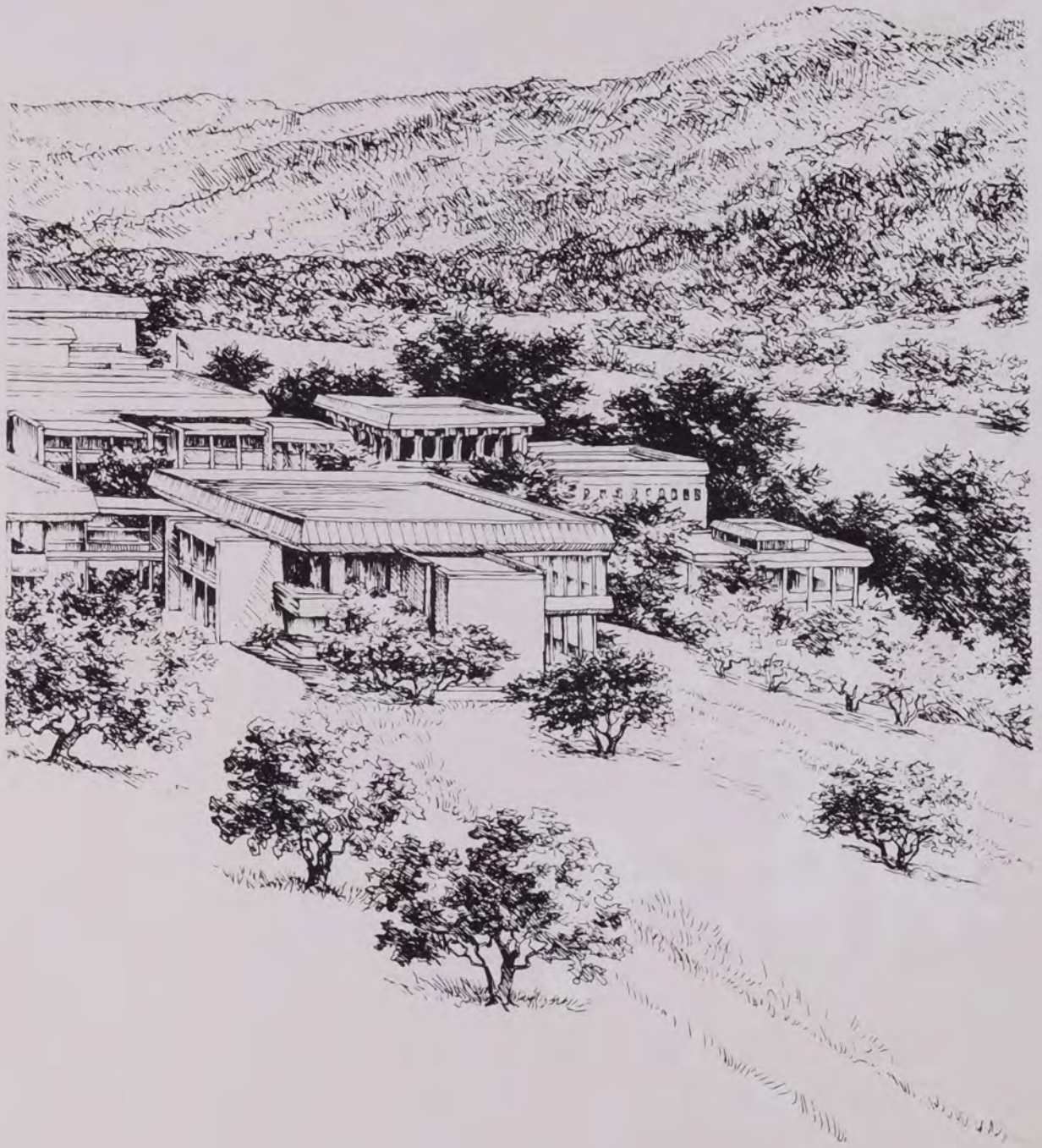


Catalog  
1993-1995



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

## ADMINISTRATION

**M. Douglas Kechter, President**

**Carole Bogue-Feinour, Vice President**  
Instruction

**Olivia Martinez, Vice President**  
Student Services

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Business/Social Sciences Division

**Elizabeth J. Armstrong, Dean**  
Basic and Applied Sciences Division

**Joan B. Del Gaudio, Dean**  
Counseling/Advising and Matriculation

**John B Friesen, Jr., Dean**  
Humanities Division

**Sandra Mellor, Dean**  
Corporate & Community Education

## 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.

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**William E. Jordan, M.D.**  
**James R. Tormey, Jr.**  
**Ross F. Heiney, II, Student Trustee, 1993-1994**

**Lois A. Callahan, District Chancellor**

## Acknowledgements

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

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.

It is the policy of this District that every course offered, unless otherwise indicated in this official College Catalog and the 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.

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The Cañada College faculty, staff, and administration welcome you to Cañada College. Whether you are a new student, a continuing student, or a former 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!

### **About Cañada College...**

Cañada College opened in 1968. Its 131-acre site is located in the western foothills of Redwood City and overlooks the Bay. The College takes its name from Cañada Road, which winds its way through the valley to the west of the college; the Spanish word cañada means "long valley." Cañada is one of three community colleges in the San Mateo County Community College District and its primary service area is the southern portion of San Mateo County.

### **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 Veterans Administration. Persons wishing to review the College's accreditation documentation may schedule an appointment to do so by contacting the Dean of Admissions and Records at (415) 306-3226.

### **Instruction and Student Services**

Cañada is a friendly and open campus. The college's classrooms are generally small by design and offer an opportunity for students to become personally acquainted with their instructors. 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. The Vice President of Instruction, whose office is located in Building 8, Room 310, is responsible for all instructional programs and welcomes suggestions.

The primary goal of Student Services is to provide support for students so that they will be successful at Cañada College. While no program can be all things to all students, Student Services strives to create an environment which will: (a) promote educational experiences leading to the realization of personal goals; (b) develop a sense of responsibility to oneself and to others; (c) meet the educational and cultural needs of students; and (d) facilitate an understanding of the past, identification with the present, and competence to meet the future.

Students are encouraged to see the Vice President of Student Services regarding concerns and suggestions for student service areas. Her office is located in Building 8, Room 211.

### **Role of the Faculty and Students**

Cañada College seeks the counsel of its faculty and students through a system of permanent committees and informal consultation. Standing and ad hoc 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. Instructors, students, staff and administrators participate in

curriculum development, the learning processes and the general campus environment as full voting members of the various college committees which provide guidance and assistance to the President.

### **SAN MATEO COUNTY COMMUNITY COLLEGE DISTRICT MISSION STATEMENT**

#### **Preamble:**

The San Mateo County Community College District, recognizing each individual's right to education, provides the occasions and settings which enable students to develop their minds and their skills, engage their spirits, broaden their understanding of social responsibilities, and realize their individual potential. The District is committed to leadership by providing quality education and life-long learning in partnership with its community and its affiliated educational institutions. It actively participates in the economic, social and cultural development of San Mateo County. In a richly diverse environment and with increasing awareness of its role in the global community, the District is dedicated to maintaining a climate of academic freedom in which a wide variety of viewpoints is cultivated and shared.

#### **Mission**

In an atmosphere of collegiality and shared responsibility, and with the objective of sustaining open access for students, the SMCCCD will fulfill the following mission with excellence, even at the expense of scope of service:

1. provide a breadth of educational opportunities and experiences which encourage students to develop their general understanding of human effort and achievement;
2. provide lower division programs to enable students to transfer to baccalaureate institutions;
3. provide occupational education and training programs directed toward career development, in cooperation with business, industry, labor, and public service agencies;
4. provide developmental and remedial education in language and computational skills reequired for the successful completion of educational goals;
5. provide a range of student services to assist students in attaining their education and career goals;
6. provide self-supporting community education classes, contract education and training, and related services tailored to the human and economic development of the community;
7. celebrate the community's rich cultural diversity; reflect this diversity in our student enrollment; and promote it in our staff.

To fulfill this educational mission, we are committed to effective institutional research, including the analysis and evaluation of programs and services. We plan, organize, and develop our resources to achieve maximum effectiveness, efficiency, equity and accountability.

#### **STATEMENT ON ACADEMIC FREEDOM**

The San Mateo County Community College District is dedicated to maintaining a climate of academic freedom encouraging the sharing and cultivation of a wide variety of viewpoints. Academic freedom expresses

our belief in inquiry, informed debate and the search for truth; academic freedom is necessary in order to provide students with a variety of ideas, to encourage them to engage in critical thinking and to help them understand conflicting opinions.

Academic freedom encompasses the freedom to study, teach, and express ideas, including unpopular or controversial ones, without censorship or political restraint. Academic freedom, rather than being a license to do or say whatever one wishes, requires professional competence, open inquiry and rigorous attention to the pursuit of truth.

The District's faculty have the right to express their informed opinions which relate, directly or indirectly, to their professional activities, whether these opinions are expressed in the classroom, elsewhere on campus or at college-related functions. In a search for truth and in a context of reasoned academic debate, students also have the right to express their opinions and to question those presented by others.

Employment by the District does not in any way restrict or limit the First Amendment rights enjoyed by faculty as members of their communities. Faculty members are free to speak and write publicly on any issue, as long as they do not indicate they are speaking for the institution.

Protecting academic freedom is the responsibility of the college community. Therefore, in a climate of openness and mutual respect, free from distortion and doctrinal obligation, the District protects and encourages the exchange of ideas, including unpopular ones, which are presented in a spirit of free and open dialogue and constructive debate.

## ACADEMIC CALENDAR - 1993/94

### Summer Session, 1993

June 14 .....	Summer Intersession Begins
July 5 .....	Holiday-Independence Day
July 23 .....	6-Weeks Summer Session Ends
August .....	8-Weeks Summer Session Ends

### Fall Semester, 1993 (86 Total Days: 84 Instruction plus 2 flex)

August 16 .....	Faculty Orientation Day (Flex Day)
August 17 .....	Professional Growth Day (Flex Day)
August 18 .....	First Day of Instruction
August 31 .....	Last Day to Add Semester Length Class
August 31 .....	Last Day to Drop with Eligibility for Partial Refund
September 4 .....	Declared Recess
September 6 .....	Holiday-Labor Day
September 7 .....	Census Day
September 10 .....	Last Day to Drop Without Appearing on Record
October 8 .....	Mid-Term Grade Reports Due
November 12 .....	Holiday-Veteran's Day
November 13 .....	Declared Recess
November 16 .....	Last Day to Withdraw Semester Length Class
November 24 .....	Recess-Evening Classes only
November 25 .....	Holiday-Thanksgiving
November 26-27 .....	Declared Recess
December 7-13 .....	Final Examinations (Evening & Saturday Classes)
December 13 .....	Evening Classes Close
December 13-17 .....	Final Examinations (Day Classes)
December 17 .....	Day Classes Close
December 18-January 15 .....	Inter-Semester Recess

### Spring Semester 1994 (89 Total Days: 87 Instruction plus 2 flex)

January 17 .....	Holiday-Martin Luther King Jr.
January 18 .....	Professional Growth Day (Flex Day)
January 19 .....	First Day of Instruction
February 1 .....	Last day to Add Semester Length Class
February 1 .....	Last Day to Drop with Eligibility for Partial Refund
February 7 .....	Census Day
February 12 .....	Last Day to Drop Without Appearing on Record
February 17 .....	Professional Growth Day (Flex Day)
<i>no day or evening classes</i>	
February 18 .....	Holiday-Abraham Lincoln
February 19 .....	Declared Recess
February 21 .....	Holiday-George Washington
March 11 .....	Mid-Term Grade Reports Due
March 28-31 .....	Spring Recess
April 1 .....	Holiday
April 2 .....	Declared Recess
May 2 .....	Last Day to Withdraw Semester Length Class
May 17-23 .....	Final Examinations (Evening & Saturday Classes)
May 23 .....	Evening Classes Close
May 24-June 1 .....	Final Examinations (Day Classes)
May 30 .....	Holiday-Memorial Day
June 1 .....	Day Classes Close

*Note: Cañada College will be in recess on the evening of November 24, 1993 and will be in recess on the following Saturdays: September 4, November 13 and 27, 1993 and February 19 and April 2, 1994.*

## 4 GENERAL INFORMATION/ POLICIES

### 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

### Bookstore

Textbooks and supplies may be purchased from the Cañada College Bookstore. The telephone number is 306-3313. For general and/or book information, ask for Andrea Morgan, Manager, or Jai Kumar.

### 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, duplicating and mail services.

### Conduct

At Cañada 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 published in the Student Handbook.

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 college functions. Further, no off-campus organizations may use Cañada College's name or imply college sponsorship in any publicity or other information.

### 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.

### Housing

The Office of Student Activities, Bldg. 5, Room 214, 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 Tim Haenny, 306-3373, 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 of the Vice President of Student Services. 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 an item lost is of great value, an ad should be placed in the faculty/staff bulletin (*Clipboard*).

Call 306-3234 to inquire about lost or found articles.

### 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 spaces designated for disabled persons. Visitors on official business may request a temporary Visitor's Permit allowing them to park in Visitor or permit lots. There 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 disabled students, day and evening, are issued by the Business Office, Building 8, Room 305. For further information, call 306-3270.

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. Student parking permits are valid at all three campuses of the SMCCCD.

### Policy of Non-discrimination

Cañada College does not discriminate on the basis of race, color, national origin, sex (including sexual harassment), disability, or age in any of its policies, procedures, or practices, in compliance with Title VI of the Civil Rights Act of 1964 (pertaining to race, color, and national origin), Title IX of the Education Amendments of 1972 (pertaining to sex), Section 504 of the Rehabilitation Act of 1973 (pertaining to age). This nondiscrimination policy covers admission and access to, and treatment and employment in, the College's programs and activities, including vocational education. Inquiries regarding the equal opportunity policies, the filing of grievances, or to request a copy of the grievance procedures covering discrimination complaints may be directed to:

Olivia Martinez, Title IX Coordinator, Section 504 Coordinator, and Title VI Coordinator, Building 8, Room 211. Call 306-3234.

The College recognizes its obligation to provide overall program accessibility throughout the college for disabled persons. Contact the Section 504 Coordinator to obtain information about the existence and location of services, activities, and facilities that are accessible to and usable by disabled persons.

Inquiries regarding Federal laws and regulations concerning nondiscrimination in education or the district's compliance with those provisions may also be directed to:

Office for Civil Rights  
U.S. Department of Education  
50 United Nations Plaza, Room 239  
San Francisco, CA 94102

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 Americans with Disabilities Act

*(For a Spanish translation of this policy, please contact the Department of Student Services, telephone 306-3234, Building 8, Room 211.*

*Para obtener una copia de esta politica traducido en Español, llame al Departamento de Servicios Estudiantiles, Edificio 8, Aula 211. Telefono 306-3234.)*

The purpose of the Americans with Disabilities Act (ADA), PL 101-336, is to extend to people with disabilities civil rights similar to those now available on the basis of race, color, national origin, sex and religion through the Civil Rights Act of 1964. It prohibits discrimination on the basis of disability in private sector employment, services rendered by state and local governments, places of public accommodation, transportation, and telecommunications relay services.

The ADA says that no covered entity shall discriminate against a qualified individual with a disability because of the disability of such individual in regard to job application procedures; the hiring, advancement, or discharge of employees; employee compensation; job training, and other terms, conditions, and privileges of employment.

Major employment provisions of the ADA require equal opportunity in selection, testing, and hiring of qualified applicants with disabilities (applicants with disabilities may request that special accommodations be made in order to complete these processes); equal treatment in promotion and benefits; reasonable accommodation for applicants and workers with disabilities when such accommodations would not impose "undue hardship"; and prohibits discrimination against workers with disabilities. (This provision is similar to the Civil Rights Act of 1964 and Title V of the Rehabilitation Act of 1973).

Employers may require that an individual not pose a direct threat to the health and safety of others; may not make pre-employment inquiries about an applicant's disability or conduct pre-employment medical exams; and may conduct a test for illegal drug use and prohibit all workplace use of illegal drugs and alcohol.

If you need further information or if there are any problems or complaints on campus regarding compliance, please contact the Vice President of Student Services at 306-3234 or the ADA Coordinator at 306-3309.

### 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).

**Política de No Discriminación**

Cañada College no discrimina por razones de raza, color, nacionalidad, sexo (incluyendo una insinuación o agresión sexual), limitación física (o incapacidad), en sus leyes, procedimientos o prácticas, de acuerdo con el Título VI del Acta de Derechos Civiles de 1964 (perteneciendo a raza, color y nacionalidad), y el Título IX de las Enmiendas Educativas de 1972 (perteneciendo a sexo), y con el Artículo 504 del Acta de Rehabilitación de 1973 (perteneciendo a edad). Esta política de no-discriminación incluye admisión, acceso, tratamiento y empleo en los programas y actividades del colegio, incluyendo programas de profesiones técnicas (Vocational Education). Preguntas relacionadas a las políticas de Igualdad en Oportunidades, como presentar quejas de discriminación, o para solicitar una copia que explica el proceso como presentar quejas de discriminación, se pueden dirigir a:

Olivia Martinez  
Coordinadora del Título IX, Artículo 504 y Título VI  
Edificio 8, Oficina Numero 211  
Teléfono: 415-306-3234

El colegio reconoce la obligación de proveer acceso completo a personas incapacitadas en todos los programas ofrecidos en el colegio. Póngase en contacto con la Coordinadora del Artículo 504 para obtener información acerca de la existencia y localización de servicios, actividades, y facilidades que son accesibles y útiles para personas incapacitadas.

Preguntas referentes a Leyes Federales y reglamentos con respecto a la práctica de no-discriminación en educación, o conformidad de estas leyes por el distrito, se pueden dirigir a:

Office for Civil Rights  
U.S. Department of Education  
50 United Nations Plaza, Room 239  
San Francisco, CA 94102

Preguntas relacionadas al Título VI del Acta de Derechos Civiles de 1964 deben dirigirse a:

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

Preguntas relacionadas al Título IX de las Enmiendas Educativas de 1972 deben dirigirse a:

Decano de Ciencias Basicas Y Aplicadas  
Cañada College  
4200 Farm Hill Blvd.  
Redwood City, CA 94061  
Teléfono: (415) 306-3291

Preguntas relacionadas al Artículo 504 del Acta de Rehabilitación de 1973 deben dirigirse a:

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

**Política 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 deseen 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.

**Política 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, u otras sustancias tóxicas (estupefacientes) en el distrito o la propiedad de el colegio, esta política es también aplicable en los lugares patrocinados por el distrito o el colegio.

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

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

**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 Vice President of Student Services 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 or integrity of professional entries.

If these informal proceedings do not settle the dispute with the students 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 college calendar 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 Records Officer's office, Building 8, Room 211, during normal working hours.

#### **Student Right to Know and Campus Security Act**

Campuses are required to publish and make available certain crime statistics. Anyonw wanting this information should contact Campus Security, Building 5, Room 211C, or call 306-3420.

#### **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.

#### **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 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 academic 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 207. The application deadline is April 1 for the general scholarship program.

#### **Student Organizations**

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

#### **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 in resolving the matter informally. If resolution is not reached, the student may file a formal grievance.

#### **Transportation**

SamTrans Route 6A provides frequent weekday service to Cañada College, with extended hours Monday through Thursday evenings. Route 6A originates in East Palo Alto and serves parts of Menlo Park, Atherton, and Redwood City. The route is guaranteed wheelchair accessible. Monthly passes may be purchased at the Student Activities Office, Building 5, Room 214. For more information, call the SamTrans Telephone Information Center at 1-800-660-4BUS.

#### **Veterans Affairs**

Cañada College is approved to certify veterans as students who are enrolled in pursuit of an associate degree under Chapter 35 (veterans dependents), Chapter 31 (rehabilitation), Chapter 106, and VEAP. All students, except those eligible under Chapter 31, must buy their own books and supplies. Those interested in attending Cañada under any of these chapters should contact the Veterans Administration Office to determine eligibility for benefits. The VA Regional Office maintains a toll-free number (1-800-827-1000) from 8:00 a.m. to 4:00 p.m. Monday-Friday.

After eligibility is determined, the veteran should bring a copy of his/her DD-214 (separation papers), the Certificate of Eligibility and Cañada registration receipt to the VA Clerk in the Office of Admissions and Records (Building 8, Room 208) for processing. Veterans who have previously attended college must have official copies of college transcripts on file in the Office of Admissions and Records. Eligible veterans have 10 years from the date of separation from active duty to use their educational benefits. Interested students can visit or call (415) 306-3492 between 3:30 and 8:30 p.m., Monday through Thursday.

Upon presentation of separation or discharge papers, veterans are will be awarded six units of academic credit in recognition of military service. When possible, these units are to be used to satisfy the physical education and natural science requirements for the associate degree. Units which cannot be applied in this manner will be considered as elective units.

In addition, veterans may receive credit toward the associate degree for training received in military service schools. Such training must be documented by a certificate of completion issued by the military school from which training was received. Students must complete a minimum of 12 units of coursework at Cañada with a grade-point average of 2.0 or above to qualify for this credit.



## ADMISSIONS AND RECORDS

The Office of Admissions and Records is responsible for the admission and registration of new, former, and continuing students. To this end, the Office of Admissions and Records:

- Determines admission eligibility
- Determines matriculation exemption/non-exemption status
- Provides course registration
- Processes transcripts
- Processes grades
- Conducts institutional research
- Certifies eligibility for the AA and AS and certificate programs
- Processes transfer credits from other colleges

The Office also houses the International Students Program and the Office of Veterans Affairs.

### ADMISSION OF STUDENTS

#### Eligibility Requirements

##### California Residents

A California resident, for purposes of attendance at a community college, is a person who is eligible to establish residence and who has maintained physical presence in the state for at least one year and one day immediately preceding the first day of classes with the intention of making California his or her home.

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 above on all tests and a score of at least 50 on each test.
  - 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 is recommended by his/her high school principal and approved by the President of Cañada.

##### Non-Residents

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 and a score of at least 50 on each test.

##### 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 480 on the T.O.E.F.L. is required. International students may be required to enroll in intensive English courses.
- Present evidence that they have the necessary funds to pay tuition, fees, and all living expenses while attending Cañada. *Tuition* is \$113.00 per unit. (First semester tuition is due with application.) See pages 10-11 for information on *enrollment and other required fees*.
- Provide evidence prior to registration of medical and hospitalization insurance coverage or enroll in the plan provided for international 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 provided by the SMCCCD plan.

Residents of other countries who meet the requirements noted above may apply for admission as F-1 visa students through the International Student Center. Special application deadlines apply. Call (415) 306-3494 for information.

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 College. 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 holding types of temporary visas other than F-1 may also attend Cañada College provided the visa expiration date is not prior to the end of the semester of attendance.

### 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 should bring these transcripts with them when they come to the campus for counseling. High school transcripts are not required if the applicant has not attended high school within the past five years.
- Take Placement tests and other specific examinations as required. (See page 17 for testing requirements.) Testing dates and times are listed in the Schedule of Classes.

Students planning to enroll in the Radiologic Technology program 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.

### 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 Office of Admissions and Records 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.

*Note: All academic credit earned by students in the Concurrent Enrollment Program is college credit and will appear as such on the students' Cañada College transcripts.*

All students applying for admission to the program are expected to have earned and to maintain a grade point average of 2.0 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 for Concurrent Enrollment Program

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

- Concurrent Enrollment Program Authorization, properly completed and signed by the student's parents and high school principal or designee.
- Application for Admission (not required if concurrently enrolled last semester).
- 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 \$113.00 per unit for all courses taken for college credit.

### 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.

## REGISTRATION

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

### Fees

*Due to current State budget constraints, fees are subject to change.*

All students enrolling in courses in any California Community College are required to pay \$10.00 per unit if they do not hold a Bachelor's or graduate degree. Students holding a Bachelor's or graduate degree are required to pay \$50.00 per unit. Non-resident tuition for out-of-state and international students is \$113 per unit. Non-resident students are required to pay a \$10 per unit enrollment fee.

