, Carole J.** (1990)
Vice President, Instruction
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)
Instructor
Counseling
B.A., M.A. San Jose State University
- Egan, Phillip 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
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 Director
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

Innersl, Evan (1991)
Assistant Professor
Mathematics
B.A., M.A., San Jose State University

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

Kechter, M. Douglas (1991)
President
B.S., Pepperdine University
M.S., California State University at Fullerton
Ph.D., Claremont Graduate School

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

Manglola, Frank A. (1980)
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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, Student Services
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
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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
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Miller, Lewis D. (1971)
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Computer Science, Engineering, Mathematics,
Physics
A.B., University of California, Berkeley
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Ph.D., Stanford University

Moore, Nancy H. (1973)
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A.A., Skyline College
B.A., University of California, Davis
A.S., Cañada College

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
- Roscelli, Paul** (1990)
Assistant Professor
Economics, Business Law
A.A., College of San Mateo
B.S., San Francisco State University
J.D., University of Santa Clara
- 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
- Smith, Pamela D.** (1969)
Professor
English
A.B., M.A., University of California, Berkeley
- 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
- 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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CAMPUS DIRECTORY

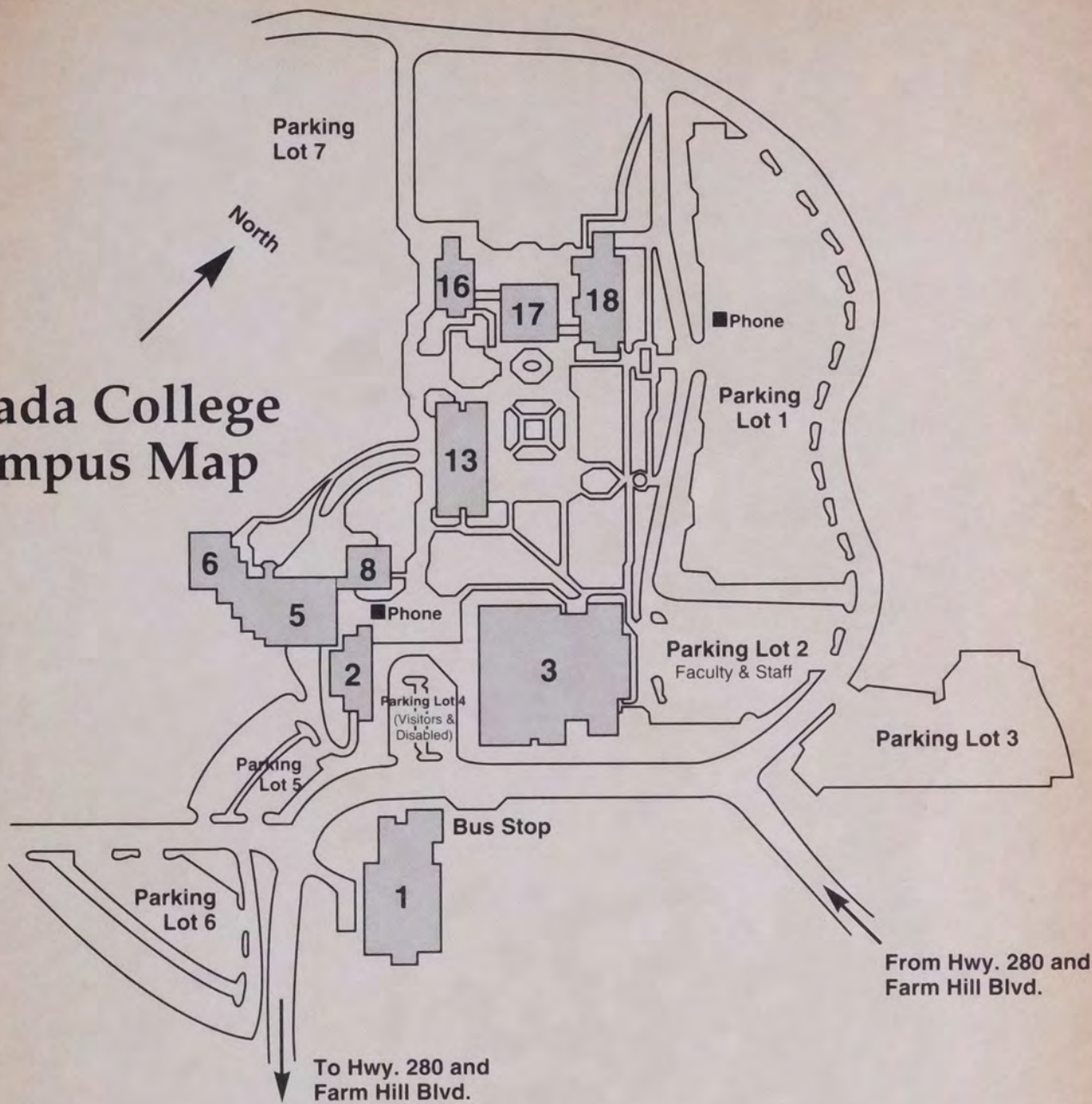
Cañada has a commitment to extend educational opportunity to all members of the community and implements this philosophy by means of various programs, services and facilities at the college. Most administrative offices are open 8:00 a.m. to 12:00 p.m. and from 1:00 p.m. to 4:30 p.m., Monday through Friday. It is recommended that interested persons schedule appointments in advance or call for specific hours of operation: (415) 306-3100.