*Health Fee* (non-refundable): \$10.00 per semester; \$7.00 for Summer Session. Required of all students except concurrently enrolled high school students and students enrolled only in weekend or off-campus courses.

*Parking Permits* (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:* \$400 per semester (estimate)

*Returned Check Fee:* \$10 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 (page 17) and Scholarships (page 7).

### **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.

### **Refunds**

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 date equal to 10% of the length 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 applicable refund period described above may be entitled to an enrollment fee refund without a processing fee.

Parking Fees are non-refundable unless the College cancels the student's entire educational program.

Refunds are not issued automatically. Students may request a refund by calling (415) 306-3270 or by submitting a Refund Request Form to the Business Office, Building 8, Room 305. Hours are 8:00 a.m. to 3:30 p.m., Monday through Friday. 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 by the student unless an add/drop form 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 an endorsement from the Office 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 circumstances of academic necessity (not scheduling convenience). In addition, approval requires submission of a documented plan describing how the student will make up missed class time under the instructor's supervision.

### **Unit Load Limitations**

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

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.

### **Course Repetition**

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) within the SMCCCD.

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 about this policy is available from Cañada College counselors, division offices and the Office of Instruction.

### **Audit Policy**

The following courses are designated as audit courses: Art 207, 232; Danc 215, 350; Dram 300; Fren 803; Germ 804; Indv 164, 254; Mus. 304, 324, 344, 364, 374, 394, 404, 444, 464, 474, 484; Team 115, 175. A student must have repeated the course the maximum times allowable before he or she is eligible to audit that course.

### WITHDRAWAL POLICY

It is the responsibility of the student to withdraw from class by submitting an add/drop form to the Admissions Office. 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.

#### Late Withdrawal

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. Approved withdrawal, under the conditions set forth, shall be recorded as a "W." Petitions for late withdrawal may be obtained from the Office of Admissions.

#### Military Withdrawal

Military withdrawal will be authorized when a student who is a member of an active or reserve U.S. Military Service unit receives orders compelling a withdrawal from courses. Upon verification of such orders, a notation of "MW" may be made on the student's record. Military withdrawals are not counted in probation or dismissal calculations. Further information can be obtained by the Office of Admissions and Records.

Any student failing to follow the established withdrawal procedures may be assigned an "F" or "NC" grade by the instructor.

### 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 zero 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 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 academic work is not completed for reasons beyond the student's control. The work to be completed and the time allowed for its completion 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 the record, and a copy will be filed with the Office 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 required period, the grade previously determined by the instructor will be entered in the permanent record.

"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 Office 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)

## ACADEMIC STANDING

Academic standing is based upon all coursework completed in the San Mateo County Community College District (includes Cañada, CSM, and Skyline).

### 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 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 in all coursework. High honors are awarded to students who have attained a 3.5 average or above.

### Grade-point deficiency

The Academic Standards Policy 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 attempted ("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)

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

### Academic Renewal

A maximum of two semesters and one summer session of substandard work (less than a 2.0 grade point average), not reflective of the students 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 Alleviation

A student who has received a grade of D, F, or NC in a course 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 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 Office 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.

### 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 grading scale (see page 12).

*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 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 drops below 50 percent.

**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 Admissions and Records for reinstatement.

A dismissed student may present a written appeal to the Office 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 regarding reinstatement is made.

**GRADES****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.

**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. After the end of the semester, the final grade report is distributed by 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 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.

**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). 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. 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.

Courses taken on a credit/no credit basis may or may not be applicable toward fulfillment of the major, the 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 plan to transfer to determine what limitations apply.

The use of courses graded "Credit" 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."

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

**ADDITIONAL INFORMATION****Advanced Placement**

Cañada College will award credit based on Advanced Placement (AP) 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.

Subjects for which AP credit may be earned include the following:

- *American Government*
- *Art History*
- *Biology*
- *Chemistry*
- *Computer Science*
- *Economics*
- *English Composition/Literature*
- *French*
- *German*
- *History (American and European)*
- *Mathematics (Calculus)*
- *Music*
- *Physics*
- *Spanish*

Advanced Placement credit will be posted on the students 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**

A student who wishes to earn credit by examination must first receive written certification from the Office of Admissions and Records indicating that the following criteria have been met:

- 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 credit by exam list.



Credit may be earned by examination provided that the examination has been approved or prepared, administered and graded by faculty and other designated 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.

A Credit ("CR") grade will be assigned upon successful completion of credit by examination, and the student's academic record shall be clearly annotated to reflect that credit has been earned by examination. A student may challenge a course for credit by examination only one time. Petitions for credit by exam may be obtained from the Office of Admissions & Records.

### Attendance Regulations

Regular attendance in class and laboratory sessions is an obligation assumed by each student at the time of his/her registration. When a student fails to attend class, he/she misses the content of the session, and course continuity is lessened. When failure to attend class places a student's success in jeopardy, the instructor may drop the student from the class.

Total hours of absence which exceed twice the number of hours a class meets in a week define excessive absence used by many instructors in dropping students for non-attendance. Instructors may, however, utilize stricter attendance requirements. Absence due to participation in college-sponsored activities may be considered excused when the student informs the instructor in advance of the absence and makes up all work missed.

Students dropped from any class for non-attendance may appeal in writing to the Division Dean within five college calendar days of such drop if they think their absences should be excused and reinstatement in class can be justified. Students may, with the permission of the instructor, remain in class while their appeal is being reviewed. A recommendation regarding the appeal will be forwarded to the instructor whose subsequent decision 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 semester leave of absence. This petition may be obtained from the Health Center if the emergency is of a medical nature. A petition for non-medical emergency leave of absence may be obtained from the Office of Admissions and Records. It is the student's responsibility to complete the petition process. The leave of absence shall only be used when verified circumstances beyond the student's control force a complete withdrawal from all courses. Withdrawals resulting from an approved leave will not be included in the determination of the student's academic progress.

A student absent 5 days or more with a medical problem should notify the Health Center. Appropriate instructors and counselors will be informed of the student's absence.

### AA/AS 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 Certificates offered at Cañada College. Eligible graduating

candidates must file an application for the appropriate degree or certificate according to deadlines published in the Schedule of Classes and should do the following:

- demonstrate completion of 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 Academic Calendar on page 3);
- request from the Office of Admissions and Records an evaluation of all college transcripts.

### Transcripts

Official transcripts will be sent to employers, colleges and other institutions upon a student's written request. Requests are generally processed within 7-10 working days. Only courses taken at Cañada College, CSM, and/or Skyline 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. Usually, the college will not issue official transcripts directly to a student.

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 file a petition with the Office of Admissions and Records. Upper-division credits completed at a four-year college or university will not be accepted or counted toward an AA/AS Degree or Certificate at Cañada College. Lower division 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.

### Units of Work And Credit

A "unit" of college credit usually represents one hour per week of lecture or 3 hours per week of laboratory for semester-length courses.

## COUNSELING

Each new, returning, or continuing student who wishes to earn a degree or vocational certificate from Cañada College or who intends to transfer to a college/university should be assigned a counselor. The counselor will work closely with the student to plan an appropriate course sequence, discuss future directions, and approve additional classes or withdrawal from classes. Students pursuing degree, vocational, or transfer goals must have a counselor's signature on their registration form each semester. Students attending classes during the day will be assigned a counselor according to their major areas of interest.

Drop-in counseling services are offered in the Career Center, Monday-Thursday, 5:30 p.m.-8:30 p.m. The evening counseling schedule is posted on the bulletin board outside the counseling offices in Building 5, Room 214. For more information, call 306-3385 (day) or 306-3100 (evening).

### Career and Personal Development/Orientation

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, and adjusting to college. First-time college students who enroll in 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 401 (1/2-1 unit) or CRER 137. CRER 401 (for 1/2 unit) focuses on college policies and procedures, major and transfer requirements, and educational planning. CRER 401 for 1-unit includes topics such as time management and study skills in addition to the topics covered for 1/2 unit.

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 career assessment tests and counseling. Through this service, students receive assistance in assessing their interests, skills, values and personality so that they may better plan their educational and career goals. Students may obtain additional information regarding these services from their counselor or the Career Center.

The Career Center's 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, and EUREKA (the computerized occupational information system). Assistance with job hunting skills, such as resumé development, interview preparation, and the job search is available by appointment only.

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

### 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.

### 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 AA/AS 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 student's interests and values related to the world of work. In addition to helping students with course selection, assessment results are used to determine honors eligibility and to refer students 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:

- Express at least a broad educational intent at entrance and a willingness to declare a specific educational goal following the completion of 15 semester units of degree-applicable course work.
- Attend classes regularly and complete assigned course work.
- 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 College may withhold matriculation services from students failing to cooperate in meeting the above expectations.

Each matriculated student is entitled to:

- 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 in the Office of Counseling Services, Building 8, Room 205.
- 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 he/she has been subject to unlawful discrimination may file a grievance with the Vice President of Student Services, Building 8, Room 211.
- Challenge any prerequisite (by filing a petition in the Office of Counseling Services, Building 8, Room 205) 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.

- Obtain a waiver of any prerequisite or corequisite course for a particular term because the course is not available during that term.
- Request a waiver of any matriculation requirement on the basis of extraordinary circumstances by filing a petition in the Office of Counseling Services, Building 8, Room 205.
- Review the matriculation regulations of the California Community Colleges and exemption criteria established by this District and file a complaint when he/she believes Cañada has engaged in any practice prohibited by these regulations. The regulations are available and complaints may be filed in the Office of Counseling Services, Bldg. 8, Room 205.

#### **Alternative Matriculation Procedures**

The following supplemental matriculation services are available for students who require special accommodations in the educational setting:

- Students with physical, visual, communication or learning disabilities are advised to contact DSPS, Building 3, Room 117 or call 306-3490.
- Students who speak English as their second language may contact the English Institute, Building 13, Room 121 or call 306-3412.
- Students with difficulty in reading, writing, math and other basic skills are advised to contact EOPS, Building 5, Room 207; the Humanities Division (regarding the Reading Lab), Building 3, Room 205; the Basic & Applied Sciences Division (regarding the Math Lab), Building 18, Room 109.

Any student who wishes to challenge any requirement of matriculation should contact the Office of Counseling Services, Building 8, Room 205.

#### **Placement Testing**

Placement Tests in English (Reading & Writing) or English (reading, listening and writing) 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 Reading/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:

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

Usually, minimum scores specified in the first five items above allow students to enroll in English 100.

Also, students who, during a given semester, enroll 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. As indicated, the placement process does not depend entirely on a test score. 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 decisions. Also, there are exemption policies which students should investigate if they have reason to believe that they should be exempted from the testing process. For this information students should contact a Cañada counselor.

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

#### **Planning**

Counselors are available by appointment during the registration period and throughout the academic year to consult with students. A good relationship between a student and a counselor is essential. Counselors are involved with planning programs of study, approving programs for each semester, and consulting with students regarding program changes. Students are encouraged to bring to the counselor's attention employment or other personal situations which affect their work in college. The final responsibility for knowing program requirements and enrolling in appropriate courses rests with the students.

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. 8, Room 205.

Evening students may use drop-in counseling services in 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 306-3100 after 4:30 p.m. The best time to see the counselor is during the semester when counselor time is more readily available. Any student seeking further information on counseling services may call 30-3385, from 8:00 a.m. to 4:30 p.m.

#### **Transfer Center**

One of Cañada Colleges 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 Student Center, Building 5, Room 211A. Transfer Center services are designed to ensure a smooth transition to a college or university. In addition to a large supply of applications,

catalogs, and other resource materials, counselors and representatives from SFSU, SJSU, Hayward, as well as from UC Berkeley are available for student consultation. Contact the Transfer Center Coordinator at 306-3372 for information concerning hours of the Center.

### **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 & 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 impacted by economic, social or language disadvantages.

EOPS is designed to help students work towards a certificate or an AA/AS 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 the following:

- Financial assistance in the form of grants
- Books
- Transportation
- Tutoring (through the college tutorial program)
- Help in applying for financial aid
- Transfer assistance
- Counseling
- Guidance Classes
- Outreach

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

The EOPS office is located in Building 5, Room 207. For information, call 306-3300.

### **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 4:30 p.m., Monday through Thursday.

#### **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 as determined by assessment tests administered by the college.

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.

### **HEALTH & PSYCHOLOGICAL SERVICES**

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

Quality 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. Dental insurance plans at reasonable cost are available to all students.

The *Office of Psychological Services* is located in 6-13 near the Library. 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. For further information, call the Health Center 306-3309 or Psychological Services 306-3455.

## STUDENT ACTIVITIES

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 student officers as follows represent the official voice of students on campus: President, Vice President, and ten Senators. The officers inform students about campus issues, administer student association monies, and represent student interests on Cañada's governing committees.

Student government provides 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 their 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 serves as a vehicle through which students can recommend and help effect changes at their college.

Any students who is interested in becoming a senator or participating in student government should contact Tim Haenny in the Office of Student Activities, Building 5, Room 214.

### Student Publications

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. The handbook is available in the Student Activities Office.



The Office of Instruction is committed to assuring that the teaching/learning process is Cañada's central focus. 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 career enhancement. Athletic competition and performing arts are encouraged and supported. In addition, instructional services, including the Learning Center with a wide range of programs and the Library, facilitate successful completion of coursework. The Vice President of Instruction's office is located in Bldg. 8, Room 310. Some special instructional offerings are described below.

## **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 eligibility decisions rest with the Coast Conference Commissioner or the California State Athletic Commission.

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. In order for incoming students to be eligible to participate in athletic activities, 9 of the 12 units in a semester and 18 of 24 units in a year shall be attempted in courses counting toward graduation, remediation, transfer, and/or certification as defined by the college catalog and shall be consistent with the student athlete's educational plan. By the second semester of attendance, the student shall have on file an individual education plan. Certain courses may be repeated and may be counted towards the minimum 12 units of work required for athletic eligibility. Any student desiring athletic eligibility should contact the Director of Athletics, Bruce Edmonds, 306-3212.

### **Intramural Activities**

The Physical Education Department 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.

## **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 contact the office of the Vice President of Instruction for additional information (306-3242).

## **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 accom-

plished. 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 in volunteer jobs with non-profit organizations may earn one unit of credit for each 60 hours of work (approximately 4 hours per week).

## **DISABLED STUDENT PROGRAM**

The Disabled Student Program offers a 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 117). Offerings include the following:

The **Adaptive Physical Education Program** through the Basic & Applied Sciences division offers an individualized approach to Adaptive P.E., providing 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 physician's recommendation, 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 placed also upon providing enjoyable, positive experiences in order 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 Achievement Program** is designed to meet the needs of students with particular learning disabilities. After assessment, an IEP (Individualized Educational Plan) is developed for each student. Courses in reading, study skills, writing and math are offered through the program. In addition, tutorial assistance in numerous academic and vocational subject areas is provided through peer tutors approved by Cañada instructors and trained at the College. Adults with possible learning disabilities or diagnosed learning disabilities should contact the Learning Achievement Program at 306-3421.

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

Supportive Services include:

- Individualized counseling, vocational referral and information;
- Elevator keys and handicapped parking permits (available through the Business Office, Building 8, Room 305);
- 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.

Physically limited students who drive themselves to campus need to register with Cañada's Disabled Student Office for authorization to attain an official Cañada College Handicapped Parking 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.

### 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 of 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. 16, Room 108, is a study room open during the day, Monday to Friday, for the use of engineering and science students.

### FOREIGN TRAVEL & STUDY

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

### THE LEARNING CENTER (TLC)

The Learning Center (TLC), located on the second floor of Building 5, directly above the Library, is designed to offer a wide range of individualized college credit programs (LCTR) in essential skill areas of reading, vocabulary, study skills, writing, and mathematics. Both non-degree credit and degree credit courses are available. Those degree credit courses which have been articulated with the CSU system are transferable.

The Learning Center programs incorporate the content and language of college subject areas, especially topics from business and allied health. Students are diagnosed and provided program plans focusing on areas of need. Students complete assigned programs using computer, audio, audio-visual, and print material. As they proceed through the programs with the assistance of instructors, aids and student assistants, their performance is evaluated periodically before they proceed to higher level objectives.

Also incorporated within TLC are the Computer Center, Listening Lab, Math Lab, Media Center/Audio Visual Services, Tutorial Services and the Writing Lab. These programs are coordinated with both related classroom offerings and the individualized LCTR programs.

The Computer Center is used by students completing individualized TLC programs and by students taking a course with supplementary assignments requiring use of the computer. Students completing supplementary assignments for a course must enroll in the appropriate 699 section.

The Listening Lab is used by students completing individualized LCTR programs and by students who are currently enrolled in foreign language courses and who can benefit from completion of supplementary assignments.

The Math Lab is an area in the Center where students who are currently enrolled in Cañada math courses may receive special assistance.

The Media Center/Audio Visual Services is located also in The Learning Center. Services in support of faculty include taping teleconferences and other broadcasts, ordering and delivering audio-visual equipment to classrooms, repairing audio-visual equipment and checking out numerous cassettes and video tapes in various subject areas.

The Tutorial Services Program provides group tutorial assistance in Cañada courses. Student tutors, recruited from a wide range of academic and vocational areas, must enroll in LCTR 680 for training unless they have previous experience tutoring in college subject areas. All participating tutees must enroll in LCTR 698 (no fee, no credit) and must remain enrolled in the course in which they receive assistance.

The Writing Lab (Writ 801-802) offers students enrolled in writing courses (Eng. 801,800,100,110) additional instruction and reinforcement in skills introduced in the English course classrooms.

The Learning Center, now in formative stages, will undergo much development in the next few years. It is planned to incorporate additional essential skill programs as well as ESL coursework and programs with content focusing on getting a job and job skills and to improve the coordination of programs currently available there.

#### Learning Center hours:

Monday-Thursday	8:00 a.m.-9:00 p.m.
Friday	8:00 a.m.-3:00 p.m.
Saturday	10:00 a.m.-2:00 p.m. (Computer Center only)

**Note:** Certain areas may not be available to students during all hours of operation. Please check posted hours for specific TLC areas.

### 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 Learning 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 services the research needs of students. Shelved there are periodical and newspaper indexes, the microfilm collection, as well as a large variety of reference source material. The online public catalog provides access to a general collection of some 47,000 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.

The libraries of Cañada, CSM, and Skyline are members of the Peninsula Library System, a consortium of San Mateo County's public libraries. The collections of the colleges and the public libraries are accessible by means of the online public catalog. Intra-systems loans can be brought to the campus or picked up at the loaning library.

Students may borrow college library materials with their San Mateo County Peninsula Libraries Automated Network (PLAN) public library card. Students who live in San Mateo County and do not have a PLAN card may go to their local library and obtain the card. Also, they may come to the Cañada Library and register for a card. The PLAN card must be validated at the Circulation Desk with the current semester sticker each semester a student is enrolled. Proof of enrollment should be brought to the library.

Students who do not live in San Mateo County should come to the Cañada Library and register for a San Mateo County Community College District (SMCCCD) library card. The SMCCCD card may be used at all three district college libraries and at all public libraries in San Mateo County.

*Hours of Service:*

Monday-Friday	8:00 a.m. - 4:30 p.m.
Monday-Thursday	5:30 - 9:30 p.m.
Saturday	10:00 a.m. - 2:00 p.m.
Sunday	CLOSED

Note: hours are subject to change

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### **PERFORMING ARTS**

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Cañada College offers the following performance groups for student participation: College Singers, Peninsula Master Chorale, Women's Vocal Ensemble, Redwood Symphony, Musical Theater, the Cañada Jazz Band, Instrumental Ensembles, and numerous drama presentations. Interested persons should contact the Humanities Division, Bldg. 3, Room 205 (306-3336).





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. AA/AS degrees are offered also in many occupational programs as well as in 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.

### DEGREE CREDIT & NON-DEGREE CREDIT COURSES

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 was classified as "degree credit" or "non-degree credit". A course offered for "non-degree credit" cannot be counted toward certificate completion, graduation or transfer. The following notation is placed at the end of the course description for all non-degree credit courses: "Units do not apply toward the AA/AS degree."

### CERTIFICATE PROGRAMS

Certificate programs are designed to prepare individuals to enter a particular field of employment or provide in-service training for those already employed. Certificates are awarded when students complete the course requirements (generally 18-30 units) of a specific program with a 2.0 grade point average in all required courses and demonstrate English proficiency (eligibility for ENGL 100) and computer literacy.

The last 12 units must be taken at Cañada College. In addition, 50% of the "major" required courses must be completed by attending Cañada College. Parallel lower division courses completed at other accredited institutions and verified by Cañada College may be applied towards the certificate.

*Caution:* certificate programs are reviewed and updated frequently with the aid of Advisory Committees. If a student breaks continuity in attendance at Cañada College for one or more semesters, he/she needs to meet the requirements in effect at the time attendance is resumed. If a student remains in continuous attendance, he/she has the option of meeting the requirements in effect at the time the student began such attendance of in any subsequent semester of continuous attendance.

Units earned in obtaining a certificate may be applied toward the 60 units required for an AA/AS degree and/or may satisfy the major requirements.

## ASSOCIATE IN ARTS & ASSOCIATE IN SCIENCE DEGREES AND CERTIFICATE PROGRAMS

Area of Study	AA /AS	Certif.	Transf.
Accounting	•	•	•
Anthropology	•		•
Art	•		•
Biology	•		•
Business Administration	•	•	•
Business/Office Technology			
Administrative Support Assist.	•	•	
Administrative Assistant/ Executive Secretary	•	•	
Information Technology Spec.	•	•	
Chemistry	•		•
Computer Information Systems	•	•	•
Drama	•		•
Early Childhood Education	•	•	•
Economics	•		•
Engineering	•		•
English	•		•
Foreign Language	•		•
Geography	•		•
History			
Home Economics			•
Custom Sewing and Alterations	•	•	
Home Economics	•	•	
Interior Design	•		•
Commercial Design		•	
Residential Design		•	
Kitchen & Bath Assistant		•	
Professional Kitchen & Bath Designer		•	
Healthcare Interior Design		•	
Journalism	•		•
Liberal Arts	•		
Management			•
General Management	•	•	
Public Administration	•	•	
Mathematics			•
Music	•		•
Paralegal	•	•	
Philosophy	•		•
Physical Education	•		•
Physics	•		•
Political Science	•		•
Psychology	•		•
Radiologic Technology	•		
Sociology	•		•
Speech	•		•
Travel Industry/Tourism	•		
Retail Travel		•	
Wholesale Travel		•	
University Studies	•		

## ASSOCIATE DEGREE (AA/AS) 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 G listed below. An application for the degree must be filed in the Office of Admissions and Records. Students should refer to the Schedule of Classes for deadline dates.

### 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

- Eligibility for Engl 100, as determined by Reading Placement exam **or**
- Satisfactory completion of Engl 100 **or**
- Satisfactory completion of Reading 802

##### 2. Writing

- Eligibility for Engl 100, as determined by English Placement exam **or**
- Satisfactory completion of Engl 100 **or**
- 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 Literacy

- Satisfactory completion of a minimum of 1.5 units of:  
ACTG 190, 192, ART 311, BUS.103, BUS.402, 403, 404, 425, 426, 430, 431, 432, 433, 434, 435, 436, 437, 438, 440, 441, 444, COMP 101, 103, 155, 162, 170, 190, 450, 455, 460, ECE. 243, HSCI 350, INTD 360, 365, or TOUR 720, 723  
**or**
- 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 AA or AS 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.

Specific unit requirements:

*Associate in Arts Degree*  
21 units minimum

*Associate in Science Degree*  
18 units minimum

### 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 AA/AS 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 AA/AS 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.

### **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.

### **PROGRAM PLANNING FORMS**

One or more of the forms on the following pages may be used by your counselor when assisting you with your program planning.



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
<b>A. RESIDENCE</b>		
A minimum of <b>12 units</b> must be completed at Cañada College ..... ( )		
<b>B. SCHOLARSHIP</b>		
A minimum overall <b>G.P.A.</b> of <b>2.0 (C)</b> for the last <b>60 units</b> and a <b>G.P.A</b> of <b>2.0</b> in the major ..... ( )		
<b>C. BASIC COMPETENCY REQUIREMENTS</b>		
<b>ENGLISH</b>		
<b>1. Reading</b>		
a. Eligibility for Engl 100 as determined by the Reading Placement Exam, <i>or</i> ..... ( )		
b. Satisfactory completion of Engl 100, <i>or</i> ..... ( )		
c. Satisfactory completion of Read 802 ..... ( )		
<b>2. Writing</b>		
a. Eligibility for Engl 100 as determined by the English Placement Exam, <i>or</i> ..... ( )		
b. Satisfactory completion of Engl 100, <i>or</i> ..... ( )		
c. Satisfactory completion of Engl 800 or E.I. 400 ..... ( )		
<b>MATH</b> (one of the following)		
<b>1. Appropriate scores on any of the following:</b>		
a. SMCCCD <b>Math Placement Exam #2</b> - 21 or above, <i>or</i> ..... ( )		
b. SCAT - 27 or above, <i>or</i> ACT Math - 15 or above, <i>or</i>		
c. SAT Math - 400 or above <i>or</i> ..... ( )		
<b>2. Completion of the following with a grade of C or better:</b>		
a. <b>Elementary Algebra</b> (Math 110, or 111 <b>and</b> 112), <i>or</i> ..... ( )		
b. <b>Any</b> Mathematic course with Math 110, or 111 <b>and</b> 112, as a <b>prerequisite</b> . ..... ( )		
<b>COMPUTER LITERACY</b>		
<b>1. Satisfactory completion of a minimum of 1.5 units of Actg 190 or 192; or Art 311; or Bus. 103, 430, 431, 440, or 441; Comp 101, 103, 155, 162, 170, 190, 451, 455 or 460; or Hsci 350; or Intd 360 or 365; or Tour 720 or 723 <i>or</i></b>		
<b>2. A passing score on a computer literacy test (both written and hands on).</b> ..... ( )		
<b>D. MAJOR</b> ..... ( )		
A major consists of a minimum of <b>18 semester units</b> in a specified field of study. (A minimum of 12 units in the major must be completed at Cañada.)		
<b>E. GENERAL EDUCATION</b> ..... ( )		
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 ..... <b>GE</b> ..... 21 units ..... ( )	Total Units _____	
ASSOCIATE IN SCIENCE ..... (A.S.) DEGREE ..... <b>GE</b> ..... 18 units ..... ( )		
<b>F. PHYSICAL EDUCATION</b> ..... <b>2 units required</b> ( )	FULFILLED (60 units required) <div style="border: 1px solid black; width: 50px; height: 30px; margin: 0 auto;"></div>	
ANY Physical Education course except P.E. 690 or 695.		
<b>G. ELECTIVES</b>		
Additional courses to meet the minimum <b>60 units</b> degree requirement. .... units ( )		

**GE AREA A : LANGUAGE AND RATIONALITY .....6-9 units required**

<b>English Composition</b>		<b>Communication and Analytical Thinking ..... .3 units</b>			
A.A. DEGREE ..... 6 units ( )	Bus. 115	Math 110	111	112	115
Engl 800 (or ESL 400)	Comp155 162 170	120	121	122	123
100 110 165	Engl 165	125	130	140	200
A.S. DEGREE ..... 3 units ( )	Mus. 132	219	220	241	251
Engl 800 (or ESL 400)	Phil 103 200	410			
100	Spch 100 105	PlSc 103			
Tr _____	120	Tr _____			

**GE AREA A: 6-9 units**

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

**GE AREA B: NATURAL SCIENCES .....3 units required**

<b>Physical Science</b>		<b>Life Science</b>			
Astr 100 101	Anat 250				NSci 100
Chem 110 210 224 410	Anth 125				Paln 110
Engr 100	Biol 100 110 111 130 225				Psio 260
Geog 100	230 240 310				
Geol 100 110	Boty 112 145				
NSci 100	HSci 104 105 106 108	Tr _____			
Ocen 100	H.Ec 310	Tr _____			
Phys 210 250 260 405					

**GE AREA B: 3 units**

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

**GE AREA C: HUMANITIES .....3 units required**

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

**GE AREA C: 3 units**

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

**GE AREA D: SOCIAL AND BEHAVIORAL SCIENCES .....3 units required**

<b>American Institutions</b>		<b>State/Local Institutions</b>		<b>Social Institutions</b>		
Econ 230	Hist 310 315	Anth 105 110	Psyc 100 110 201			
Hist 102 201 202 421	PlSc 205* 310	Econ 100 102	300 340			
PlSc 205* 210		Geog 110 120	Soci 100 105 254			
		150	SoSc 100			
		PlSc 130 150				
Tr _____		Tr _____				

**GE AREA D: 3 units**

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

American Institutions

State/Local Institutions

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

**GE AREA E: ETHNIC STUDIES ..... 3 units required**

Anth360 370	Lit. 252 266 371 372 375
Hist 242 422 451 452	Psyc 106
Intd 320 321 322	Soci 141
	SoSc 250
Tr _____	Tr _____

**GE AREA E: 3 units**

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

**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 AA DEGREE IN LIBERAL ARTS**

- Residence ..... 60 units
- Scholarship ..... 2.0 G.P.A.
- Basic Competency ..... Computer Literacy, Mathematics, Reading, Writing
- Major - Liberal Arts ..... Minimum 18 units (see below)
- General Education ..... Minimum 21 units (see below)
- Physical Education ..... 2 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.

<p>A1 ORAL COMMUNICATION <input type="checkbox"/></p> <p>Spch 100 105 120</p>	<p>A3 CRITICAL THINKING <input type="checkbox"/></p> <p>Engl 165 Phil 103 200 PISc 103</p> <p>Tr .....</p> <p>Tr .....</p>	<p>A4 ANALYTICAL THINKING <input type="checkbox"/></p> <p>Bus. 115 Comp 155 162 170 Mus. 132 Math 110 111 112 115 120 121 122 123 125 130 140 200 219 220 241 251 410</p>
<p>A2 WRITTEN COMMUNICATION <input type="checkbox"/></p> <p>Engl 800 (or ESL 400) 100 110</p>		<p>Minimum ..... 15 Total <input type="checkbox"/></p>

**AREA B: Natural Sciences ..... 6 units**  
 One course required from each group: Physical and Life Sciences. (CSU/GE must include one lab course indicated by an asterisk\*.)

<p>B1 PHYSICAL SCIENCE <input type="checkbox"/></p> <p>Astr 100 101* Chem 100* 210* 224* 410* Geog 100 Geol 100* 110 NSci 100 Ocen 100 Phys 210* 250* 260* 405 481*</p> <p>Tr .....</p>	<p>B2 LIFE SCIENCE <input type="checkbox"/></p> <p>Anat 250* Anth 125 Biol 100 110* 111* 130 225* 230* 240* Boty 112* 145 220* HSci 104 105 106 108 H.Ec 310 NSci 100 Paln 110 Psio 260*</p> <p>Tr .....</p>	<p>LAB COURSE <input type="checkbox"/></p> <p>Tr .....</p>
<p>Minimum ..... 6 Total <input type="checkbox"/></p>		

**AREA C: Humanities** ..... 6 units  
 Courses to be selected from two different sub-areas. • indicates Ethnic Studies Course.

<p><b>C1 ARTS</b> <input type="checkbox"/></p> <p>Art 101 102 103 201 204              214 301</p> <p>Dram 101 102 140              Intd 320• 321• 322•              Mus. 100 131 202</p> <p>Tr .....</p> <p>Tr .....</p>	<p><b>C2 LITERATURE</b> <input type="checkbox"/></p> <p>Dram 142 143 144 151 152              Engl 110              Lit. 101 105 111 142 143              144 151 152 200 231              232 233 251 266• 301              302 371• 372• 375• 431              441 442              Spch 111 112</p> <p><b>C3 PHILOSOPHY</b> <input type="checkbox"/></p> <p>Hist 205              Phil 100 160 175 190 240              300 310 320</p>	<p><b>C4 FOREIGN LANGUAGES</b> <input type="checkbox"/></p> <p>Fren 110 111 112 120 121              122 130 140 161 162</p> <p>Germ 110 111 112              Ital 111 112 121 122              Span 110 111 112 120 121              122 130 131 132 140              161 162</p> <p><b>C5 DEVELOPMENT of CULTURES</b> <input type="checkbox"/></p> <p>Hist 100 101 451• 452•              SoSc 250•</p>
<p>Minimum ..... 6 Total <input type="checkbox"/></p>		

**AREA D: SOCIAL & BEHAVIORAL SCIENCES** ..... 6 units  
 One course to be selected from two different sub-areas. (CSU/GE requires one course each from American Institutions and State & Local Institutions.) §Fulfills American Institutions and State/Local Institutions for International Students only. • Ethnic Studies course.

<p><b>D1 AMERICAN INSTITUTIONS</b> <input type="checkbox"/></p> <p>Econ 230              Hist 102 201 202 242• 421              PISc 205§ 210</p> <p><b>D2 STATE/LOCAL INSTITUTIONS</b> <input type="checkbox"/></p> <p>Hist 310 315              PISc 205§ 310</p> <p>Tr .....</p> <p>Minimum ..... 6 Total <input type="checkbox"/></p>	<p><b>D3 SOCIAL INSTITUTIONS</b> <input type="checkbox"/></p> <p>Anth 105 110 360• 370•              Ece. 212              Econ 100 102              Engr 100              Geog 110 120 150              Hist 422•              PISc 130 150</p>	<p>Psyc 100 106• 110 201 202              300 340              Soci 100 105 141• 254 360              SoSc 392</p> <p>Tr .....</p> <p>Minimum ..... 6 Total <input type="checkbox"/></p>
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**AREA E: ETHNIC STUDIES** ..... 3 units

<p>Anth 360 370</p> <p>Tr .....</p> <p>Minimum ..... 3 Total <input type="checkbox"/></p>	<p>Hist 242 422 451 452              Intd 320 321 322              Lit. 252 266 371 372 375</p>	<p>Psyc 106              Soci 141              SoSc 250</p> <p>Tr .....</p>
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**AREA F: LIFELONG UNDERSTANDING AND SELF-DEVELOPMENT** ..... No required units

<p>Biol 310 312              Crer 137</p> <p>Tr .....</p> <p>Minimum ..... none Total <input type="checkbox"/></p>	<p>H.Ec 310 312              HSci 101 104 105 106 108              430</p>	<p>Any Physical Education course except              P.E. 690 &amp; 695</p> <p>Tr .....</p>
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**AREA G: ELECTIVES** ..... 3 units

Selection of three additional units from Areas A - F.

Total

**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 AA 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 AA DEGREE IN UNIVERSITY STUDIES**

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

- Residence ..... 60 units
- Scholarship ..... 2.0 G.P.A.
- Basic Competency ..... Computer Literacy, Mathematics, Reading, Writing
- Physical Education ..... 2 units

2. Completion of Areas A-G listed below (maximum of 30 units from Areas B-D).

**Note:** Areas A1, A2, A3 and B4 *must* be completed with grades of C or better *before* transfer.

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

- |  |   |   |
|--|---|---|
| A1 ORAL COMMUNICATION <input type="checkbox"/> | A2 WRITTEN COMMUNICATION <input type="checkbox"/> | A3 CRITICAL THINKING <input type="checkbox"/> |
| Spch 100 105 120                               | Engl 100  | Engl 165<br>Phil 103 200<br>PISc 103          |

Minimum ..... 9 Total

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

One Course from Physical Science (B1), Life Science (B2), and Math Concepts (B4). Must include one lab course indicated by an asterisk \*

- |  |  |   |
|--|--|---|
| B1 PHYSICAL SCIENCE <input type="checkbox"/> | B2 LIFE SCIENCE <input type="checkbox"/> | B3 LAB COURSE <input type="checkbox"/>    |
| Astr 100 101*                                | Anat 250*                                |   |
| Chem 110 111* 210* 224* 410*                 | Anth 125                                 |   |
| Geog 100                                     | Biol 100 110* 111* 130                   |   |
| Geol 100*                                    | 225* 230* 240*                           |   |
| NSci 100                                     | Boty 112* 145                            | B4 MATH CONCEPTS <input type="checkbox"/> |
| Ocen 100                                     | NSci 100                                 | Math 125 130 140 200 219                  |
| Phys 210* 250* 260* 405 481*                 | Paln 110                                 | 220 241 251                               |
|  | Psio 260*                                |   |

Minimum ..... 9 Total



**AREA C: Arts, Literature, Philosophy, and Languages** ..... 9 units  
 Three courses to be selected from two different subsections. English 110 must be taken. •Ethnic Studies course.

<b>C1 ARTS</b> <input type="checkbox"/>		<b>C2 HUMANITIES</b> <input type="checkbox"/>	
Art 101 102 103 201 204		Engl 110	
214 301		Fren 110 111 112 120 121	Phil 100 160 175 190 240
Dram 101 102 140 142 143		122 130 140 161 162	300 310 320
144 151 152		Germ 110 111 112	SoSc 250•
Intd 320• 321• 322•		Hist 100 101 205 451• 452•	Span 110 111 112 120 121
Lit. 441 442		Ital 111 112 121 122	122 130 131 132 140
Mus. 100 131 202		Lit. 101 105 111 142 143	161 162
		144 151 152 200 231	Spch 111 112
		232 233 251 252•	
		266• 301 302 371•	
		372• 375• 431	

Minimum ..... 9 Total

**AREA D: SOCIAL & BEHAVIORAL SCIENCES** ..... 9 units  
 Must include one course from D1 and one course from D2 to satisfy the U.S. History, Constitution & American Ideals requirement.  
 §Fulfills American Institutions and State/Local Institutions for International Students only.  
 • Ethnic Studies course

<b>D1 AMERICAN INSTITUTIONS</b> <input type="checkbox"/>	<b>D3 SOCIAL INSTITUTIONS</b> <input type="checkbox"/>	
Econ 230	Anth 105 110 360• 370•	Psyc 100 106 110 201 202
Hist 102 201 202 242• 421	Econ 100 102	300 340
PISc 205§ 210	Engr 100	Soci 100 105 141• 254
<b>D2 STATE/LOCAL INSTITUTIONS</b>	Geog 110 120 150	SoSc 250•
Hist 310 315	Hist 422•	
PISc 205§ 310 <input type="checkbox"/>	PISc 130 150	

Minimum ..... 9 Total

**AREA E: LIFELONG UNDERSTANDING AND SELF-DEVELOPMENT** ..... 3 units

Biol 310 312	H.Ec 310 312	Any Physical Education course except
Crer 137	HSci 104 105 106 108 430	P.E. 690 and 695

Minimum ..... 3 Total

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

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 an (•) after the course number.

Total

# 32 CALIFORNIA STATE UNIVERSITY GENERAL EDUCATION CERTIFICATION

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. **NOTE: All of Area A and Math Concepts (Area B) must be completed with grades of C or better before transfer.**

## AREA A: COMMUNICATION SKILLS AND CRITICAL THINKING 9 units required

One course required from each subsection.

<b>Oral Communication</b>			<b>Written Communication</b>			<b>Critical Thinking</b>		
Spch	100	105	Engl	100	Engl	165		
	120				Phil	103	200	
					PISc	103		
Tr	_____		Tr	_____		Tr	_____	

AREA A	
In Progress	Units Completed
<input type="checkbox"/>	OC <input type="checkbox"/>
<input type="checkbox"/>	WC <input type="checkbox"/>
<input type="checkbox"/>	CT <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, Life Science, and Math Concepts.

Must include one lab course (indicated by \*)

<b>Physical Science</b>			<b>Life Science</b>			<b>Math Concepts</b>			
Astr	100	101*	Anat	250*	Math	125	130	140	200
Chem	110	111* 210* 224* 410*	Anth	125		219	220	241	251
Geog	100		Biol	100 110* 111* 130 225*					
Geol	100*	110		230* 240*					
NSci	100		Boty	112* 145					
Ocen	100		NSci	100					
Phys	210* 250* 260* 405 481*		Paln	110					
			Psi0	260*					
Tr	_____		Tr	_____		Tr	_____		

AREA B	
In Progress	Units Completed
<input type="checkbox"/>	PS <input type="checkbox"/>
<input type="checkbox"/>	LS <input type="checkbox"/>
<input type="checkbox"/>	*LC <input type="checkbox"/>
<input type="checkbox"/>	MC <input type="checkbox"/>
Total	Total
<input type="checkbox"/>	<input type="checkbox"/>

## AREA C: ARTS, LITERATURE, PHILOSOPHY & LANGUAGES 9 units required

Choose at least one course from the Arts and at least one course from the Humanities.

Courses must be from at least two disciplines. Indicates Ethnic Studies course

<b>Arts</b>						<b>Humanities (continued)</b>										
Art	101	102	103	201	204	214	301	Germ	110	111	112					
Dram	101	102	140	142	143	151	152	Hist	100	101	205	451	452			
Intd	320	321	322					Ital	111	112	121	122				
Lit.	441	442						Phil	100	160	175	190	240	300	310	320
Mus.	100	131	202					Span	110	111	112	120	121	122	130	131
									132	140	161	162				
								Spch	111	112						
<b>Humanities</b>																
Engl	110															
Lit.	101	105	111	142	143	144	151	152								
	200	231	232	233	251	252	266	301								
	302	371	372	375	431											
Fren	110	111	112	120	121	122	130	140								
	161	162														
Tr	_____		Tr	_____		Tr	_____									

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

## AREA D: SOCIAL, POLITICAL & ECONOMIC INSTITUTIONS 9 units required

Choose one course from each subsection. Courses must be from at least two disciplines.

§Courses for international students only. Indicates Ethnic Studies courses.

<b>American Institutions</b>				<b>Social Institutions</b>										
Econ	230			Anth	105	110	360	370	Psyc	100	106	110	201	202
Hist	102	201	202	421	Econ	100	102			300	340			
Plsc	205§	210			Engr	100			Soci	100	105	141	254	
					Geog	110	120	150	SoSc	250*				
<b>State/Local Institutions</b>														
Hist	310	315		Hist	422									
PISc	205§	310		PISc	130	150								
Tr	_____		Tr	_____		Tr	_____							

AREA D	
American Institutions	<input type="checkbox"/>
State/Local Institutions	<input type="checkbox"/>
Social Institutions	<input type="checkbox"/>

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

Biol 310 312 H.Ec 310 312 Any Physical Education course except P.E. 690 or 695  
 Crer 137 H.Sci 104 105 106 108 430

Tr \_\_\_\_\_ Tr \_\_\_\_\_ Tr \_\_\_\_\_

TOTAL UNITS CERTIFIED (Completed and in progress)

Date \_\_\_\_\_ Counselor's Signature \_\_\_\_\_

AREA E	
In Progress	Units Completed
<input type="checkbox"/>	<input type="checkbox"/>
Total	Total
<input type="checkbox"/>	<input type="checkbox"/>
Fulfilled (39 units required)	<input type="checkbox"/>
Partially fulfilled	<input type="checkbox"/>

**INTERSEGMENTAL GENERAL EDUCATION TRANSFER CURRICULUM**

Student's Name \_\_\_\_\_

\_\_\_\_\_ Last \_\_\_\_\_ First \_\_\_\_\_ Middle \_\_\_\_\_ SSN \_\_\_\_\_ Birthdate \_\_\_\_\_

**Directions:** Circle courses taken at Cañada. List courses taken at other colleges. Indicate name of test if requirement was met with AP. Place check mark in completed column.

**AREA 1 - ENGLISH COMMUNICATION**

CSU - 3 courses required, one from each group below. UC - 2 courses required, one each from Group A and B.

Completed

**Group A: English Composition** - one course; 3 semester units

Engl 100

Course from other college \_\_\_\_\_ Advanced Placement \_\_\_\_\_

**Group B: Critical Thinking-English Composition** - one course; 3 semester units

Engl 165

Course from other college \_\_\_\_\_

**Group C: Oral Communication (CSU requirement only)** - one course; 3 semester units

Spch 100, 120

Course from other college \_\_\_\_\_

**AREA 2 - MATHEMATICAL CONCEPTS AND QUANTITATIVE REASONING**

One course; 3 semester units

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

Course from other college \_\_\_\_\_ Advanced Placement \_\_\_\_\_

Completed

**AREA 3 - ARTS AND HUMANITIES**

Three courses, with at least one from the Arts and one from Humanities; 9 semester units

Completed

**Group A: Arts**

Art 101, 102, 103      Dram 101, 102, 140      Lit 441, 442  
Mus. 100, 131, 202

**Group B: Humanities**

Dram 142, 143, 144, 151, 152      Engl 110      Fren 130, 140, 161, 162  
Hist 100, 101, 102, 201, 202, 205, 242, 310, 421, 422, 451, 452      Lit 101, 111, 142,  
Lit 143, 144, 151, 152, 200, 231, 232, 233, 251, 252, 266, 301, 302, 371, 372, 375, 431  
Phil 100, 160, 175, 190, 240, 300, 310, 320      Span 130, 140

Course(s) from other college(s) \_\_\_\_\_ Advanced Placement \_\_\_\_\_

**AREA 4 - SOCIAL AND BEHAVIORAL SCIENCES**

At least two courses, from at least two disciplines; 9 semester units

Completed

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

Course(s) from other college(s) \_\_\_\_\_ Advanced Placement \_\_\_\_\_

**AREA 5 - PHYSICAL AND BIOLOGICAL SCIENCES**

At least two courses, one from Physical Science and one from Biological Science; 7 - 9 semester units. One course must have a lab (indicated by \*).

Completed

**Group A: Physical Science**

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

**Group B: Biological Science**

Anat 250\*      Anth 125      Biol 100, 110\*, 130, 225\*, 240      Boty 145  
NSci 100      Paln 110      Psio 256\*, 260\*

Course(s) from other college(s) \_\_\_\_\_ Advanced Placement \_\_\_\_\_

**LANGUAGE OTHER THAN ENGLISH (UC requirement only)** - Proficiency equivalent to two years of high school study in the same language

Completed at high school \_\_\_\_\_

Completed

Course(s) from other college(s) \_\_\_\_\_ Advanced Placement \_\_\_\_\_

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

**CSU GRADUATION REQUIREMENT IN U.S. HISTORY, CONSTITUTION AND AMERICAN IDEALS**

(Not part of IGETC; may be completed prior to transfer). One course from Group 1 and one course from each Group 2; 6 semester units.

(Courses used to meet this requirement may not be used to satisfy requirements for IGETC.)