Admissions & Records (Registrar)	8-215	306-3226	Library	6-2	306-3267
Audio/Visual (Media Learning Center)	5-105	306-3348	Lost & Found	8-211	306-3100
Basic & Applied Sciences Division	18-109	306-3291	Math Lab	5-105	306-3304
Basic Skills Lab	5-105	306-3304	Media Learning Center	5-105	306-3348
Bookstore	2	306-3313	Operations	8-305	306-3270
Box Office	8-305	306-3396	Outreach (Spanish-Speaking)	5-207C	306-3386
Business Operations/Cashier	8-305	306-3270	Physical Education Office	1-204	306-3341
Business/Social Sciences Division	13-105	306-3201	Placement Testing (English & Math)	5-212	306-3335
Business Skills Lab	13-217	306-3380	President's Office	8-312	306-3238
Career Center	5-204	306-3452	Psychological Services	5-105	306-3455
Cashier/Business Operations	8-305	306-3270	Public Information	8-204	306-3340
Computer Center	5-105	306-3430	Refunds (Registration Fees)/Cashier	8-305	306-3270
CARE Childcare Program	8-211	306-3100	Reimbursement (Vending Machines)	8-211	306-3100
Coop. Ed./Work Experience Program	13-106	306-3367	Scholarship Office	5-207C	306-3386
Counseling Office	5-215	306-3385	Security Office (Parking Enforcement)	8-305	306-3370
Disabled Student Program	3-103	306-4389	Student Activities	8-205	306-3373
English (ESL) Institute	13-121	306-3412	Student Government Office	5-211	306-3364
Evening Services	8-215	306-3101	Student Newspaper	18-106	306-3332
EOPS	6-13	306-3300	Switchboard/Directory Assistance	8-203	"3000"
Facilities Usage/Rental	8-305	306-3270		or	306-3100
Financial Aid	5-207	306-3307	Theatre Manager	3-132	306-3316
Fines/Fees Owed (Cashier)	8-305	306-3270	Transcripts (Admissions & Records)	8-215	306-3228
Handicapped Enabler Services	3-103	306-3489	Transportation:		
Health Center	5-213	306-3309	SAMTRANS Bus Schedules/Passes	8-211	306-3100
Housing (Off Campus) Information	8-211	306-3263	Rediwheels (Handicapped)	3-103	306-3489
Humanities Division	3-205	306-3336	Tutorial Center	6-12	306-3357
Information Desk	8-215	306-3340	Veteran's Affairs	8-215	306-3227
Instruction Office	8-211	306-3242	Vice President, Instruction	8-310	306-3353
International Students:			Vice President, Student Services	8-211	306-3234
(Admission)	8-215	306-3226	Visitor's Parking Permits	8-305	306-3270
(Counseling)	8-112	306-3245	Work-Study Grant Program	5-207	306-3307
Language Lab (Media Learning Center)	5-105	306-3348	Writing Skills Center	18-115	306-3361

Cañada College

4200 Farm Hill Boulevard
 Redwood City, California 94061
 (415) 306-3100
 (415) 364-1212

Cañada College Campus Map



Building-Room	
Admissions	8
Admissions & Records	8-Lower Level
Associated Students	Cafeteria
Basic & Applied Science	
Division Office	18-109
Bookstore	2
Business/Social Sciences/	
Division	13-103
Business Skills Lab	13-217
Cafeteria	5
Career Center	5-215
Community Relations	8-204
Computer Center	5-105
Cooperative Education	13-106B

Building-Room	
Counseling Office	5-214
Disabled Students Center	3-103
English Institute	13-121
EXCEL	6-12
Financial Aid	5-207
Flexible Theatre	3-129
Gym	1
Health Center	5-213
Humanities Division Office	3-205
Information Center	8-Lower Level
Job Placement	Cafeteria
Library	6
Lost and Found	8-211
Main Theatre	3

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

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