§International Students only

**Group 1:** Econ 230      Hist 102 201 202 242 421      PISc 205§ 210

**Group 2:** Hist 310 315      PISc 205§ 210      Completed \_\_\_\_\_

IGETC COMPLETED: California State University [ ] Yes      University of California [ ] Yes

College Evaluator \_\_\_\_\_

(Name/Title)

Date \_\_\_\_\_

## CALIFORNIA STATE UNIVERSITY & COLLEGES TRANSFER COURSES

*(Courses from Cañada College which are transferable toward baccalaureate degree credit at California State University and Colleges)*

- Accounting 100, 121, 131, 171, 190, 192, 680, 690, 695  
 Anatomy 250, 680, 690, 695  
 Anthropology 105, 110, 125, 360, 370, 400, 680, 690, 695  
 Art 101, 102, 103, 201, 202, 204, 205, 206, 207, 214, 221, 222, 231, 232, 234, 235, 301, 303, 314, 320, 351, 356, 357, 359, 680, 690, 695  
 Astronomy 100, 101, 680, 690, 695  
 Biology 100, 110, 111, 130, 225, 230, 240, 310, 312, 680, 690, 695  
 Botany 112, 145, 680, 690, 695  
 Business 100, 101, 103, 115, 131, 150, 155, 180, 201, 400, 401, 402, 403, 404, 405, 410, 415, 416, 425, 426, 430, 431, 432, 433, 434, 435, 436, 437, 438, 440, 441, 442, 444, 448, 452, 454, 455, 680, 690, 695  
 Career & Personal Development 137, 401, 680  
 Chemistry 110, 111, 192, 210, 220, 224, 225, 250, 410, 420, 680, 690, 695  
 Computer Science 101, 103, 155, 162, 170, 172, 190, 430, 450, 455, 460, 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, 300, 305, 680, 690, 695  
 Early Childhood Education 201, 210, 211, 212, 213, 223, 230, 240, 241, 311, 313, 350, 680, 690, 695  
 Economics 100, 102, 230, 680, 690, 695  
 Electronics 110  
 Engineering 100, 200, 220, 230, 260, 261, 270  
 English 100, 110, 161, 162, 165, 680, 690, 695  
 English Institute 400  
 Environment 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, 110, 680, 690, 695  
 German 110, 111, 112, 196, 680, 690, 695  
 Health Science 104, 105, 106, 108, 680, 690, 695  
 History 100, 101, 102, 201, 202, 205, 242, 310, 315, 421, 422, 451, 452, 454, 456, 458, 680, 690, 695  
 Home Economics 110, 111, 112, 113, 115, 116, 117, 118, 120, 121, 122, 123, 124, 125, 127, 128, 129, 130, 139, 143, 145, 146, 148, 150, 151, 310, 312, 322, 324, 410, 416, 680, 690, 695  
 Hospitality 108, 110  
 Humanities 680, 690, 695  
 Interior Design 115, 125, 146, 147, 148, 150, 156, 160, 170, 180, 182, 190, 192, 194, 196, 250, 260, 270, 271, 274, 276, 278, 320, 321, 322, 330, 340, 350, 351, 356, 360, 365, 370, 420, 425, 430, 431, 433, 434, 436, 438, 450, 680, 681, 682, 695  
 Italian 111, 112, 121, 122  
 Journalism 110, 120, 220, 230, 300, 680, 690, 695  
 Library 100  
 Literature 101, 105, 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  
 Management 100, 105, 120, 130, 136, 137, 215, 220, 225, 235, 240, 281, 282, 283, 680, 690, 695  
 Mathematics 125, 130, 140, 200, 219, 220, 241, 242, 251, 252, 253, 275, 680, 690, 695  
 Music 100, 101, 102, 103, 104, 131, 132, 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, 476, 486, 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, 350  
 Philosophy 100, 103, 160, 175, 190, 200, 240, 300, 310, 320, 650, 680, 690, 695  
 Physical Education:  
   Adaptive 350, 351, 353, 680  
   Combatives 401, 680  
   Dance 140, 205, 210, 215, 230, 350, 400, 680  
   Fitness 105, 140, 201, 204, 210, 680  
   Individual 120, 161, 164, 166, 251, 252, 253, 254, 255, 256, 258, 680  
   P.E. 115, 116, 117, 305, 306, 680, 690, 695  
   Team 105, 111, 115, 141, 143, 148, 151, 171, 174, 680  
   Varsity 100, 101, 110, 111, 140, 141, 150, 151, 170, 171, 680  
 Physics 210, 220, 250, 260, 270, 405, 680, 690, 695  
 Physiology 256, 260, 680, 690, 695  
 Political Science 103, 130, 150, 205, 210, 310, 680, 690, 695  
 Psychology 100, 106, 110, 112, 201, 202, 221, 300, 340, 391, 680, 690, 695  
 Radiologic Technology 430  
 Reading 420  
 Real Estate 100, 110, 141  
 Social Science 120, 250, 680, 690, 695  
 Sociology 100, 105, 141, 254, 680, 690, 695  
 Spanish 110, 111, 112, 120, 121, 122, 130, 131, 132, 140, 161, 162, 196, 680, 690, 695  
 Speech Communication 100, 105, 111, 112, 120, 130, 140, 680, 690, 695  
 Tourism 100, 101, 103, 104, 200, 680, 690, 695

## UNIVERSITY OF CALIFORNIA

A student planning to transfer to one of the campuses of the University of California can usually complete the first two years of his/her work at Cañada. In some cases, students may wish to make up high school course deficiencies or grade point average deficiencies. It is important to work with 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.

*Courses from Cañada College which are acceptable at the University of California (all campuses):*

**Accounting** 121(4-5); 131(4-5)  
**Anatomy** 250(w/lab4)  
**Anthropology** 105(3); 110(3); 125(3); 360(3); 370(3); 680, 681, 690, 695(See Independent Study)  
**Art** 101(3); 102(3); 103(3); \*201(3); \*202(3); \*204(3); 205(3); \*207(3); \*214(3); \*221(3); \*222(3); \*231(3); 232(3); +234(3); +235(3); +301(3); +303(3); \*320(3); +351(3); \*\*680, \*\*690, \*\*695 (See Independent Study)  
 \*Any of all of these courses combined: maximum credit allowed, 16 units  
 +Any of all of these courses combined: maximum credit allowed, 12 units  
 \*\*Depending upon course content, apply appropriate limitation  
**Astronomy** 100(3); 101(Lab 1); 680, 690, 695 (See Independent Study)  
**Biology** \*100(3); 110(w/lab 4); 130(3); 225(w/lab 5); 310 (3); 680, 690, 695 (See Independent Study)  
 \*No credit for 100 if taken after a college course in Biological Science  
**Botany** 145(w/Lab 3); 680, 690, 695 (See Independent Study)  
**Business** 201(3)  
**Chemistry** \*192(w/lab 1-4); +210, +220 (w/lab 5,5); +224(w/lab 4); +225(w/lab4); 250(w/lab 4); 680, 690, 695 (See Independent Study)  
 \*192 must be taken for a minimum of 3 units to transfer. No credit for 192 if taken after 210 or 410.  
 +210, 220, and 224, 225 combined: maximum credit allowed, one series.  
**Computer Science** \*101(3); \*155(3); \*162(3); \*170(3); 172(3); 190(3); 680, 690, 695 (See Independent Study)  
 \*Any or all of these courses combined: maximum credit allowed, 6 courses.  
**Drama** 101(3); 102(3); 140(3); 142(3); 143(3); 144(3); 151, 152(3,3); \*200(3); \*201, 202, 203(3,3,3); \*208, 209, 210, 211 (2 each); \*233 (3); +300(.5-3); +305(.5-3); \*\*680, \*\*690, \*\*695 (See Independent Study)  
 \*Any or all of these courses combined with Speech 130: maximum credit allowed, 12 units.  
 +Any or all of these courses combined: maximum credit allowed, 12 units.  
 \*\*Depending on course content, apply appropriate limitation.  
**Economics** 100, 102 (3,3); 230(3); 680, 690, 695 (See Independent Study)

**Engineering**\*100(2); \*100(3); 200(2); 220(2); 230(3); 260, 270(3); 680, 690, 695 (See Independent Study)  
 Maximum Credit allowed, one course  
**English** 100(3); 110(3); 165(3)  
**Environment** 680, 690, 695 (See Independent Study)  
**French** 110 (5); \*111, \*112 (3,3); 120(5); +121,+122 (3,3); 130 (5); 140(3); 161, 162 (3,3); 680, 690, 695(See Independent Study). \*111 and 112 combined is equivalent to 120: maximum credit allowed, 5 units.  
 +121 and 122 combined is equivalent to 120: maximum credit allowed, 5 units.  
**Geography** 100(3); 110(3); 120(3); 150(3); 680, 690, 695 (See Independent Study)  
**Geology** \*100(3); 680 and 695 (See Independent Study)  
**German** 110(5); \*111, \*112,(3, 3); 680, 690, 695 (See Independent Study)  
 \*111 and 112 combined is equivalent to 110: maximum credit allowed, 5 units.  
 +121 and 122 combined is equivalent to 120: maximum credit allowed, 5 units.  
**History** 100, 101 (3,3);102(3); 201, 202 (3,3); 205(3); 242(3); 310 (3); 421(3); 422(3); 451, 452 (3, 3); 680, 690, 695 (See Independent Study)  
**Home Economics** 113(3); 310(3)  
**Independent Study** 690 maximum credit allowed: 3 1/3 units per term, 6 units total in any or all appropriate subject areas only  
**Independent Study** 695: maximum credit allowed, 3 1/3 semester units per term, 6 units total in any or all appropriate subject areas combined. (Granting of credit is contingent upon a review of the course outline by a UC campus.)  
**Italian** 111, 112 (3,3); 121, 122 (3, 3); 680, 690, 695 (See Independent Study)  
**Journalism** 110(3); \*120(3)  
 \*Maximum credit allowed, 1 course  
**Library Science** 100(1)  
**Literature** 101(3); 111(3); 142(3); 143(3); 144(3); 151 (3); 152(3); 200(3); 231, 232, 233(3,3,3); 251(3); 252(3); 266(3); 301, 302 (3,3); 371(3); 372(3); 375(3); 431 (3); 441(3); 442(3); 680, 692, 695 (See Independent Study)  
**Mathematics** 125(3); 200(4); +219 and 220 combined: maximum credit 4 units; +220(3); \*241, \*242 (5,5); \*251(5); \*252, 253 (5,5); 275(3); 680, 690, 695 (See Independent Study)  
**Music** +100(3); 101, 102, (2, 2); 131, 132, (3, 3); 202 (3); \*301, 302, 303, 304 (2 each); \*305, 306, 307, 308 (2 each); \*321, 322, 323, 324 (1 each); \*325, 326, 327, 328 ( 1 each); \*341, 342, 343, 344 (1 each); \*345, 346, 347, 348 (1 each); \*361, 362, 363, 364 (1 each) \*365, 366, 367, 368(1 each); \*371, \*372, 373, 374(1 each); \*391, 392, 393, 394 (1 each); \*401, 402, 403, 404 (1 each); \*405, 406, 407, 408 (1 each); \*440(1); \*441, 442, 443, 444 (2 each); \*461, 462, 463, 464 (1 each); \*490 (1); \*495 (1-3); \*\*680, \*\*690, \*\*695 (See Independent Study)  
 \*Any or all of these courses combined: maximum credit allowed, 12 units.  
 \*\*Depending on course content, apply appropriate limitation.  
 +No credit for 100 if taken after 101 or 131.  
**Natural Science** 100(3)  
**Oceanography** 100(3); 680, 690, 695 (See Independent Study)  
**Paleontology** 110(3); 680,690, 695 (See Independent Study)

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

**Physical Education:**

**Adaptive** \*350, \*351, \*353 (.5-1.5 each)  
**Combatives** \*401(1); \*680(1-3); \*695 (See Independent Study)  
**Dance** °200(.5); °205(.5-1); °210(1); °230(.5); °350(.5-1); °400 (2); 695 (See Independent Study)  
**Fitness** \*105 (.5-2); \*140 through \*340(.5-1); \*680, \*695 (See Independent Study)  
**Individual** \*121 through \*256 (.5-2); \*\*680, \*\*695 (See Independent Study)  
**Team Sports** \*101 through \*171 (.5-2.5); \*\*680, \*\*695 (See Independent Study)  
**Intercollegiate Sports** \*100 through \*171 (1-3); \*\*680, \*\*695 (See Independent Study)

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

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

°Any or all of these courses combined; maximum credit allowed, 12 units

\*\*Depending on course content, apply appropriate limitation

**Physics** \*210(4), \*220(4), \*250(4), \*260(4); \*270(4); 680, 690, 695 (See Independent Study) \*Area limited - see your counselor

**Physiology** \*256 (w/lab 4); 260 (w/lab 5); (See Independent Study)

\*256, 260: maximum credit allowed 1 course.

**Political Science** 103(3); 130(3), 150(3); 210(3); 680, 690, 695 (1-3) (See Independent Study)

**Psychology** 100 (3); +201(3); +202(3); 300(3); 340 (3); 680, 690, 695 (See Independent Study)

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

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

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

**Spanish** 110 (5); \*111, \*112 (3,3); 120(5); 121,122 (3,3); 130(5); °131, 132(3,3); 140(3); 161, 162 (3,3); 680, 690, 695 (See Independent Study)

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

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

°131 & 132 combined is equivalent to 130: maximum credit allowed, 5 units.

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

\*120 & 140 combined: maximum credit allowed, 1 course.

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



## ACADEMIC DIVISIONS



The Division of Basic and Applied Sciences encompasses the traditional sciences and mathematics, as well as the applied sciences, such as engineering, physical education and radiologic technology.

The division offers all of the traditional lower division transfer courses preparatory to transfer to a four-year institution of higher learning and basic skills in mathematics. A series of lecture and laboratory experiences in the science area deal with the examination and explanation of physical and biological phenomena. A framework is provided in such classes to relate scientific discoveries to the student's civic and personal problems.

The Physical Education Department offers a wide variety of activity courses. A major thrust 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 testing facility is available for determining an individual's fitness level accompanied by prescriptive activities through the Fitness for Life Program.

A direct occupational programs is provided in the area of radiologic technology.

The Basic and Applied Sciences Division includes the following areas:

#### Biological Sciences

- Biology
- Anatomy
- Physiology
- Microbiology
- Health Science
- Botany

#### Computer Information Systems

Engineering

Mathematics

Physical Education/Athletics

#### Physical Sciences

Physics

Chemistry

Geology

Oceanography

Paleontology

Architecture

#### Radiologic Technology

Microcomputer Technician Program

### **BIOLOGICAL SCIENCES**

A major in Biological Sciences is a preparation for advanced academic work, for careers in civil service, industry, or teaching; as a background for professional training in such fields as biological science education, biotechnology, 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. 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**

*Biological Sciences and Applied Fields:* Agriculture, Biotechnology, Physiology, Microbiology, Botany, Entomology, Zoology, Public Health, Medical Technology, Fisheries, Forestry, Natural Resources, Range Management, Wildlife Management.

*Pre-Professional Programs:* Medicine, Dentistry, Veterinary Science, Optometry, Nursing, Physical Therapy, Dental Hygiene, Pharmacy, Medical Lab Technician.

#### **TRANSFER PROGRAM**

The transfer program outlined below will prepare students for most transfer majors in the biological sciences and related fields. Since specific requirements may vary, students intending to earn a baccalaureate degree in the biological sciences should consult their counselor and catalogs of the institution to which they wish to transfer early in their academic career. Requirements vary depending upon the transfer institution and the major or area of concentration. Course prerequisites and the sequential nature of the coursework require that students carefully plan out in advance their entire transfer program. In addition to the courses listed below, students must fulfill requirements in General Education for transfer.

#### **RECOMMENDED TRANSFER PROGRAM - BIOLOGICAL SCIENCES**

Recommended High School Preparation: Chemistry, Physics, Biology, four years of college preparatory Mathematics.

	<b>Units</b>
BIOL 110 Principles of Biology	4
BIOL 225 Biology of Organisms	5
BIOL 230 Cell Biology	4
CHEM 210, 220 General Chemistry	10
CHEM 250 Quantitative Analysis (Recommended)	4
MATH 241, 242 Applied Analytic Geometry & Calculus	10
<i>or</i>	
MATH 251, 252, & 253 Analytical Geometry & Calculus	15
PHYS 210, 220 General Physics I, II	8
<i>or</i>	
PHYS 250, 260, & 270 General Physics	12

#### **AS DEGREE - BIOLOGY**

Students wishing an AS degree in Biology must complete 60 units of lower division college work with a minimum overall grade point average of 2.0. Eighteen units of General Education, 2 units of Physical Education and a major are required. The major in Biology 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. 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.



**Related Areas:**

**PRE-DENTISTRY, PRE-MEDICINE,  
PRE-PHARMACY, PRE-OPTOMETRY,  
PRE-VETERINARY**

**TRANSFER PROGRAM**

Completion of at least 90 semester units is the minimum requirement for admission to schools of medicine, dentistry, optometry and veterinary science; completion of 60 units is required for admission to a school of pharmacy. However, the majority of students admitted have earned a baccalaureate degree. In addition to completing the pre-professional curriculum, students should plan their programs to complete the requirements for earning a baccalaureate degree. The program outlined below includes the basic pre-professional requirements for most schools. Certain professional schools may require additional courses such as foreign language, statistics, and organic chemistry. Requirements vary from school to school, so students are advised to consult early in their academic careers with those professional schools which they wish to attend. Students are advised to consult current catalogs and visit the institutions to talk directly with academic advisors.

**RECOMMENDED TRANSFER PROGRAM -  
PRE-DENTISTRY, PRE-MEDICINE, PRE-PHARMACY,  
PRE-OPTOMETRY, PRE-VETERINARY**

Recommended High School Preparation: Chemistry, Physics, Biology, four years of college preparatory Mathematics.

	<b>Units</b>
BIOL 110 Principles of Biology	4
BIOL 225 Biology of Organisms	5
BIOL 230 Cell Biology	4
CHEM 210, 220 General Chemistry	10
*CHEM 250 Quantitative Analysis	4
ENGL 100 Reading and Composition	3
ENGL 110 Composition and Literature	3
MATH 241, 242 Applied Analytic Geometry & Calculus	10
PHYS 210, 220 General Physics I, II	8
**PSYC 100 General Psychology	3

\* required for pre-pharmacy; recommended for pre-medicine

\*\* required for pre-dental and pre-medicine programs

**NURSING****TRANSFER PROGRAM**

Students planning to become a registered nurse may complete either a two-year A.S. or a four-year B.S. degree program. Program requirements vary according to the type of degree program and according to the institution. Students are advised to consult early in their academic career with a counselor and with the current catalog for the institution to which they plan to transfer.

**RECOMMENDED TRANSFER PROGRAM - NURSING**

	<b>Units</b>
CHEM 410, 420 Health Science Chemistry	8
or	
CHEM 210, 220 General Chemistry	10
ANAT 250 Anatomy	4
PSIO 260 Human Physiology	5
BIOL 240 Microbiology	4
BIOL 310 Nutrition	3
or	
ANTH 110 Cultural Anthropology	3

PSYC 100 General Psychology	3
PSYC 201 Child Development	3

**PHYSICAL THERAPY, MEDICAL LAB  
TECHNICIAN, DENTAL HYGIENE**

Students are advised to consult with a counselor and current catalogs of the institution to which they plan to transfer for the requirements for these programs.

**COMPUTER INFORMATION SYSTEMS (CIS)**

The Computer Information Systems 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. Course offerings include: Introduction to Computer Science, BASIC, C, FORTRAN, and Pascal programming languages.

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 BA/BS degree major and then transfer to a four-year college or university.

**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 software packages, 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.

**TRANSFER PROGRAM**

Many universities and colleges distinguish between B.S./B.A. programs in computer engineering and computer systems, the latter emphasizing software. Students should consult with a counselor and refer to the current catalog of the appropriate transfer institution.

**CERTIFICATE PROGRAM IN CIS-COMPUTER SCIENCE**

Core Requirements

	<b>Units</b>
COMP 103 Introduction to Programming Using Pascal	3
COMP 170 Programming in Pascal	3
MATH 200 or MATH 251	4-5
<i>Three of the following courses:</i>	
COMP 155, COMP 162, COMP 175, or COMP 190	9
Total 19-20	

**CERTIFICATE PROGRAM IN CIS-BUSINESS**

See Information Technology Specialist Certificate Program, Area C: Programming (page 47)

**AS DEGREE - COMPUTER SCIENCE**

	<b>Units</b>
Certificate Core Requirements (CIS-Computer Science)	19-20
MATH 252, 253 Analytical Geometry & Calculus II, III	10
General Education Requirements	18
Physical Education	2
Electives (10-11 units as required for a total of 60 units concentrated in a single area: physical sciences, life sciences, engineering, social sciences, or humanities)	10-11
<b>Total</b>	<b>60</b>

**AS DEGREE - COMPUTER SCIENCE/ENGINEERING**

	<b>Units</b>
Certificate Core Requirements (CIS-Computer Science)	19-20
COMP 695 Independent Study	1-3
ENGR Courses	3
MATH 252, 253 Analytical Geometry & Calculus II, III	10
PHYS 250 General Physics	4
General Education Requirements	18
Physical Education	2
Electives	0-3
<b>Total</b>	<b>60</b>

**ENGINEERING**

*(Civil, Mechanical, Chemical, Electrical, Environmental, Materials, and Other Principal Branches)*

Engineering is one of the largest professions in the United States with over 1 million jobs in fields ranging from airplane design to pollution control. The three largest branches of engineering are electrical, mechanical and civil engineering. All branches of engineering place a heavy emphasis on problem solving. Engineering education focuses on teaching scientific and engineering concepts and their application to the creative and effective solution of problems.

**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.

**TRANSFER PROGRAM**

The Engineering transfer 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. 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.

**RECOMMENDED TRANSFER PROGRAM - ENGINEERING**

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

	<b>Units</b>
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
<i>or</i>	
CHEM 224, 225 Engineering Chemistry	8
ENGR 100 Technology and Society	3
ENGR 200 Descriptive Geometry	2
ENGR 220 Graphics	2
ENGR 230 Statics	3
ENGR 260 Circuits & Devices	3
ENGR 261 Circuits & Devices Lab	1
ENGR 270 Materials Science	3
COMP 162 FORTRAN Programming	3

**AS DEGREE - ENGINEERING**

Students wishing an AS degree in Engineering must complete 60 units of lower division college work with a minimum overall grade point average of 2.0. Eighteen units of General Education, 2 units of Physical Education and a major are required. The major in Engineering 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. 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.

**MATHEMATICS**

Mathematics provides the foundation for studying engineering, the physical, biological and health sciences, economics, business, computer science, statistics and many other fields. A major in mathematics itself opens up job opportunities in many fields since mathematical problem-solving skills are widely applicable. Thus, people with mathematical degrees work in fields such as accounting, budget and financial analysis, market research analysis, demographics, banking and finance and systems analysis, and many others.

**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.

**TRANSFER PROGRAM**

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. In addition to the courses listed, students must complete General Education transfer requirements.

**RECOMMENDED TRANSFER PROGRAM - MATHEMATICS**

	Units
MATH 251, 252, 253 Analytic Geometry/Calculus	15
MATH 275 Differential Equations	3
COMP 162 FORTRAN Programming	3
PHYS 210, 220 General Physics I, II	4

**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**

The Physical Education major may be used as the basis for careers in education, the public or the private sector. Opportunities exist in teaching, coaching, athletic training, physical and adaptive therapy, recreation leadership, fitness and therapeutic gym programs, athletic and/or sports management.

**TRANSFER PROGRAM**

Students intending to earn a baccalaureate degree in physical education should consult early with counselors and current catalogs of the college/university to which they plan to transfer. Specific requirements vary but institutions usually require that students complete a core of basic sciences and physical education courses as well as general education requirements prior to transfer.

**RECOMMENDED TRANSFER PROGRAM - PHYSICAL EDUCATION**

	Units
BIOL 110 Principles of Biology	4
ANAT 250 Anatomy	4
PSIO 260 Human Physiology	5
Physical Education Activities	4-8

*Additional requirements for the major as specified by the transfer institution*

**AA DEGREE - PHYSICAL EDUCATION**

Students wishing an AA degree in Physical Education 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 Physical Education 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. 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.

**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. For more complete information on athletic eligibility, see "Athletics" on page 21. Additional questions regarding eligibility should be addressed to the Athletic Director, Building 1, Room 208.

**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, Chemical Industry, Biochemists, Drug Industry, Food Industry, Computer-Related Occupations, Industrial Electronics, Petroleum Industry, Mineral Exploration, Land Use Planning, Construction and Manufacturing, Radiation Physicist, Meteorology, Energy Management.

**RECOMMENDED TRANSFER PROGRAM - ARCHITECTURE**

	Units
COMP 155, 162 BASIC, FORTRAN Programming	3-6
*MATH 241, 242 Applied Analytic Geometry & Calculus	10
*PHYS 210, 220 General Physics I, II	8
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.	

**RECOMMENDED TRANSFER PROGRAM - CHEMISTRY, PHYSICS, GEOLOGY**

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

	Units
MATH 251, 252, 253 Analytic Geometry/Calculus	15
MATH 275 Ordinary Differential Equations (Physics only)	3
PHYS 250, 260, 270 General Physics	12
CHEM 210, 220 General Chemistry	10
CHEM 250 Quantitative Analysis (Chemistry only)	5
COMP 162 FORTRAN Programming	3

**AS DEGREE - CHEMISTRY**

Students wishing an AS degree in Chemistry must complete 60 units of lower division college work with a minimum overall grade point average of 2.0. Eighteen units of General Education, 2 units of Physical Education and a major are required. The major in Chemistry 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. 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.

**AS DEGREE - PHYSICS**

Students wishing an AS degree in Physics must complete 60 units of lower division college work with a minimum overall grade point average of 2.0. Eighteen units of General Education, 2 units of Physical Education and a major are required. The major in Physics 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. 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.

**RADIOLOGIC TECHNOLOGY****(X-RAY TECHNOLOGY)**

The Radiologic Technology department offers an AS degree. The program offers a comprehensive curriculum leading to employment in medical facilities throughout the country. Students participate in classroom instruction and practical training in our affiliated hospitals. Program graduates must take the licensure examination required by the State of California and the certification examination given by the American Registry of Radiologic Technologists.

Prospective students must complete a separate application to the program (available in January for the following Fall entrance) in addition to the regular college application. Information meetings about the program and the career will be held in October 1993 and in March 1994. For information contact the Basic and Applied Science Division office at 306-3291.

**CAREER OPPORTUNITIES**

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

**AS DEGREE - RADIOLOGIC TECHNOLOGY**

Prerequisites: High school graduation or the equivalent; completion of a course in Algebra within the last 5 years; courses in chemistry, anatomy and physiology.

	<b>Units</b>
*PHYS 405 Radiation Physics	3
*ENGL 100 Composition	3
RADT 400 Orientation	2
RADT 410, 420 Radiographic Positioning	7.5
RADT 415 Radiation Biology and Protection	3.5
RADT 430, 431 Radiographic Exposure and Equip.	4.5
RADT 440, 441, 442 Advanced Imaging	7
RADT 450 Registry Review	1.5
HSCI 350 Microcomputers for Health Science	1
HSCI 430 CPR/First Aid	1
Additional General Education requirements	12

\*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 408, 418, 428, 438, 448, 458, 468 31 units  
 These are clinical education courses which total approximately 2,000 hours and accompany Radiologic Technology courses.

Total 65

**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.

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

- Accounting
- Anthropology
- Business Administration
- Business/Office Technology
- Early Childhood Education
- Economics
- Geography
- History
- Home Economics
- Interior Design
- Management
- Paralegal
- Philosophy
- Political Science
- Psychology
- Social Science
- Sociology
- Travel Industry/Tourism

**ACCOUNTING**

The Business Department offers a transfer curriculum to a four-year university, an AS 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 administration transfer program. The accounting AS 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 BA Degree, an AS 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 AS 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)

**CERTIFICATE PROGRAM - ACCOUNTING**

Core Requirements	Units
ACTG 121 Financial Accounting	4-5
ACTG 190 Introduction to 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 (may be any Business or Accounting course)	6
<b>Total 27.5-29.5</b>	

**AS DEGREE-ACCOUNTING**

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

**Suggested Electives**

	Units
BUS. 201 Business Law	3
BUS. 401 Business Communications	3
COOP 670 Cooperative Education	1-4
ACTG 171 Individual Federal Income Tax Procedures	3
BUS. 103 Introduction to Business Computer Systems	3
BUS. 436 Microcomputer Database Management	3
BUS. 438 DTP: Using PageMaker	1-3

**ANTHROPOLOGY**

Anthropology is the study of peoples of the world from prehistoric to contemporary times. It is concerned with the variability of human populations and their biocultural history. Physical Anthropology concentrates on various biological characteristics, and Cultural Anthropology focuses 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 BA or advanced degree. Students can fulfill General Education and lower division science and social science requirements at Cañada. Anthropology courses must be evaluated by a letter grade, not by the credit (CR) grade.

**RECOMMENDED TRANSFER PROGRAM - ANTHROPOLOGY**

	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

**AA DEGREE - ANTHROPOLOGY**

Students wishing an AA 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. For students planning to transfer to four-year institutions, fulfillment of lower-division requirements for the institution of their choice will be considered a major. *A minimum of 18 units must be selected from the RECOMMENDED TRANSFER PROGRAM.*

**BUSINESS ADMINISTRATION**

The Business Department offers a transfer program, an AS 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 AS Degree and the Certificate Program are designed to help a student develop a general business awareness for the world of work, a four-year college, or university. Courses specifically required for the student's major transfer and/or certificate core requirements must be evaluated by a letter grade, not by the credit (CR) grade.

**CAREER OPPORTUNITIES**

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

**TRANSFER PROGRAM**

Courses must be evaluated by a letter grade, not by the credit (CR) grade. Consult with your counselor for current requirements of the university you wish to attend.

**RECOMMENDED TRANSFER PROGRAM - BUSINESS ADMINISTRATION**

	Units
<i>Core Requirements for CSU and UC (10-11 units) as follows:</i>	
ACTG 121 Financial Accounting	4-5
ECON 100 Principles of Macro Economics	3
ECON 102 Principles of Micro Economics	3
<i>Select 7-8 other units from:</i>	
ACTG 131 Managerial Accounting	4-5
BUS. 103 Introduction to Business Computer Systems	3
BUS. 201 Business Law	3
MATH 125 Elementary Finite Mathematics	3
MATH 200 Statistics	4
MATH 241, 242 Applied Analytic Geometry & Calculus	10
	Total 18

**CERTIFICATE PROGRAM - BUSINESS ADMINISTRATION**

	Units
<i>Core Requirements</i>	
ACTG 121 Financial Accounting	4-5
BUS. 100 Survey of Business	3
BUS. 101 Human Relations in Business	3
BUS. 103 Introduction to Business Computer Systems	3
BUS. 115 Business Math	
or	
MATH 120 Intern. Algebra & Review	5
BUS. 201 Business Law	3
BUS. 401 Business Communications	3
BUS. 434 Microcomputer Spreadsheet	3
	Total 25-28

**AS DEGREE - BUSINESS ADMINISTRATION**

	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
MGMT 235 Techniques of Supervision	3
BUS. 403 Letter Formats	3
BUS. 404 Report Formats	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 125 Elementary Finite Mathematics	3
MATH 200 Statistics	4
MATH 241, 242 Applied Analytic Geometry & Calculus	10

**BUSINESS/OFFICE TECHNOLOGY**

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 technology. AS 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 are opportunities for advancement to middle-level management with 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 businesses, large or small, public or private.

**ADMINISTRATIVE SUPPORT ASSISTANT**

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

**OPTION 1  
CERTIFICATE PROGRAM - ADMINISTRATIVE SUPPORT ASSISTANT**

Core Requirements	Units
BUS. 101 Human Relations in Business	3
BUS. 400 Business English	3
BUS. 403 Letter Formats	3
BUS. 410 Office Internship	3
BUS. 415 Computer Keyboarding	3
BUS. 416 Office Skills	3
BUS. 430 Microcomputer Applications, Part I	1.5
BUS. 431 Microcomputer Applications, Part II	1.5
BUS. 432 Microcomputer Word Processing	3
Electives (may be any Business course)	3
<b>Total 27</b>	

**AS DEGREE - ADMINISTRATIVE SUPPORT ASSISTANT**

	Units
Certificate Core Requirements	27
General Education Requirements	18
P.E.	2
Electives	13

**Suggested Electives**

	Units
BUS. 103 Introduction to Business Computer Systems	3
BUS. 401 Business Communications	3
BUS. 402 Machine Transcription	3
BUS. 404 Report Formats	3
BUS. 405 Skill Building	1-3
BUS. 425 Basic DOS	1.5
BUS. 426 Advanced DOS	1.5
BUS. 433 Advanced WordPerfect	1.5
BUS. 434 Microcomputer Spreadsheet	3
BUS. 436 Database Management	3
BUS. 437 Database Management for the Macintosh	3
BUS. 438 DTP: Using PageMaker	1-3
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. 448 Introduction to MS Windows	1
COOP 670 Cooperative Education	1-8
BUS. 680 Selected Topics	1-3
BUS. 695 Independent Study	1-3

**ADMINISTRATIVE ASSISTANT/  
EXECUTIVE SECRETARY**

The Administrative Assistant/Executive Secretary option is for individuals who wish employment in positions in general business offices, law firms, insurance companies, and other businesses wherein microcomputers are used.

**OPTION 2  
CERTIFICATE PROGRAM - ADMINISTRATIVE ASSISTANT/  
EXECUTIVE SECRETARY**

Core Requirements	Units
BUS. 101 Human Relations in Business	3
BUS. 400 Business English	3
BUS. 401 Business Communications	
<i>or</i>	
BUS. 402 Machine Transcription	3
BUS. 403 Letter Formats	3
BUS. 410 Office Internship	3
BUS. 416 Office Skills	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	3
BUS. 434 Microcomputer Spreadsheet	3
<b>Total 30</b>	

**AS DEGREE - ADMINISTRATIVE ASSISTANT/EXECUTIVE SECRETARY**

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

**Suggested Electives**

	Units
BUS. 103 Introduction to Business Computer Systems	3
BUS. 404 Report Formats	1-3
BUS. 405 Skill Building	1-3
BUS. 415 Computer Keyboarding	2-3
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 DTP: Using PageMaker	1-3
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. 446 Introduction to Local Area Networks	1
BUS. 448 Introduction to MS Windows	1
COOP 670 Cooperative Education	1-8
BUS. 680 Selected Topics	1-3
BUS. 695 Independent Study	1-3
ECON 100 Principles of Macro Economics	3
ECON 102 Principles of Micro Economics	3

**INFORMATION TECHNOLOGY SPECIALIST**

The Information Technology Specialist option is for individuals who wish employment in the area of software support. There are three areas of specialty under Option 3: (a) Business/Office Technology, (b) Business/Accounting, and (c) Programming. The nine elective units must be taken in one area of concentration.

**OPTION 3****CERTIFICATE PROGRAM - INFORMATION TECHNOLOGY SPECIALIST**

## Core Requirements

	Units
BUS. 101 Human Relations in Business	3
BUS. 103 Business Computer Systems	3
BUS. 415 Computer Keyboarding	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	3
BUS. 434 Microcomputer Spreadsheet	3
BUS. 436 Microcomputer Database	3
Electives (must select courses from Area A or B or C)	9
<b>Total</b>	<b>33</b>

**Area A: Business/Office Technology**

	Units
BUS. 100 Survey of Business	3
BUS. 115 Business Mathematics	3
BUS. 400 Business English	3
BUS. 401 Business Communication	3
BUS. 402 Machine Transcription	1-3
BUS. 403 Document Formats	1-3
BUS. 410 Office Internship	1-3
BUS. 416 Office Skills	1-3
BUS. 438 DTP: Using PageMaker	3

**Area B: 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 and Business Taxes	1.5
ACTG 190 Computerized Accounting	1.5
ACTG 192 Advanced Computerized Accounting	1.5
BUS. 100 Survey of Business	3
BUS. 400 Business English	3
ECON 100 Principles of Macro Economics	3
ECON 102 Principles of Micro Economics	3

**Area C: Programming**

	Units
BUS. 400 Business English	3
COMP 155 BASIC Programming	3
COMP 162 FORTRAN Programming	3
COMP 170 PASCAL Programming	3
COMP 190 Programming in C	3

**AS DEGREE - INFORMATION TECHNOLOGY SPECIALIST**

	Units
Certificate Core Requirements	33
General Education Requirements	18
P.E.	2
Electives	7

**EARLY CHILDHOOD EDUCATION/  
CHILD DEVELOPMENT**

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, parent education/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 1990's, 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 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. Courses must be evaluated by a letter grade, not by the credit (CR) grade.

**RECOMMENDED TRANSFER PROGRAM -  
EARLY CHILDHOOD EDUCATION**

Courses required for transfer may vary. See your counselor for courses required for a transfer program to a four-year college or university.

**CERTIFICATE PROGRAM -  
EARLY CHILDHOOD EDUCATION**

Core Requirements	Units
ECE. 201 Child Development	
<i>or</i>	
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 (must select courses from Suggested Electives list)	12
<b>Total</b>	<b>24</b>



All students earning this certificate must meet the computer literacy requirement of 1.5 units. See page 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. 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
COOP 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
BIOL 111 Nature Study	3

### AS DEGREE - EARLY CHILDHOOD EDUCATION

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

### PROGRAM FEATURES

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 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 COOP 670, Cooperative Education or ECE. 672, Cooperative Education: Internship.)
- 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 bachelors degree, including an additional 12 units of ECE/Child Development, may attain 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, 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 BA degree. Students can fulfill General Education and lower division social science, mathematics, and business electives at Cañada. Courses must be evaluated by a letter grade, not by the credit (CR) grade.

### RECOMMENDED TRANSFER PROGRAM - ECONOMICS

	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

### AA DEGREE - ECONOMICS

Students wishing an AA 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. 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.*

## FASHION & CONSUMER ARTS

The Home Economics Department provides educational preparation for transfer majors in Home Economics and for occupations involving textiles, fashion, clothing, alterations and dressmaking, consumer relations, foods, nutrition, home management, and family relations. An AS degree and certificate are offered.

The curriculum provides for individual development in consumer and homemaking skills, as well as career education.

### 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 certificate provides training leading to work in dress designing, custom dressmaking, alterations, and fashion consulting.

### TRANSFER PROGRAM

Many job opportunities in Home Economics require at least a BA degree. Students can fulfill General Education and lower division Home Economics and science requirements at Cañada. Courses must be evaluated by a letter grade, not by the credit (CR) grade.

### RECOMMENDED TRANSFER PROGRAM - HOME ECONOMICS

	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 Introduction to Interior Design	3
PSYC 100 General Psychology	3
PSYC 201 Child Development	3
<i>or</i>	
ECE. 212 Child, Family, and Community	3
<b>Total</b>	<b>24</b>

\*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.*

### CUSTOM SEWING AND ALTERATIONS

The Custom Sewing and Alterations option is for individuals who wish employment in clothing and fashion industries or for individuals who wish to work independently.

### OPTION 1 CERTIFICATE PROGRAM - CUSTOM SEWING AND ALTERATIONS

Core Requirements	Units
H.EC 110 Beginning Clothing Construction	3
H.EC 111 Techniques of Fit	3
H.EC 115 Intermediate Clothing Construction	3
H.EC 116 Advanced Construction/Tailoring	3
H.EC 117 Fashion Image	3
H.EC 118 Flat Pattern Design	3
H.EC 200 Beginning Sewing Lab	1
H.EC 202 Advanced Sewing Lab	1
BUS. 150 Small Business Management	3
BUS. 430 Microcomputer Applications, Part I	1.5
BUS. 431 Microcomputer Applications, Part II	1.5
Electives (must select courses from Suggested Electives list)	3
<b>Total</b>	<b>29</b>

### Suggested Electives

	Units
H.EC 112 Knits and Wovens	3
H.EC 113 Textiles	3
H.EC 120 Advanced Techniques of Fit	3
H.EC 121 Tech. of Sewing Specialty Fabrics	3
H.EC 122 Const. of Children Clothing	1
H.EC 123 Intro. to The Fashion Industry	3
H.EC 124 Art in Clothing	3
H.EC 125 Alterations	1.5
H.EC 127 Custom Dressmaking	1.5
H.EC 128 Decorating with Fabrics	1.5
H.EC 129 Update on Techniques	1
H.EC 137 Analysis of Fitting Methods	1
H.EC 139 Wardrobe Planning	.5
H.EC 140 Basic Serging	1
H.EC 141 Creative Serging	1
H.EC 143 The Art of Accessorizing	1
H.EC 144 Fashion Designer Tour	1
H.EC 146 Designer Techniques	1
H.EC 148 Personal Color Principles	3
H.EC 150 History of Fashion	3
H.EC 151 Fashion Merchandising	3
H.EC 159 Techniques of Fitting Pants	1
H.EC 410 Management of Time and Resources	3
H.EC 680 Selected Topics	1-3
H.EC 695 Independent Study	1-3
BUS. 131 Money Management	3
ACTG 100 Accounting Procedures	3

### AS DEGREE - CUSTOM SEWING AND ALTERATIONS

	Units
Certificate Core Requirements	29
General Education Requirements	18
P.E.	2
Electives	7

**HOME ECONOMICS**

This certificate is designed for home managers who would like a two-year degree in Home Economics. Most but not all courses are transferable to a 4-year college. Consult your counselor concerning fulfilling transfer requirements.

**OPTION 2****CERTIFICATE PROGRAM - HOME ECONOMICS****Core Requirements**

	Units
H.EC 111 Techniques of Fit	3
H.EC 115 Intermediate Clothing Construction	3
H.EC 117 Fashion Image	3
H.EC 310 Nutrition	3
H.EC 322 Cooking for Health I	
or	
H.EC 324 Cooking for Health II	3
H.EC 416 Consumer Decision Making	
or	
BUS. 131 Money Management	3
BUS. 430 Microcomputer Applications, Part I	1.5
BUS. 431 Microcomputer Applications, Part II	1.5
Electives (must select course from Suggested Electives list)	6
Total 27	

**Suggested Electives**

	Units
H.EC 112 Knits and Wovens	3
H.EC 113 Textiles	3
H.EC 120 Advanced Techniques of Fit	3
H.EC 121 Tech. of Sewing Specialty Fabrics	3
H.EC 122 Const. of Children Clothing	1
H.EC 123 Introduction to The Fashion Industry	3
H.EC 124 Art in Clothing	3
H.EC 125 Alterations	1.5
H.EC 127 Custom Dressmaking	1.5
H.EC 128 Decorating with Fabrics	1.5
H.EC 129 Update on Techniques	1
H.EC 137 Analysis of Fitting Methods	1
H.EC 139 Wardrobe Planning	.5
H.EC 140 Basic Serging	1
H.EC 141 Creative Serging	1
H.EC 143 The Art of Accessorizing	1
H.EC 144 Fashion Designer Tour	1
H.EC 146 Designer Techniques	1
H.EC 148 Personal Color Principles	3
H.EC 150 History of Fashion	3
H.EC 151 Fashion Merchandising	3
H.EC 159 Techniques of Fitting Pants	1
H.EC 410 Management of Time and Resources	3
H.EC 680 Selected Topics	1-3
H.EC 695 Independent Study	1-3

**AS DEGREE - HOME ECONOMICS**

	Units
Certificate Core Requirements	27
General Education Requirements	18
P.E.	2
Electives	13

**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 BA Degree. Students can fulfill General Education and lower division social science and science requirements at Cañada. Courses must be evaluated by a letter grade, not be the Credit (CR) grade.

**RECOMMENDED TRANSFER PROGRAM - GEOGRAPHY**

	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

**AA DEGREE - GEOGRAPHY**

Students wishing an AA 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. 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 BA degree. Some business firms and governmental agencies seek persons with a broad overview and perspective of historical phases and processes of change. In addition to a career as a historian, other possibilities include pre-law/lawyer, pre-theology/clergy, foreign service, archivist, museum curator, librarian, communications, market research, historical societies, consultant, and writer.

### TRANSFER PROGRAM

Cañada's history offerings cover a wide range, from general surveys of Western Civilization and United States History to courses in such specific areas as California, Latin America, the Far East, and such special topics as religion and cultural diversity. Courses must be evaluated by a letter grade, not by the credit (CR) grade.

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 BA Degree. Students can fulfill General Education and lower division social science requirements at Cañada.

### RECOMMENDED TRANSFER PROGRAM - HISTORY

	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

### AA DEGREE - HISTORY

Students wishing an AA 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. 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.*

## 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 AS degree, and seven certificates: Commercial Design (2), Residential Design (2), Kitchen and Bath Assistant (1), Advanced Kitchen and Bath (1), and Healthcare 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) healthcare 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.

### TRANSFER PROGRAM

Many job opportunities in Interior Design require at least a BA degree. Students can fulfill General Education and lower division Interior Design and Art requirements at Cañada. Courses must be evaluated by a letter grade, not by the credit (CR) grade.

### RECOMMENDED TRANSFER PROGRAM INTERIOR DESIGN

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

### AS DEGREE - INTERIOR DESIGN

Pre-professional Assistant Level

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

Core Requirements ( <i>Recommended sequence</i> )	Units
INTD 115 Introduction to Interior Design	3
INTD 148 Color for Interiors	3
ARCH 110 Basic Architectural Drawing	3
ART 201 Form and Composition <i>or</i>	
ART 301 Design <i>or</i>	
ART 204 Drawing	3
INTD 146 Interior Design Graphics	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 Interior Space Planning	3
INTD 330 Interior Architectural Detailing	3
INTD 170 Fabrics for Interiors (Spring only)	3
INTD 250 Professional Practices (Fall only)	3
INTD 672 Cooperative Education: Internship	1
<b>Total</b>	<b>40</b>
General Education Requirements	18
Physical Education	2
<b>Total</b>	<b>60</b>

**CERTIFICATE PROGRAM WITH EARNED AS DEGREE  
INTERIOR DESIGN/COMMERCIAL DESIGN**
Core Requirements (*Recommended sequence*)

	Units
INTD 260 Fundamentals of Lighting (Spring only)	2
ART 103 History of Art III	3
INTD 156 Portfolio Preparation (Spring only)	3
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 (must select courses from Selected Electives list)	3
Total 30	

## Suggested 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 182 Interior Design Studio	3
INTD 270 Kitchen Design	3
INTD 274 Remodeling Construction (Fall only)	3
INTD 278 Marketing and Salesmanship (Fall only)	3
INTD 320 Asian Art for Interiors: China and Korea	1
INTD 321 Asian Art for Interiors: Japan & S.E. Asia	1
INTD 322 Asian Art for Interiors: India, Japan, Philippines	1

**CERTIFICATE PROGRAM WITH EARNED BA or BS DEGREE  
INTERIOR DESIGN/COMMERCIAL DESIGN**
Core Requirements (*Recommended sequence*)

	Units
INTD 115 Introduction to Interior Design	3
INTD 148 Color for Interiors	3
ARCH 110 Basic Architectural Drawing	3
ART 201 Form and Composition	
or	
ART 204 Drawing	
or	
ART 301 Design	3
INTD 146 Interior Design Graphics	3
INTD 125 Detailing Interiors	3
INTD 150 History of Interiors	3
INTD 450 Materials and Finishes (Fall only)	3
INTD 330 Architectural Interior Detailing	3
INTD 340 Cabinetry and Furniture Design (Fall only)	3
INTD 147 Interior 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 672 Cooperative Education: Internship	1
INTD 271 Bath Design	3
INTD 356 Residential and Commercial Construction (Fall only)	3
INTD 350 Commercial Design (Fall only)	3

INTD 351 Advanced Commercial Design (Spring only)	3
INTD 156 Portfolio Preparation (Spring only)	3
INTD 360 CAD for Interior Design (Fall only)	3

Total 60

**CERTIFICATE PROGRAM WITH EARNED AS DEGREE  
IN INTERIOR DESIGN/RESIDENTIAL DESIGN**
Core Requirements (*Recommended sequence*)

	Units
INTD 672 Cooperative Education: Internship	1
INTD 320 Asian Art for Interiors: China and Korea	1
INTD 321 Asian Art for Interiors: Japan and S.E. Asia	1
INTD 322 Asian 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 and Furniture Design (Fall only)	3
INTD 180 Contract Design (Fall only)	
or	
INTD 350 Commercial Design (Fall only)	3
INTD 250 Professional Practices (Fall only)	3
INTD 156 Portfolio Preparation (Spring only)	3
INTD 278 Marketing and Salesmanship (Fall only)	3
Electives (must select courses from Selected Electives list)	3
Total 30	

## Suggested 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 182 Interior Design Studio	3
INTD 271 Bath Design	3
INTD 274 Remodeling Construction (Fall only)	3
INTD 276 Advanced Kitchen and Bath Design (Spring only)	3
INTD 672 Cooperative Education: Internship	1-3
INTD 695 Research Projects	1-3

**CERTIFICATE PROGRAM WITH EARNED BA OR BS DEGREE  
INTERIOR DESIGN/RESIDENTIAL DESIGN**
Core Requirements (*Recommended sequence*)

	Units
INTD 115 Introduction to Interior Design	3
INTD 148 Color for Interiors	3
ARCH 110 Basic Architectural Drawing	3
ART 201 Form & Composition	
or	
ART 204 Drawing	
or	
ART 301 Design	3
INTD 146 Interior Design Graphics	3
INTD 125 Detailing Interiors 3	
INTD 150 History of Interiors (Fall only)	3
INTD 450 Materials and Finishes (Fall only)	3
INTD 330 Architectural Interior Detailing	3
INTD 147 Interior Space Planning	3
INTD 170 Fabrics for Interiors (Spring only)	3
INTD 278 Marketing and Salesmanship (Fall only)	3
INTD 260 Fundamentals of Lighting (Spring only)	2
INTD 320 Asian Art for Interiors: China & Korea	1
INTD 321 Asian Art for Interiors: Japan & S.E. Asia	1
INTD 322 Asian Art for Interiors: India, Japan, Philippines	1

ART 103 History of Art III	3
INTD 270 Kitchen Design	3
INTD 271 Bath Design	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 Preparation (Spring only)	3
INTD 672 Cooperative Education: Internship	1
Total 60	

### CERTIFICATE PROGRAM - INTERIOR DESIGN KITCHEN AND BATH ASSISTANT

Core Requirements ( <i>Recommended sequence</i> )	<b>Units</b>
INTD 115 Introduction to Interior Design	3
INTD 270 Kitchen Design	3
ARCH 110 Basic Architectural Drawing	3
INTD 148 Color for Interiors	3
INTD 146 Interior Design Graphics	3
INTD 274 Remodeling Construction (Fall only)	3
INTD 260 Fundamentals of Lighting (Spring only)	2
INTD 271 Bath Design	3
INTD 276 Advanced Kitchen and Bath Design (Spring only)	3
INTD 278 Marketing and Salesmanship (Fall only)	3
INTD 672 Cooperative Education: Internship	1
INTD 250 Professional Practices (Fall only)	3
Total 33	

*The National Kitchen and Bath Association endorses Canada College curriculum.*

### CERTIFICATE PROGRAM - INTERIOR DESIGN PROFESSIONAL KITCHEN AND BATH DESIGNER

Core Requirements ( <i>Recommended sequence</i> )	<b>Units</b>
ARCH 110 Basic Architectural Drawing	3
INTD 115 Introduction to Interior Design	3
INTD 146 Interior Design Graphics	3
INTD 148 Color for Interiors	3
INTD 125 Detailing Interiors	3
INTD 270 Kitchen Design	3
INTD 271 Bath Design	3
INTD 260 Fundamentals of Lighting (Spring only)	3
INTD 274 Remodeling Construction (Fall only)	3
INTD 276 Advanced Kitchen and Bath Design (Spring only)	3
INTD 278 Marketing and Salesmanship (Fall only)	3
INTD 356 Residential and Commercial Construction (Fall only)	3
INTD 365 CAD for Kitchen and Bath Design (Spring only)	3
INTD 370 Construction Estimating (Spring only)	3
INTD 672 Cooperative Education: Internship	6
Electives (must select courses from Suggested Electives list)	3
Total 50	

### Suggested Electives

	<b>Units</b>
INTD 147 Interior Space Planning	3
INTD 330 Interior Architectural Detailing	3
INTD 340 Cabinetry and Furniture Design (Fall only)	3
INTD 360 CAD for Interior Design (Fall only)	3
INTD 450 Materials and Finishes (Fall only)	3
ACTG 100 Accounting Procedures	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

### CERTIFICATE PROGRAM - HEALTHCARE INTERIOR DESIGN

Core Requirements	<b>Units</b>
( <i>Core requirements accepted from other accredited colleges/universities</i> )	
ARCH 110 Basic Architectural Drawing	3
ART 103 History of Art III	3
ART 201 Form & Composition	
or	
ART 204 Drawing	3
INTD 146 Interior Design Graphics	3
INTD 147 Interior Space Planning	3
INTD 250 Professional Practices (Fall only)	3
INTD 260 Fundamentals of Lighting (Spring only)	2
INTD 356 Residential & Commercial Construction (Spring only)	3
INTD 350 Commercial Design (Fall only)	3
INTD 360 CAD Applications for Interior Designers (Fall only)	3
Electives (select from Interior Design or Art courses)	1
Total 30	

### Specialized Requirements

INTD 420 Healthcare Design Process	3
INTD 425 Healthcare Design Technologies	3
INTD 430 Healthcare Products & Materials	3
INTD 431 Codes	1.5
INTD 433 Proposals and Contracts	1.5
INTD 434 Healthcare Design Field Project	3
INTD 436 Healthcare Design: Small-Scale Project (Fall only)	3
INTD 438 Healthcare Design: Large-Scale Project (Spring only)	3
INTD 672 Cooperative Education: Internship	3
INTD 695 Independent Study	6
Total 30	
Total 60	

The sequence below represents the *Professional Track Course Sequence*.

### Level One

	<b>Units</b>
INTD 115 Introduction to Interior Design	3
INTD 148 Color for Interiors	3
ART 201 Form and Composition I	3
ARCH 110 Basic Architectural Drawing	3
INTD 146 Interior Design Graphics	3
ART 204 Drawing	3
INTD 125 Detailing Interiors	3
INTD 190 Architectural Lettering	1
INTD 192 Presentation Techniques	1
INTD 194 Rendering	1
Electives (select from recommended list)	6
Total 30	

**Level Two**

	<b>Units</b>
INTD 450 Materials and Finishes (Fall only)	3
INTD 330 Interior Architectural Detailing	3
INTD 150 History of Interiors	3
INTD 340 Cabinetry and Furniture Design	3
INTD 274 Remodeling Construction	3
INTD 260 Fundamentals of Lighting	2
INTD 170 Fabrics for Interiors	3
INTD 147 Interior Space Planning	3
INTD 196 Reflected Ceiling Plans	1
INTD 250 Professional Practices	3
Elective (select from recommended list)	3
<b>Total 30</b>	

**Level Three**

	<b>Units</b>
INTD 180 Contract Design	3
INTD 360 CAD Application for Interior Design	3
INTD 356 Residential and Commercial Construction	3
INTD 370 Construction Estimating	3
INTD 350 Commercial Design	3
INTD 431 Codes	1.5
INTD 433 Proposals and Contracts	1.5
INTD 351 Advanced Commercial Design	3
INTD 156 Portfolio/Preparation	3
INTD 182 Interior Design Studio	3
Elective (select from recommended list)	3
<b>Total 30</b>	

Thirty (30) General Education units from an earned college or university degree will be accepted toward the Professional Track 30

Total for Professional Track 120

Students may choose a minimum of 12 units from the following for the recommended Professional Track:

ART 301 Design	3
INTD 160 Decorating Techniques	3
INTD 270 Kitchen Design	3
INTD 271 Bath Design	3
INTD 278 Marketing and Salesmanship	3
INTD 320 Asian Art for Interiors: China/Korea	1
INTD 321 Asian Art for Interiors: Japan/Southeast Asia	1
INTD 322 Asian Art for Interiors: India/Japan/Philippines	1
INTD 365 CAD for Kitchen and Bath Design	3
INTD 420 Healthcare Design Process	3
INTD 430 Healthcare Products and Materials	3
INTD 198 Quick Sketching Plus	1
INTD 672 Cooperative Education: Internship	1

**MANAGEMENT**

The Management Program is designed to provide students with the basic underlying principles of management. Cañada College offers an AS 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 is presented in the programs. Courses specifically required for the students' 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.

**TRANSFER PROGRAM**

(same as business administration)

**AS 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 AS Degree. Courses specifically required for the students' major must be evaluated by a letter grade, not by the credit (CR) grade.

**CERTIFICATE PROGRAM - GENERAL MANAGEMENT**

Core Requirements

	<b>Units</b>
MGMT 100 Introduction to Management	3
MGMT 120 Management Communications	3
MGMT 215 Management of Human Resources	3
MGMT 235 Techniques of Supervision	3
Electives (must select courses from Suggested Electives list)	12
<b>Total 24</b>	

All students earning this certificate must meet the computer literacy requirement of 1.5 units. See page 24.

**Suggested Electives**

	<b>Units</b>
ACTG 121 Financial Accounting	4-5
ACTG 131 Managerial Accounting	4-5
BUS. 101 Human Relations	3
BUS. 103 Introduction to Business Computer Systems	3
BUS. 415 Computer Keyboarding	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 DTP: Using PageMaker	1-3
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
COOP 670 Cooperative Education	1-8
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

**AS DEGREE - GENERAL MANAGEMENT**

	<b>Units</b>
Core Requirements	24
General Education Requirements	18
P.E.	2
Electives	16
<b>Total</b>	<b>60</b>

**CERTIFICATE PROGRAM - PUBLIC ADMINISTRATION**

Core Requirements	<b>Units</b>
MGMT 120 Management Communication	3
MGMT 235 Techniques of Supervision	3
MGMT 281 Public Administration Management	3
MGMT 283 Personnel Administration	3
Electives (select from Suggested Electives list)	12
<b>Total</b>	<b>24</b>

**Suggested Electives**

	<b>Units</b>
ACTG 121 Financial Accounting	4-5
ACTG 131 Managerial Accounting	4-5
BUS. 103 Introduction to Business Computer Systems	3
BUS. 415 Computer Keyboarding	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 DTP: Using PageMaker	1-3
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
COOP 670 Cooperative Education	1-8
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 Finance	3
MGMT 680 Selected Topics	1-3
MGMT 695 Independent Study	1-3
PLSC 310 California State and Local Government	3

**AS DEGREE - PUBLIC ADMINISTRATION**

	<b>Units</b>
Core Requirements	24
General Education Requirements	18
P.E.	2
Electives	16
<b>Total</b>	<b>60</b>

**OFFICE TECHNOLOGY**

See Business/Office Technology

**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 students' major 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 AS 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 - PARALEGAL**

This program will not satisfy the preparations required for a major leading to a BA or BS Degree.

**Core Requirements**

	<b>Units</b>
LEGL 249 Introduction to the Legal System	3
(This course is a prerequisite to all other legal courses in the program.)	
LEGL 250 Legal Research & Writing	3
LEGL 252 Civil Litigation and Trial Preparation	3
LEGL 262 Paralegalism and Legal Ethics	3
Electives (must select courses from Suggested Electives list)	15
<b>Total</b>	<b>27</b>

**Suggested Electives**

	<b>Units</b>
COOP 670 Cooperative Education	1-8
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 Prep.	3
LEGL 260 Advanced Legal Research & Writing	3
LEGL 264 Contracts	3
LEGL 672 Cooperative Education: Internship	1-4
LEGL 680 Selected Topics	5-3



LEGL 695 Independent Study	1-3
BUS. 430 Microcomputer Applications, Part I	1.5
BUS. 431 Microcomputer Applications, Part II	1.5
BUS. 432 Microcomputer Word Processing	1-3
<b>AS DEGREE - PARALEGAL</b>	

	<b>Units</b>
Core Requirements	27
General Educ. Requirements	18
P.E.	2
Electives	13
	<b>Total 60</b>

## 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 peoples' 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 BA Degree. Students can fulfill General Education and lower division social science and humanities requirements at Cañada. Courses must be evaluated by a letter grade, not by the credit (CR) grade.

### RECOMMENDED TRANSFER PROGRAM - PHILOSOPHY

	<b>Units</b>
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

### AA DEGREE - PHILOSOPHY

Students wishing an AA 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. 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 BA or advanced degree. Students can fulfill General Education and lower division science and social science requirements at Cañada. Courses must be evaluated by a letter grade, not by the credit (CR) grade.

### RECOMMENDED TRANSFER PROGRAM POLITICAL SCIENCE

	<b>Units</b>
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

### AA DEGREE - POLITICAL SCIENCE

Students wishing an AA 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. 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 BA degree. Students can fulfill General Education and lower division social science and science requirements at Cañada. Courses must be evaluated by a letter grade, not by the credit (CR) grade.

### RECOMMENDED TRANSFER PROGRAM - PSYCHOLOGY

	Units
PSYC 100 General Psychology	3
PSYC 110 Marriage and Relationship Choices	3
PSYC 201 Child Development	3
PSYC 202 Adolescent Behavior	3
PSYC 300 Social Psychology	3
PSYC 340 Psychology of Human Sexuality	3
BIOL 110 Principles of Biology	4
MATH 200 Elem. Probability & Statistics	4

### AA DEGREE - PSYCHOLOGY

Students wishing an AA 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. 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 Technology

## 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 that include 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 BA degree. Students can fulfill General Education and lower division social science requirements at Cañada. Courses must be evaluated by a letter grade, not by the credit (CR) grade.

### RECOMMENDED TRANSFER PROGRAM - SOCIAL SCIENCE

	Units
SOCI 100 Introduction to Sociology	3
SOCI 105 Social Problems	3
*SOCI 141 Understanding Diverse Racial/Ethnic Cultures	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
<i>*May be used for major and/or Ethnic Studies requirement.</i>	

### AA DEGREE - SOCIAL SCIENCE

Students wishing an AA 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. 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.*

## TRAVEL INDUSTRY/TOURISM

The Cañada College Tourism program is designed to prepare students with the job skills required for employment in the travel industry and to provide training for those already in the travel industry who wish to upgrade their skills. In addition to the entry-level courses in Tourism, emphasis is placed on advanced training. 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. Courses specifically required for the student's major must be evaluated by a letter grade, not by the credit (CR) grade.

### 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.

### OPTION 1

#### CERTIFICATE PROGRAM - RETAIL TRAVEL

##### Core Requirements

	Units
TOUR 100 Travel Industry Reference Materials	3
TOUR 101 Selling Travel	3
TOUR 672 Cooperative Education: Internship	
<i>or</i>	
COOP 670, Cooperative Education	2
TOUR 710 A.R.C. Forms and Procedures	3
TOUR 715 F.I.T. Planning and Costing	3
TOUR 720 Domestic Tariff and Ticketing	3
TOUR 723 Airline Computer Training	3
TOUR 725 International Airline Tariff and Ticketing	3
BUS. 430 Microcomputer Applications, Part I	1.5
BUS. 431 Microcomputer Applications, Part II	1.5
GEOG 150 World Regional Geography	3
Electives (must be courses from Suggested Electives list)	3
<b>Total</b>	<b>32</b>

##### Suggested Electives:

	Units
ANTH 105 Peoples and Cultures of the World	3
ANTH 370 Pre-Columbian Peoples and Cultures	3
GEOG 100 Physical Geography	3
GEOG 110 Cultural Geography	3
HIST 100 History of Western Civilization	3
H.R. 108 Intro. to Meetings and Conventions Management	3
H.R. 110 Hospitality Law	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

### OPTION 2

#### CERTIFICATION PROGRAM - WHOLESALE TRAVEL

##### Core Requirements

	Units
TOUR 100 Travel Industry Reference Materials	3
TOUR 101 Selling Travel	3
TOUR 672 Cooperative Education: Internship	
<i>or</i>	
COOP 670, Cooperative Education	2
TOUR 715 F.I.T. Planning and Costing	3
TOUR 720 Domestic Tariff and Ticketing	3
TOUR 723 Airline Computer Training	3
TOUR 725 International Airline Tariff and Ticketing	3
TOUR 731 Wholesale/Group Tour Operations	3
TOUR 732 Wholesale/Group Tour Packaging	3
BUS. 430 Microcomputer Applications, Part I	1.5
BUS. 431 Microcomputer Applications, Part II	1.5
GEOG 150 World Regional Geography	3
Electives (must be courses from Suggested Electives list)	3
<b>Total</b>	<b>35</b>

##### Suggested Electives:

	Units
ANTH 105 Peoples and Cultures of the World	3
ANTH 370 Pre-Columbian Peoples and Cultures	3
GEOG 100 Physical Geography	3
GEOG 110 Cultural Geography	3
HIST 100 History of Western Civilization	3
H.R. 108 Intro. to Meetings and Conventions Management	3
H.R. 110 Hospitality Law	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
TOUR 710 A.R.C. Forms and Procedures	3

### AS DEGREE - TOURISM

	Units
Retail Travel Certificate	
<i>or</i>	
Wholesale Travel Certificate	32-35
General Education Requirements	18
P.E.	2
Electives	5-8

### SPECIAL TRAINING CERTIFICATES

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

Cañada College also offers the four-semester Institute of Certified Travel Agents program of certification of travel industry professionals (C.T.C.). TOUR 750, 751, 752, and 753 are available for travel industry personnel preparing for certification exams and also as electives for students in the Tourism program who wish to prepare themselves with the management-level skills needed by travel industry executives. Contact the Tourism Office for information about certification fees.

**Departments**

Art  
 Drama  
 Disabled Student Program & Services  
 English  
 English Institute  
 Foreign Languages  
 Journalism  
 Music  
 Speech

The Humanities Division offers a Library Science course and a series of courses through the Disabled Students Programs & Services (DSP&S) and English Institute. There are no majors available in these areas nor are transfer programs offered.

**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**

Many job opportunities in Art require at least a BA degree. Students can fulfill lower division major requirements, as well as General Education, including lower division social science, science, and humanities requirements at Cañada.

**RECOMMENDED TRANSFER PROGRAM - ART**

	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

**AA DEGREE - ART**

Students wishing an AA degree in Art 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 Art 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 should be selected from the RECOMMENDED TRANSFER PROGRAM.*

**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**

Many job opportunities in Drama require at least a BA degree. Students can fulfill lower division major requirements, as well as General Education, including lower division social science, science, and humanities requirements at Cañada.

**RECOMMENDED TRANSFER PROGRAM - DRAMA**

	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 300 Play Production	1
DRAM 305 Technical Production	1

**AA DEGREE - DRAMA**

Students wishing an AA degree in Drama 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 Drama 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 should be selected from the RECOMMENDED TRANSFER PROGRAM.*

## 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

Many job opportunities in English require at least a BA degree. Students can fulfill lower division major requirements, as well as General Education, including lower division social science, science, and humanities requirements at Cañada.

### RECOMMENDED TRANSFER PROGRAM - ENGLISH

	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

### AA DEGREE - ENGLISH

Students wishing an AA degree in English 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 English 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 should be selected from the RECOMMENDED TRANSFER PROGRAM.*

## FOREIGN LANGUAGE

The Foreign Languages Department brings to students the riches of diverse cultures of the world. Here students can participate, either vicariously through the literature they are now able to read, or directly with their new-found linguistic abilities, in heritages the totality of which comprise all mankind. The Department offers transferable courses in French, German, Italian, and Spanish. Students master basic grammar and gain proficiency in understanding, speaking, reading, and writing the target language. Four levels of conversational language courses are offered in French, German, Italian, and Spanish, as well as beginning level conversational Japanese.

### CAREER OPPORTUNITIES

Given the multi-national nature of the business world today, fluency in a foreign language increases one's marketability and value to almost any business or industry. In addition, careers in translating and teaching offer many rewards.

### TRANSFER PROGRAM

Many job opportunities in Foreign Language require at least a BA degree. Students can fulfill lower division major requirements, as well as General Education, including lower division social science, science, and humanities requirements at Cañada.

### RECOMMENDED TRANSFER PROGRAM - FOREIGN LANGUAGE

	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.

### AA DEGREE - FOREIGN LANGUAGE

Students wishing an AA degree in Foreign Language 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 Foreign Language 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 should be selected from the RECOMMENDED TRANSFER PROGRAM.*

## 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**

Many job opportunities in Journalism require at least a BA degree. Students can fulfill lower division major requirements, as well as General Education, including lower division social science, science, and humanities requirements at Cañada.

**RECOMMENDED TRANSFER PROGRAM - JOURNALISM**

	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

**AA DEGREE - JOURNALISM**

Students wishing an AA degree in Journalism 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 Journalism 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 should be selected from the RECOMMENDED TRANSFER PROGRAM.*

**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**

Many job opportunities in Music require at least a BA degree. Students can fulfill lower division major requirements, as well as General Education, including lower division social science, science, and humanities requirements at Cañada.

**RECOMMENDED TRANSFER PROGRAM - MUSIC**

	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.

**AA DEGREE - MUSIC**

Students wishing an AA degree in Music 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 Music 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 should be selected from the RECOMMENDED TRANSFER PROGRAM.*

**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**

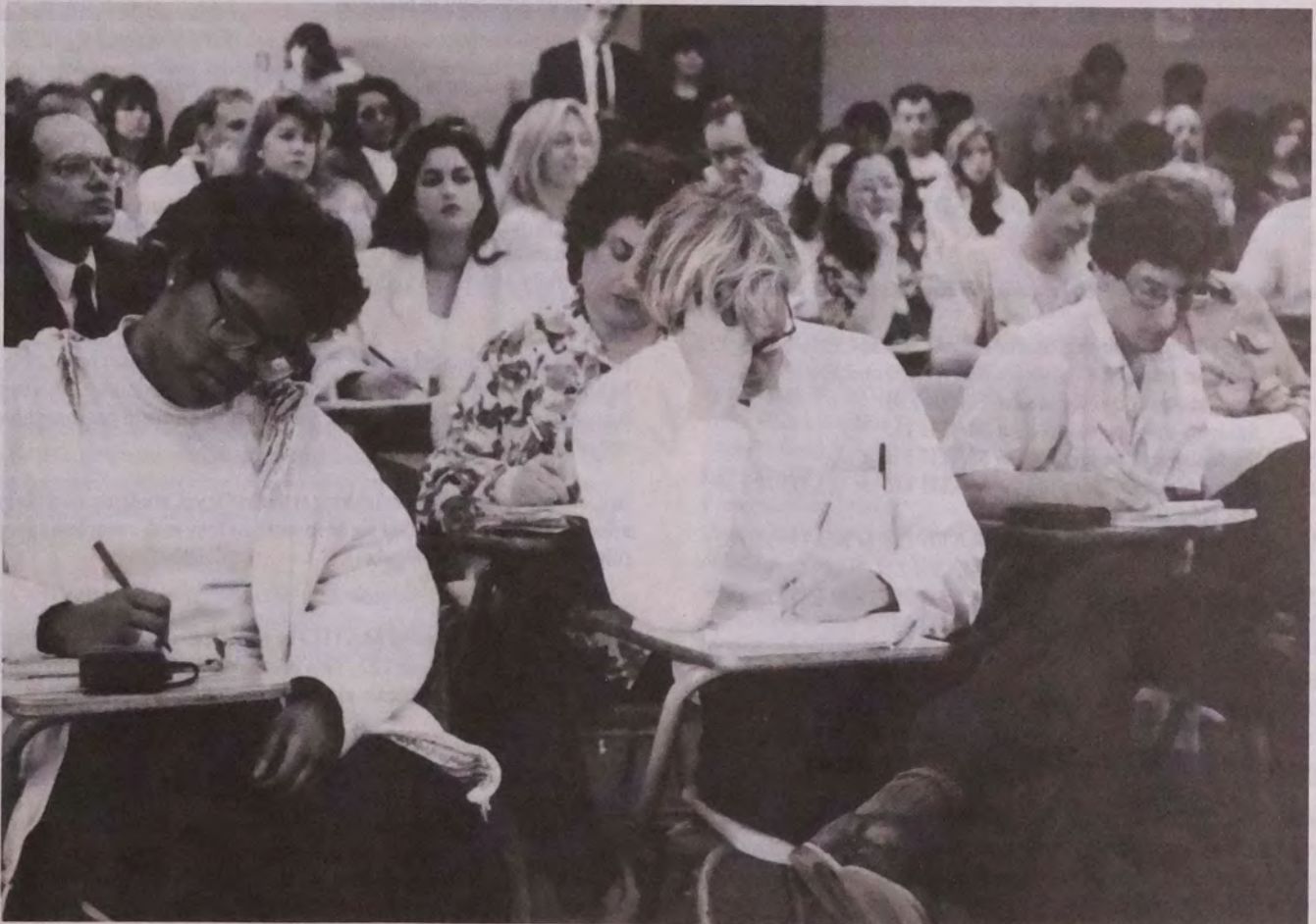
Many job opportunities in Speech require at least a BA degree. Students can fulfill lower division major requirements, as well as General Education, including lower division social science, science, and humanities requirements at Cañada.

**RECOMMENDED TRANSFER PROGRAM - SPEECH**

	<b>Units</b>
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.	

**AA DEGREE - SPEECH**

Students wishing an AA degree in Speech 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 Speech 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 should be selected from the RECOMMENDED TRANSFER PROGRAM.*



All courses and curricula listed in this catalog will not necessarily be offered during 1993-1995. 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.

#### **COURSE PREREQUISITES**

Course prerequisites and/or other requirements must be taken prior to enrolling in a course for which they're specified. Students should bring transcripts of other college or high school work if they want work at other institutions to be counted as a prerequisite. IF students have questions/concerns about course prerequisites, they should consult their counselor to discuss qualifications.

#### **RECOMMENDED BASIC SKILL PREREQUISITE SYSTEM**

All academic and vocational courses for which reading, writing, an/or math skills are required for successful course completion have recommended basic skill levels designated above their catalog descriptions. There are several ways in which students may demonstrate proficiency at these levels as explained below. Students need to demonstrate proficiency levels before counselors will recommend their enrollment in the associated courses.

#### **Open Curriculum**

Some courses are designated as OPEN CURRICULUM (OC) courses. This designation means that specific levels of reading, writing and/or math are not required for successful course completion. Most OC designated courses are activity courses which do not require students to use reading, writing, and/or math skills. Some OC designated courses are entry level reading, writing, and/or math courses. Specific levels of proficiency for enrollment in these courses are not designated because students may begin at their current instructional levels and proceed to higher levels of performance until they reach exit levels for course completion. Some of these courses, however, such as READ 801, ENGL 801, and MATH 811 may require that placement test results be on file prior to the first day of class.

#### **Recommended Basic Skill Levels can be summarized as follows:**

- Level 1 Students must be eligible for READ 802 and ENGL 800
- Level 2 Students must be eligible for READ 420 and ENGL 100
- Level 3 Students must be eligible for ENGL 110
- Math 2 Students must be eligible for MATH 111
- Math 3 Students must be eligible for MATH 110
- Math 4 Students must be eligible for MATH 115 or MATH 120 or MATH 121 or MATH 122
- Math 5 Students must be eligible for MATH 125 or MATH 130 or MATH 140 or MATH 200 or MATH 241
- Math 6 Students must be eligible for MATH 219 or MATH 220
- Math 7 Students must be eligible for MATH 251

#### **Level 1**

If a course has the designation Level: 1, students must be eligible for READ 802 and ENGL 800. This means that students need to demonstrate ability to read and write at the 9.0 grade level.

In order to demonstrate proficiency at this level, students may attain appropriate Reading and English Placement Test scores or they may complete successfully the following combinations of reading and writing courses to reach this level:

ENGL 801 (3 units) and READ 801 (3 units) *or*  
ESL 844 (4 units) and ESL 864 (4 units)

#### **Level 2**

If a course is designated LEVEL: 2, students must be eligible for READ 420 and ENGL 100. This means that students need to demonstrate ability to read and write at the 11.0 grade level.

In order to demonstrate proficiency at this level, students may attain appropriate Reading and English Placement Test scores or they may complete successfully the following combinations of reading and writing courses to read at this level:

READ 802 (3 units) and ENGL 800 (3 units) *or*  
ESL 400 (5 units) and READ 802 (3 units)

#### **Level 3**

If a course is designated LEVEL: 3, students must be eligible for ENGL 110. This means that students need to demonstrate ability to read and write at the college level.

In order to demonstrate proficiency at this level, students may attain appropriate Reading and English Placement Test scores or they may complete successfully the following combination of reading and writing courses to read at this level:

READ 420 (3 units) and ENGL 100\*

\*If ENGL 100 is a COURSE PREREQUISITE for a particular course, students must take the course. An appropriate English Placement Test score does not apply in this case.

#### **Math 2 (M2)**

If a course is designated as MATH 2 or M2, students must be eligible for MATH 111. This means that students need to demonstrate the ability to perform basic arithmetic operations successfully. MATH 111 and 112 cover elementary algebra offered in two semesters.

In order to demonstrate proficiency at the M2 level, students may attain an appropriate Placement Test score in math or they may complete successfully MATH 811 (Pre-algebra).

#### **Math 3 (M3)**

If a course is designated as MATH 3 or M3, students must be eligible for MATH 110 which covers elementary algebra in one semester. This means that students need to demonstrate the ability to perform basic arithmetic operations successfully.

In order to demonstrate proficiency at the M3 level, students may attain an appropriate Placement Test score in math or they may complete successfully MATH 811 (Pre-algebra).

#### **Math 4 (M4)**

If a course is designated as MATH 4 or M4, students must be eligible for MATH 115, 120, 121, or 122. This means that students need to demonstrate ability to perform basic algebraic operations successfully.

In order to demonstrate proficiency at the M4 level, students may attain an appropriate Placement Test score in math or they may take MATH 110 or MATH 111 and 112.



**Math 5 (M5)**

If a course has the designation Math 5 or M5, students must be eligible for MATH 125, 130, 140, 200, or 241. This means that students need to demonstrate ability to perform intermediate algebraic operations successfully.

In order to demonstrate proficiency at this level, students need to attain an appropriate Placement Test score in Math or complete successfully MATH 120, 121, or 122 and 123.

**Math 6 (M6)**

If a course has the designation Math 6 or M6, students must be eligible for MATH 219 or 220. This means that students need to demonstrate ability to perform trigonometric operations successfully.

In order to demonstrate proficiency at this level, students may attain an appropriate Placement Test score in Math or they may take Math 130.

**Math 7 (M7)**

If a course has the designation Math 7 or M7, students must be eligible for MATH 251. This means that they need to demonstrate ability to perform college algebra operations successfully.

In order to demonstrate proficiency at this level, students may attain an appropriate Placement Test score in Math or they may complete successfully MATH 219 or 220.

Note that if any of the math courses specified above are designated as COURSE PREREQUISITES for a particular course(s), students must take the courses specified. Appropriate Placement Test scores in Math do not apply.

**Credit Value**

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 three hours per week in a laboratory or activity course.

**California Articulation Number (CAN)**

The California Articulation Number 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 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.)

Basic Skills Level: 1

Prerequisites: Enrollment in 7 units, including Cooperative 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. Transfer: CSU.

**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)

Basic Skills Level: 1

Prerequisites: Enrollment in 7 units, including Cooperative 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 instruction 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 up to 16 units.

**680 SELECTED TOPICS**

Units (Grade Option) 0.5-3

Class Hours By Arrangement

Basic Skills Level: 1

Prerequisites: None

Description: These courses focus on selected topics not covered by regular catalog offerings. Course content and unit credit are to be determined by the appropriate division in relation to community/student need and available staff. These innovative, experimental courses may be offered as lecture or lab classes. See semester class schedule for particular offerings. May be repeated for credit up to 3 units.

**682 TRAVEL-STUDY COURSES**

Units (Grade Option) 1-5

Class Hours By Arrangement

Basic Skills Level: 1

Prerequisites: None

Description: Selected travel-study issues not covered by regular catalog offerings. Course content and unit credit to be determined by the appropriate division in relation to community/student need and available staff. These innovative courses may be offered as seminar, lecture, or lecture/lab classes. See semester schedule for particular offerings. Course content and requirements will meet standards of academic rigor required of all TRANSFER level courses, including outside reading and preparation, and strict evaluation. Courses incorporate a travel-study format. May be repeated for credit up to 5 units.

**690 RESEARCH PROJECTS**

Units 1-3

Class Hours By Arrangement

Basic Skills Level: 1

Prerequisites: Two previous courses in the discipline, or concurrent enrollment in the second course, and an overall 3.0 GPA in the department.

Description: Research projects in a particular discipline. Content to be arranged with individual faculty member and approved by appropriate Division Dean. No student may enroll in more than two research courses per semester. May be repeated for credit up to 3 units.

**695 INDEPENDENT STUDY**

Units (Grade Option) 0.5-6 (No more than 3 units per semester)

Class Hours By Arrangement

Basic Skills Level: 1

Prerequisites: None

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 LABORATORY**

Units 0

Class Hours By Arrangement

Basic Skills Level: Same as concurrent course.

Prerequisites: Student must remain concurrently enrolled in course 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 enrollment. General consultation and supervision are provided by the faculty member in charge.

**880 OTHER SELECTED TOPICS**

Units (Grade Option) 0.5-3

Class Hours By Arrangement

Basic Skills Level: 1

Prerequisites: None

Description: Any division may offer 880 focusing on selected topics not covered by regular catalog offerings and treating the development of reading and writing skills. Appropriate divisions may also offer non degree credit experimental courses in reading, writing and/or math skills. 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 lecture or lab classes. See semester schedule for particular offerings. Not designed for transfer credit. Units do not apply towards AA/AS degree. May be repeated for credit up to 3 units.

**ACCOUNTING****ACTG 100 ACCOUNTING PROCEDURES**

Units (Grade Option) 3

Class Hours 3 lecture hours/week

Basic Skills Level: 1; M2

Prerequisites: BUS. 110 or 115

Description: This course is an introduction to basic accounting principles and procedures. The double-entry bookkeeping system is presented also. Transfer: CSU.

**ACTG 121 FINANCIAL ACCOUNTING. (CAN BUS 2)**

Units 1-5

Class Hours 1-5 lecture hours/week

Basic Skills Level: 1; M2

Prerequisites: None

Description: This course is an introduction to the fundamentals of a basic accounting system including how to record business transactions, prepare financial statements, and use accounting information in accordance with generally accepted accounting standards. The course will include both theoretical and practical problem-solving learning experiences to help the student develop analytical abilities in using financial data. Recommended for all business major transfer students. Transfer: CSU, UC.

**ACTG 131 MANAGERIAL ACCOUNTING. (CAN BUS 4)**

Units 1-5

Class Hours 1-5 lecture hours/week

Basic Skills Level: 1

Prerequisites: ACTG 121 (4 units) or equivalent with a grade of C or better

Description: In this course students will prepare financial information used in the planning, organizing, directing, controlling, and decision-making process. The course will include managerial accounting concepts, systems for manufacturing business, cost behavior and cost estimating, budgeting, break-even analysis, financial statement analysis, and accounting for not-for-profit organizations. Recommended for all business major transfer students. Transfer: CSU, UC.

**ACTG 171 INDIVIDUAL INCOME TAX PROCEDURES**

Units (Grade Option) 3

Class Hours 3 lecture hours/week

Basic Skills Level: 1

Prerequisites: None

Description: This course is an introduction to the use of the internal revenue code. Students will evaluate tax regulations and use other reference materials for preparing individual tax returns. Transfer: CSU.

**ACTG 180 PAYROLL AND BUSINESS TAXES**

Units (Grade Option) 1.5

Class Hours 1.5 lecture hours/week

Basic Skills Level: 1

Prerequisites: ACTG 100 or 121 (4 units) or equivalent

Description: This course is an overview of payroll accounting procedures which includes state and federal laws and regulations. Also included is an evaluation of California sales tax regulations and requirements for declarations of real and personal property valuation. Offered Spring only.

**ACTG 190 INTRODUCTION TO COMPUTERIZED ACCOUNTING**

Units (Grade Option) 1.5

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

Basic Skills Level: 1

Prerequisites: ACTG 100 or 121 (4 units) or equivalent and BUS. 430 or equivalent

Description: This course is an introduction to the use of microcomputer and ledger accounting software. Students will also analyze the use of the microcomputer in an accounting work environment. Transfer: CSU.

**ACTG 192 ADVANCED COMPUTERIZED ACCOUNTING**

Units (Grade Option) 1.5

Class Hours 1.5 lecture/2 by arrangement hours/week

Basic Skills Level: 1

Prerequisites: ACTG 190

Description: This course is an overview of advanced accounting procedures for the microcomputer. Students develop skill using accounting software for computerized accounts receivable, payroll, accounts payable, and inventory control. Transfer: CSU.

**ANATOMY****ANAT 250 ANATOMY (CAN BIOL 10)**

Units 4

Class Hours 3 lecture, 3 lab hours/week

Basic Skills Level: 1

Prerequisites: High school Biology with grade B or better or equivalent

Description: Structure of the human body as demonstrated through laboratory study and dissection of the human cadaver. Intended for students in nursing, physiotherapy, hygiene and physical education. Elective for pre-dental, 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

Basic Skills Level: 1

Prerequisites: None

Description: This course is a comparative study of the Eskimo, Bushman of Africa, Mountain People of New Guinea, Pygmy, Yanomamo of Brazil, and Peoples of Micronesia. Students will also compare and contrast people 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

Basic Skills Level: 1

Prerequisites: None

Description: This course is a comparison of human behavior expressed in different cultures, religions, economies, personalities, kinships and families throughout the world. Also included is the analysis of methods and theories of anthropology. Transfer: CSU, UC.

**ANTH 125 PHYSICAL ANTHROPOLOGY (CAN ANTH 2)**

Units (Grade Option) 3

Class Hours 3 lecture hours/week

Basic Skills Level: 1

Prerequisites: None

Description: This course is an overview of the history of life on earth and the evolution of different life forms. Also addressed are the differences and similarities between humans and apes, the behavior of human ancestors, the biological similarities and differences between men and women, and socio-biology. Transfer: CSU, UC.

**ANTH 360 INDIANS OF NORTH AMERICA**

Units (Grade Option) 3

Class Hours 3 lecture hours/week

Basic Skills Level: 1

Prerequisites: None

Description: This course is an overview of life-ways of North American Indian cultures in different geographical areas of North America. Emphasis is placed 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

Basic Skills Level: 1

Prerequisites: None

Description: This course is a comparison of middle American civilization as developed through cultures such as Olmec, Zapotec, Mixtec, Maya, Toltec, and Aztec. Emphasis is placed on the analysis and evaluation of the developing Middle America, 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 400 ANTHROPOLOGICAL THEORIES OF AMERICAN CULTURE**

Units (Credit/No Credit) 1-3 (1 unit per semester only)

Class Hours 1-3 lecture hours/week

Basic Skills Level: 1

Prerequisites: None

Description: This course is an overview of anthropological theories of American culture. The economic and political trends, the American value system, and subcultures in America will be examined also. May be repeated for credit up to 3 units. Transfer: CSU.

**ARCHITECTURE****ARCH 110 BASIC ARCHITECTURAL DRAWING**

Units (Grade Option) 3

Class Hours 3 lecture hours/week

Basic Skills Level: 1

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

Basic Skills Level: 1

Prerequisites: None

Description: A survey of the development of art in the prehistoric, ancient, classic, and medieval periods. Emphasis placed upon the structure of art and its use in society. Transfer: CSU, UC.

**ART 102 HISTORY OF ART II**

Units (Grade Option) 3  
 Class Hours 3 lecture hours/week  
 Basic Skills Level: 1  
 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  
 Basic Skills Level: 1  
 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 201 FORM AND COMPOSITION I**

Units (Grade Option) 3  
 Class Hours 3 lecture/3 lab hours/week  
 Basic Skills Level: OC  
 Prerequisites: None

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  
 Basic Skills Level: OC  
 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  
 Basic Skills Level: OC  
 Prerequisites: None

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  
 Basic Skills Level: OC  
 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 206 FIGURE DRAWING AND PORTRAITURE**

Units (Grade Option) 3  
 Class Hours 3 lecture/3 lab hours/week  
 Basic Skills Level: 1  
 Prerequisites: ART 201 OR ART 204

Description: This drawing class is a study of the human figure in which emphasis will be placed on the underlying structure of the figure. Portraiture will be covered as it relates to the representation of the head and body to reveal characterization. Transfer: CSU.

**ART 207 LIFE DRAWING**

Units (Grade Option) 3  
 Class Hours 3 lecture/3 lab hours/week  
 Basic Skills Level: OC  
 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  
 Basic Skills Level: OC  
 Prerequisites: None

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 (CAN ART 10)**

Units (Grade Option) 3  
 Class Hours 3 lecture/3 lab hours/week  
 Basic Skills Level: OC  
 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  
 Basic Skills Level: OC  
 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 WATERCOLOR I**

Units (Grade Option) 3  
 Class Hours 3 lecture hours/week  
 Basic Skills Level: OC  
 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. Transfer: CSU, UC.

**ART 232 WATERCOLOR II**

Units (Grade Option) 3  
 Class Hours 3 lecture hours/week  
 Basic Skills Level: OC  
 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. Transfer: CSU, UC.

**ART 234 PRINTMAKING I**

Units (Grade Option) 3

Class Hours 3 lecture/3 lab hours/week

Basic Skills Level: OC

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

Basic Skills Level: OC

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 (Grade Option) 3

Class Hours 3 lecture/3 lab hours/week

Basic Skills Level: OC

Prerequisites: None

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

Basic Skills Level: OC

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 314 GRAPHIC ARTS AND LAYOUT ON THE MACINTOSH**

Units (Grade Option) 3

Class Hours 3 lecture/3 lab hours/week

Basic Skills Level: 1

Prerequisites: None

Description: This course provides an introduction to typography and graphic layout/design fundamentals, as well as digital desktop publishing skills and other computer graphic uses. As this is a fine arts course, students will be encouraged to generate their own creative content for publication, as well as to design it. Participation in collaborative design processes with writers and organizations on or off-campus, as well as with classmates, is encouraged. Transfer: CSU.

**ART 320 PERSPECTIVE**

Units 3

Class Hours 3 lecture hours/week

Basic Skills Level: OC

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 351 BASIC BLACK AND WHITE PHOTOGRAPHY**

Units 3

Class Hours 2 lecture/2 lab/1 by arrangement lab hours/week

Basic Skills Level: OC

Prerequisites: ART 356 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 for 6 weeks

Basic Skills Level: 1

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 for 6 weeks

Basic Skills Level: 1

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 for 6 weeks

Basic Skills Level: 1

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

Basic Skills Level: 1

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

Basic Skills Level: M4

Prerequisites: Completion of or concurrent enrollment 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

Basic Skills Level: 1

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

Basic Skills Level: 1

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, 3 lab/week

Basic Skills Level: 1

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

Basic Skills Level: 1

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/6 Lab hours/week

Basic Skills Level: 2

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 230 INTRODUCTION TO CELL BIOLOGY**

Units 4

Class Hours 3 lecture/3 lab hours/week

Basic Skills Level: 2

Prerequisites: Biol 110 with a grade of C or better, or high school biology with a grade of B or better, and Chem 192, 210, 220 or equivalent.

Description: This course is designed for biology majors and is an introduction to life functions at the cellular level. The course encompasses both the cellular level of structure and the macromolecular architecture of the cell, the functional processes of cellular energetics, chemical regulation, photochemical activities, molecular genetics, recombinant DNA, and genetic engineering. Transfer: CSU.

**BIOL 240 GENERAL MICROBIOLOGY**

Units 4

Class Hours 3 lecture/3 lab hours/week

Basic Skills Level: 1

Prerequisites: CHEM 192, 210 or 410 or equivalent and either BIOL 110 or 130 or equivalent.

Description: This course deals with an introduction to microbial life in nature, the molecular and biochemical characteristics of microorganisms, and the techniques and procedures used by microbiologists. Emphasis is placed on those microbes that play an important role in human daily life, especially those that cause disease. Laboratory emphasizes isolation, cultivation and identification of bacteria. Transfer: CSU.

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

Units (Grade Option) 3

Class Hours 3 lecture hours/week

Basic Skills Level: 1

Prerequisites: None

Description: This course is an overview of scientific principles of nutrition and interrelationships of metabolism, nutritional requirements through life cycles, and health hazards of nutritional imbalance. Emphasis is placed on evaluating the nutritional content of foods, analyzing diets and food advertising, and learning to use scientifically recognized nutrition references and consumer information publications. Transfer: CSU, UC.

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

Units (Grade Option) 3

Class Hours 3 lecture hours/week

Basic Skills Level: 1

Prerequisites: BIOL 310 or H.EC 310

Description: This course is an introduction to metabolic disorders of human body systems that require dietary modifications. Topics include medical and dietary problems of the circulatory, bony skeleton, endocrine, excretory, reproductive systems, and their implications for optimum health. Cancer, inborn errors of metabolism, and natural food toxins will be discussed also. Medical terminology is emphasized. Transfer: CSU.

**BIOL 890 INTRODUCTION TO BIOLOGY CONTENT BASED PROGRAM**

Units (Grade Option) 3

Class Hours 3 lecture hours/week

Basic Skills Level: OC

Prerequisites: None

Description: Students are introduced to selected areas of the natural sciences. At the same time they are provided instruction in reading and writing using natural sciences content. Students are thus better prepared to transition into the regular science curriculum. This course is taught by a biology and ESL/English instructor. (Units do not apply toward the AA/AS degree.)

**BOTANY****BOTY 112 NATIVE PLANTS AND WILDFLOWERS**

Units (Grade Option) 3

Class Hours 2 lecture, 3 lab hours/week

Basic Skills Level: 1

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

Basic Skills Level: 1

Prerequisites: None

Description: Introduction to plant science including cells, plant groups, propagation, distribution, succession, structure, and function. Transfer: CSU, UC.

**BUSINESS/OFFICE TECHNOLOGY****BUS. 100 SURVEY OF BUSINESS**

Units (Grade Option) 3

Class Hours 3 lecture hours/week

Basic Skills Level: 1

Prerequisites: None

Description: This course is an introductory survey of the nature, organization, and structure of the American enterprise system. Major areas examined include management, marketing, and financing of businesses. Transfer: CSU.

**BUS. 101 HUMAN RELATIONS IN BUSINESS**

Units (Grade Option) 3

Class Hours 3 lecture hours/week

Basic Skills Level: 1

Prerequisites: None

Description: This course is a broad overview of the basic psychological principles operating in family, social, and business relationships. Other topics examined are perception, self-image, self-management, prejudice, creativity, and resistance to change. Recommended for all business majors. (Qualifies as CEU credits for nurses.) Transfer: CSU.

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

Units 3

Class Hours 3 lecture/2 by arrangement hours/week

Basic Skills Level: 1

Prerequisites: None

Description: This course is an overview of business computer systems which includes hardware, software, flow-charting, and programming using BASIC. Introductory units on the microcomputer and software packages (spreadsheets, word processing, database, and DOS commands) used in business are analyzed also. This 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

Basic Skills Level: OC

Prerequisites: None

Description: This course is a review of the basic arithmetic skills--

addition, subtraction, multiplication, division, fractions, and decimals. Problem-solving skills will be developed using basic arithmetic operations as applied to business problems. Units do not apply toward AA/AS degree.

**BUS. 115 BUSINESS MATHEMATICS**

Units (Grade Option) 3

Class Hours 3 lecture hours/week

Basic Skills Level: 1, M2

Prerequisites: BUS. 110 with grade of C or better

Description: This is an introductory course in business mathematics. Students analyze and perform calculations involving taxes, discounts, negotiable instruments, periodic payments, compensation methods, inventory pricing, depreciation, and present value. Transfer: CSU.

**BUS. 129 CALCULATING MACHINES**

Units (Grade Option) 1

Class Hours 1 lecture hour/week

Basic Skills Level: 1, M4

Prerequisites: None

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 Classes for listing.

**BUS. 131 MONEY MANAGEMENT**

Units (Grade Option) 3

Class Hours 3 lecture hours/week

Basic Skills Level: 1

Prerequisites: None

Description: This course is an overview of managing money. Topics examined include financial planning, saving and borrowing money, real estate and security investments, estate planning, and income tax preparation. Transfer: CSU.

**BUS. 150 SMALL BUSINESS MANAGEMENT**

Units (Grade Option) 3

Class Hours 3 lecture hours/week

Basic Skills Level: 1

Prerequisites: BUS. 100 or previous business experience

Description: This course is an introduction to the methods used for starting and managing a small business. Students also analyze and compare opportunities and hazards of operating a small business. Transfer: CSU.

**BUS. 155 SMALL BUSINESS PROBLEM SOLVING**

Units (Credit/No Credit) 0.5

Class Hours By Arrangement (8 lecture hours total)

Basic Skills Level: 1

Prerequisites: None

Description: This course is designed 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 are required. Transfer: CSU.

**BUS. 180 MARKETING**

Units (Grade Option) 3

Class Hours 3 lecture hours/week

Basic Skills Level: 1

Prerequisites: None

Description: This is an introduction to the marketing principles and

methods used by business. Students evaluate those marketing principles and methods used in the development, manufacture, pricing and promotion of consumer goods. Transfer: CSU.

**BUS. 201 BUSINESS LAW (CAN BUS 8)**

Units (Grade Option) 3  
Class Hours 3 lecture hours/week  
Basic Skills Level: 1  
Prerequisites: None

Description: This course is an introduction to the laws applicable to business institutions and their operation. Topics also evaluated are sources of law, agencies for enforcement and court procedures, California law applicable to contracts and agency relationships, crimes, and torts. Transfer: CSU, UC.

**BUS. 400 BUSINESS ENGLISH**

Units (Grade Option) 3  
Class Hours 3 lecture hours/week  
Basic Skills Level: 1  
Prerequisites: None

Description: This course is an overview of English skills used in business writing. Students apply skills in grammar, punctuation, spelling, capitalization, word usage, and vocabulary when writing a variety of business documents. Transfer: CSU.

**BUS. 401 BUSINESS COMMUNICATIONS**

Units (Grade Option) 3  
Class Hours 3 lecture hours/week  
Basic Skills Level: 1  
Prerequisites: BUS. 400

Description: This course is designed to provide students with improved written and oral communication skills. Students will learn to read and write business documents and reports. This course is recommended for all business majors and other students preparing for careers. Transfer: CSU.

**BUS. 402 MACHINE TRANSCRIPTION**

Units (Grade Option) 1-3  
Class Hours 1-3 lecture/2 lab hours by arrangement/week  
Basic Skills Level: 1  
Prerequisites: BUS. 400; BUS. 415 or 40 wpm

Description: This course is an overview of the microcomputer and WordPerfect software used for transcribing machine-dictated letters, memos, reports, and other business documents. Also included is proper formatting techniques for business documents. Open entry/Open exit. May be repeated for credit up to 3 units. Transfer: CSU.

**BUS. 403 LETTER FORMATS**

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

Description: This course is an overview of the use of the microcomputer and WordPerfect software used to keyboard, store, retrieve, and print mailable business letters and memos in various styles and formats. How to use the special features of WordPerfect software will be included also. Open entry/open exit. May be repeated for credit up to 3 units. Transfer: CSU.

**BUS. 404 REPORT FORMATS**

Units (Grade Option) 1-3  
Class Hours 1-3 lecture/2 by arrangement hours/week  
Basic Skills Level: 1

Prerequisites: BUS. 415 or 40 wpm  
Description: Students will use a microcomputer and WordPerfect software to keyboard, store, retrieve, and print business reports in various styles and formats. Special features of WordPerfect software are included in the course. Open entry/open exit. May be repeated for credit up to 3 units. Transfer: CSU.

**BUS. 405 SKILL BUILDING**

Units (Credit/No Credit) 1-3  
Class Hours 1-3 lecture/2 by arrangement lab hours/week  
Basic Skills Level: 1  
Prerequisites: BUS. 415 or 40 wpm

Description: In this course students are provided individualized, self-paced instruction to help improve accuracy and develop keyboarding speed using the microcomputer and Cortez Peters software. Diagnostic tests are given at the beginning of each unit to assess skill levels. Open entry/Open exit. May be repeated for credit up to 3 units. Transfer: CSU.

**BUS. 410 OFFICE INTERNSHIP**

Units (Grade Option) 3  
Class Hours 2 lecture/3 lab hours/week  
Basic Skills Level: 1

Prerequisites: BUS. 110, 400, 402 or 403, and BUS. 431 or 441  
Description: In this course students will apply office skills learned in previous courses doing on-the-job type applications by producing documents in the student-operated document center. Students will analyze technological procedures used in the electronic office. Transfer: CSU.

**BUS. 415 COMPUTER KEYBOARDING**

Units (Grade Option) 3  
Class Hours 3 lecture/2 by arrangement lab hours/week  
Basic Skills Level: 1  
Prerequisites: None

Description: This course is an overview of correct keyboarding techniques using the alphabetic and numeric keys on the microcomputer. Computer software is used to aid in developing a minimum speed of 25 wpm. Also included is instruction for using the 10-key calculator and/or the 10-key pad of the computer. Transfer: CSU.

**BUS. 416 OFFICE SKILLS AND PROCEDURES**

Units (Grade Option) 3  
Class Hours 3 lecture/2 by arrangement lab hours/week  
Basic Skills Level: 1  
Prerequisites: BUS. 415 or 40 wpm

Description: This course is designed to provide students with basic office skills for students who plan to pursue a career in an office. Telephone techniques, filing procedures, receptionist skills, and a review of language skills are included in the course. Transfer: CSU.

**BUS. 425 BASIC DOS**

Units (Grade Option) 1.5  
Class Hours 1.5 lecture/2 by arrangement lab hours/week  
Basic Skills Level: 1  
Prerequisites: BUS. 415, 430, 431 or equivalent

Description: This is an introductory course on the use of DOS (Disk Operating System) for the microcomputer. This course covers all internal DOS commands and the external commands such as format, diskcopy, and checkdisk. Transfer: CSU.



**BUS. 426 ADVANCED DOS**

Units (Grade Option) 1.5

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

Basic Skills Level: 1

Prerequisites: BUS. 425 or equivalent

Description: This course covers the intermediate and advanced commands of DOS including batch files, pipes and filters, menus, and hard disk management. Edlin and other methods of creating batch files, organizing a hard disk, tailoring your system, creating menus, and using local area networks (LANS) will be covered also. Transfer: CSU.

**BUS. 430 INTRODUCTION TO MICROCOMPUTER APPLICATIONS I**

Units (Grade Option) 1.5

Class Hours 1.5 lecture/2 by arrangement lab hours/week (may be offered for 8 weeks with 3 lecture/2 by arrangement hours/week)

Basic Skills Level: 1

Course Prerequisites: BUS. 415 or keyboard 40 wpm

Description: This is an introductory hands-on course on the use of microcomputers. Students will learn the basic DOS (Disk Operating System) commands, word processing using WordPerfect 5.1, telecommunications including local area networks, and an introduction to graphics. Transfer: CSU.

**BUS. 431 INTRODUCTION TO MICROCOMPUTER APPLICATIONS II**

Units (Grade Option) 1.5

Class Hours 1.5 lecture/2 by arrangement lab hours/week (may be offered for 8 weeks with 3 lecture/2 by arrangement hours/week)

Basic Skills Level: 1

Prerequisites: BUS. 430

Description: This hands-on course is a continuation of BUS. 430. Students will learn spreadsheet commands using Lotus 1-2-3 and database commands using dBase III+. Also covered will be the selection, upgrading, and care of a microcomputer. Transfer: CSU.

**BUS. 432 MICROCOMPUTER WORDPROCESSING**

Units (Grade Option) 1-3

Class Hours 1-3 lecture/2 by arrangement lab hours/week

Basic Skills Level: 1

Course Prerequisites: BUS. 430 and 431 or equivalent; keyboard 40 wpm

Description: In this course, students will learn to keyboard, revise, edit, store files, and print documents using a microcomputer and WordPerfect. The special features of using WordPerfect software will be covered during this course. Emphasis will be placed on producing mailable documents. May be repeated for credit up to 3 units. Transfer: CSU.

**BUS. 433 ADVANCED WORDPERFECT**

Units (Grade Option) 1.5

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

Basic Skills Level: 1

Prerequisites: BUS. 432 or equivalent

Description: In this course students will use the beginning and advanced macros, desktop publishing, manuscripts, and large document features of WordPerfect software using a microcomputer. Multiple-page documents and legal applications are covered also. Transfer: CSU.

**BUS. 434 MICROCOMPUTER SPREADSHEET**

Units (Grade Option) 3

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

Basic Skills Level: 1

Prerequisites: BUS. 430 and 431 or equivalent; keyboard 40 wpm

Description: In this course students will learn to create, revise, edit, store files, and print documents using a microcomputer and LOTUS 1-2-3. Topics include creating graphs, managing databases, and creating macros. Transfer: CSU.

**BUS. 435 EXCEL SKILLS FOR THE OFFICE WORKER**

Units (Grade Option) 3

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

Basic Skills Level: 1

Prerequisites: BUS. 415 or 40 wpm

Description: In this course students will learn to create, revise, edit, store files, and print spreadsheets using the Macintosh CX II and EXCEL. Topics include creating graphs, managing databases, and creating macros. Transfer: CSU.

**BUS. 436 MICROCOMPUTER DATABASE MANAGEMENT**

Units (Grade Option) 3

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

Basic Skills Level: 1

Prerequisites: BUS. 430 and 431 or equivalent; keyboard 40 wpm

Description: Students will design a database, establish the data entry screens, and produce business reports from a database using a microcomputer and dBase III+. Topics include relational databases, macros, file operations, and database management. Transfer: CSU.

**BUS. 437 DATABASE MANAGEMENT FOR THE MACINTOSH**

Units (Grade Option) 3

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

Basic Skills Level: 1

Prerequisites: BUS. 440 and 441 or equivalent; and BUS. 415 or 40 wpm

Description: Database management using Double Helix on the Macintosh CX II computer is presented in this course. Topics include designing, creating a database file, editing, customizing form designs, validating a database file, making queries, printing, understanding multiple relations and subforms, and posting and reporting. Also examined are form letters, custom menus, and passwords export/import data, sequence icons, and documentation. Transfer: CSU.

**BUS. 438 DTP: USING PAGEMAKER**

Units (Grade Option) 1-3

Class Hours 1-3 lecture/2 by arrangement lab hours/week

Basic Skills Level: 1

Prerequisites: BUS. 430 and 431 or equivalent; and keyboard 40 wpm

Description: This course is an overview of desktop publishing as used in offices. Students will use a high-end desktop publishing program--PageMaker--to create flyers, bulletins, business cards, etc. May be repeated for credit up to 3 units. Transfer: CSU.

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

Units (Grade Option) 1.5

Class Hours 1.5 lecture/2 lab hours/week (may be offered for 8 weeks with 3 lecture/2 by arrangement hours/week)

Basic Skills Level: 1

Prerequisites: BUS. 415, BUS. 430 or COMP 430 or equivalent

Description: This course consists of "hands-on" instruction on how to use the Macintosh CX II computer. Documents for the office using word processing and spreadsheet software will be examined also. Transfer: CSU.

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

Units (Grade Option) 1.5

Class Hours 1.5 lecture/2 lab hours/week (may be offered for 8 weeks with 3 lecture/2 by arrangement hours/week)

Basic Skills Level: 1

Prerequisites: BUS. 440

Description: This course consists of "hands-on" instruction on how to use the Macintosh CX II computer. Students will learn to complete documents for an office using database, graphics and desktop publishing,

networking between Macintoshes and other microcomputers, and telecommunication software. Transfer: CSU.

**BUS. 442 MICROSOFT WORD ON THE MACINTOSH**

Units (Grade Option) 3

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

Basic Skills Level: 1

Prerequisites: BUS. 440 and 441 or equivalent

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. Transfer: CSU.

**BUS. 444 TELECOMMUNICATIONS**

Units (Grade Option) 1.5

Class Hours 1.5 lecture/2 by arrangement lab hours/week (may be offered for 8 weeks with 3 lecture/2 by arrangement lab hours/week)

Basic Skills Level: 1

Prerequisites: BUS. 431 or 441

Description: This is an introductory course on the use of telecommunication software, modems, facsimile, and electronic mail used with microcomputers in an office. Point-to-point communications and electronic bulletin boards will be examined also. Transfer: CSU.

**BUS. 446 INTRODUCTION TO LOCAL AREA NETWORKS**

Units (Credit/No Credit) 1

Class Hours 1 lecture/2 by arrangement lab hours/week

Basic Skills Level: 1

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. 448 USING MICROSOFT WINDOWS**

Units (Credit/No Credit) 1

Class Hours 1 lecture/2 by arrangement lab hours/week

Basic Skills Level: 1

Prerequisites: Bus. 430 and Bus. 431 or equivalent

Description: This course is an introduction to Microsoft Windows, Version 3.0. This course is designed to present the various applications, utilities, file management, and environmental controls within the Microsoft Windows program. Transfer: CSU.

**BUS. 450 PERSONAL COMPUTER MAINTENANCE AND SYSTEM UPGRADES**

Units (Grade Option) 3

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

Basic Skills Level: 1

Prerequisites: Bus. 415 and Bus. 425 or equivalent

Description: This course introduces students to problem solving skills for microcomputers. Topics covered include a review of hardware, software error codes, replacement of boards, optimization of a hard disk, caring for floppy disk drives, hardware versus software problems, troubleshooting, and analysis of problems associated with printers and software.

**BUS. 452 INTRODUCTORY CAD APPLICATIONS**

Units (Grade Option) 1.5

Class Hours 3 lecture/2 by arrangement lab hours/week for 8 weeks

Basic Skills Level: 1

Prerequisites: BUS. 425 and 426 or equivalent

Description: This course is an introduction to CAD applications for persons writing and interpreting reports that include designs. Students will learn the basics of computer-assisted design techniques using a microcomputer (IBM clone) and AutoCAD software. Transfer: CSU.

**BUS. 454 INTRODUCTION TO HARVARD GRAPHICS**

Units (Grade Option) 1.5

Class Hours 3 lecture/2 by arrangement hours/week for 8 weeks

Basic Skills Level: 1

Prerequisites: BUS. 415, 430 and 431, 425 and 426 or equivalent

Description: This course is an introduction to Harvard Graphics applications for creating business presentation graphics. Students will learn the techniques of preparing presentation graphics, i.e., create and edit text, pie, bar, and organization charts using a microcomputer (IBM clone) and Harvard Graphics software. Transfer: CSU.

**BUS. 455 INTERMEDIATE HARVARD GRAPHICS**

Units (Grade Option) 1.5

Class Hours 3 lecture/2 by arrangement hours/week for 8 weeks

Basic Skills Level: 1

Prerequisites: BUS. 454 or equivalent

Description: This course is a continuation of Bus. 454, Introduction to Harvard Graphics, for persons creating business presentation graphics. Students will learn to create and use templates, apply backgrounds and understand color palettes, import and export data, and use macros. Output devices will also be discussed in this course. Students will create an interactive screen show using the hypershow feature. Transfer: CSU.

**BUS. 890 BASIC BUSINESS SKILLS**

Units (Grade Option) 3

Class Hours 3 lecture/2 hours by arrangement/week

Basic Skills Level: OC

Prerequisites: None

Description: This is a content-based survey course of the basic concepts, skills, and vocabulary used in human relations, management, business administration, accounting, and business law courses requiring the use of a microcomputer. Also included is instruction in reading comprehension, vocabulary building, outlining, and writing skills such as sentence and paragraph development related to business documents. The course is taught by a Business instructor and an ESL/English instructor. Units do not apply toward the AA/AS degree.

**CAREER AND PERSONAL DEVELOPMENT**

**CRER 137 LIFE AND CAREER PLANNING**

Units (Grade Option) 3

Class Hours 3 lecture hours/week

Basic Skills Level: 1

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 (Grade Option) 0.5-1

Class Hours 1 lecture hours/week (or for .5 unit modules, 2 lecture hours/week for 4 weeks)

Basic Skills Level: 1

Prerequisites: None

Description: Students will be provided with in-depth information regarding college policies, procedures, educational requirements and college programs/support services. This course will also assess students' time management, goal setting and decision-making skills. May be repeated for credit up to 1 unit. Transfer: CSU.

**CRER 410 COLLEGE AND CAREER AWARENESS**

Units (Grade Option) 2

Class Hours 2 lecture hours/week

Basic Skills Level: OC

Prerequisites: None

Description: Although the course is intended for students in special programs and emphasizes their special needs, all students are welcome to participate. The course deals more thoroughly with topics in CRER 401. Units do not apply toward AA/AS degree.

**CRER 430 CAREER ASSESSMENT**

Units (Credit/No Credit) 0.5

Class Hours 8 lab hours/semester

Basic Skills Level: 1

Prerequisites: None

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

**CRER 650 SPECIAL INTEREST DISCUSSION GROUPS**

Units (Grade Option) 1.0

Class Hours 1 lecture hour/week

Basic Skills Level: OC

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 (Grade Option) 3

Class Hours 3 lecture hours/week

Basic Skills Level: OC

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 (Grade Option) 3

Class Hours 3 lecture hours/week

Basic Skills Level: 1

Prerequisites: None

Description: Students are introduced to the language of chemistry, followed by investigations into the role chemistry plays in various aspects of our environment and daily life. Topics such as pollution, food additives, energy and drugs are examined from a chemical point of view. Transfer: CSU.

**CHEM 111 CHEMISTRY AND DAILY LIFE LABORATORY**

Units (Grade Option) 1

Class Hours 3 lab hours/week

Basic Skills Level: 1

Prerequisites: Concurrent enrollment in or completion of CHEM 110  
Description: This course is designed to accompany CHEM 110. Experi-

ments include the investigation, properties, and synthesis of everyday substances such as food, soap, and fuels. Transfer: CSU.

**CHEM 192 ELEMENTARY CHEMISTRY**

Units (Grade Option) 4

Class Hours 3 lecture/3 lab hours/week

Basic Skills Level: 1; M4

Prerequisites: MATH 110 or one year of high school algebra

Description: In this course students are introduced to some of the theories, laws, concepts and language of Chemistry with an emphasis on problem solving. The course is specifically designed to prepare students for General Chemistry, CHEM 210. Concurrent enrollment in Geometry or Intermediate Algebra strongly recommended. Transfer: CSU, UC.

**CHEM 210 GENERAL CHEMISTRY (CAN CHEM 2)**

Units 5

Class Hours 3 lecture/6 lab hours/week

Basic Skills Level: 1

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 or one year of algebra and one year of geometry.

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. High school physics and trigonometry are recommended. Transfer: CSU, UC.

**CHEM 220 GENERAL CHEMISTRY (CAN CHEM 4)**

Units 5

Class Hours 3 lecture, 6 lab hours/week

Basic Skills Level: 2

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

Basic Skills Level: 1; M4

Prerequisites: CHEM 192 with a grade of C or better, or high school chemistry with grade of C or better, and two years of algebra or one year of algebra and one year of geometry.

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. High school physics and trigonometry are recommended. Transfer: CSU, UC.

**CHEM 225 ENGINEERING CHEMISTRY II**

Units 4

Class Hours 3 lecture/3 lab hours/week

Basic Skills Level: 2

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, 6 lab hours/week

Basic Skills Level: 3

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, 3 lab hours/week

Basic Skills Level: 1; M4

Prerequisites: None

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 technology, etc. Transfer: CSU.

**CHEM 420 HEALTH SCIENCE CHEMISTRY (CAN CHEM 8)**

Units 4

Class Hours 3 lecture, 3 lab hours/week

Basic Skills Level: 1, M4

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****COMP 101 INTRODUCTION TO COMPUTERS AND COMPUTING**

Units 3

Class Hours 3 lecture/3 lab hours/week

Basic Skills Level: 1; M2

Prerequisites: None

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, UC.

**COMP 103 INTRODUCTION TO PROGRAMMING USING PASCAL**

Units (Grade Option) 3

Class Hours 3 lecture/2 lab hours/week

Basic Skills Level: 1

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 155 BASIC PROGRAMMING (CAN CSCI 6)**

Units 3

Class Hours 3 lecture/4 lab hours/week

Basic Skills Level: 1, M4

Prerequisites: None

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 162 FORTRAN PROGRAMMING (CAN CSCI 4)**

Units 3

Class Hours 3 lecture/4 lab hours/week

Basic Skills Level: 1; M6

Prerequisites: Math 130 or 241 with C or better

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

Basic Skills Level: 1

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 hours/week

Basic Skills Level: 1

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

Basic Skills Level: 1; M2

Prerequisites: Basic familiarity with the Macintosh computer

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

Prerequisites: COMP 170 or COMP 162 or equivalent

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 430 SURVEY OF MACINTOSH APPLICATIONS**

Units (Grade Option) 3

Class Hours 3 lecture/3 lab hours/week

Basic Skills Level: 1

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 (Credit/No credit) 0.5

Class Hours 0.5 lecture/0.5 lab hours/week (May be offered in 2-week session; total 8 hours lecture and 8 hours lab)

Basic Skills Level: 1

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 (Credit/No credit) 0.5

Class Hours 0.5 lecture/0.5 lab hours/week (May be offered in 2-week session; total 8 hours lecture and 8 hours lab)

Basic Skills Level: 1

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 (Credit/No credit) 0.5

Class Hours 0.5 lecture/0.5 lab hours/week (May be offered in 2-week session; total 8 hours lecture and 8 hours lab)

Basic Skills Level: 1

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/No Credit) 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. May be repeated for credit up to 2 units.

**DSKL 811 SPECIFIC LEARNING SKILLS ASSESSMENT**

Units 0.5-1

Class Hours 1 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. May be repeated for credit up to 1 unit.

**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 independent thinking skills. Units do not apply toward AA/AS degree. May be repeated for credit up to 2 units.

**DSKL 814 DEVELOPMENTAL WRITING AND SPELLING**

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. May be repeated for credit up to 2 units.

**DSKL 816 TUTORING**

Units (Credit/No-credit) 0.5-2

Class Hours 3-4 lab hours/week

Prerequisites: 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. May be repeated for credit up to 2 units.

## DRAMA

**DRAM 101 HISTORY OF THEATRE I**

Units (Grade Option) 3

Class Hours 3 lecture hours/week

Basic Skills Level: 1

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

Basic Skills Level: 1

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  
Basic Skills Level: 1  
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 television. Transfer: CSU, UC.

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

Units (Grade Option) 3  
Class Hours 3 lecture hours/week  
Basic Skills Level: 2  
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  
Basic Skills Level: 2  
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  
Basic Skills Level: 1  
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 course 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 receive major focus. Transfer: CSU, UC.

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

Units (Grade Option) 3  
Class Hours 3 lecture hours/week  
Basic Skills Level: 2  
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  
Basic Skills Level: 2  
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 (CAN DRAM 8)**

Units (Grade Option) 3  
Class Hours 3 lecture hours/week  
Basic Skills Level: 1  
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  
Basic Skills Level: 1  
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  
Basic Skills Level: 1

Prerequisites: Concurrent enrollment in DRAM 200, 201, 202, or 203  
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. Transfer: CSU, UC.

**DRAM 220 ACTING FOR THE CAMERA**

Units (Grade Option) 3  
Class Hours 3 lecture hours/week  
Basic Skills Level: 1  
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  
Basic Skills Level: 1  
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, UC.

**DRAM 300 PLAY PRODUCTION**

Units 1

Class Hours 20 lab hours/week for 7 weeks

Basic Skills Level: 1

Prerequisites: Audition

Description: This course focuses on the problems of acting and actual play production. Auditioning is required, and the rehearsal period for each of the major productions per semester is from six to eight weeks. Monday through Saturday, from 6:00 to 10:00 p.m. Transfer: CSU, UC.

**DRAM 305 TECHNICAL PRODUCTION**

Units 1

Class Hours 15 lab hours/week

Basic Skills Level: OC

Prerequisites: None

Description: This course focuses on the problems of technical production of actual plays. The course runs in conjunction with the three major productions of the Drama Department each semester. All aspects of technical theatre are covered. Participation hours are by individual arrangement with the instructor. Transfer: CSU, UC.

## **EARLY CHILDHOOD EDUCATION/ CHILD DEVELOPMENT**

**ECE. 201 CHILD DEVELOPMENT**

Units (Grade Option) 3

Class Hours 3 lecture hours/week

Basic Skills Level: 1

Prerequisites: None

Description: This course is an overview of the physical, cognitive, perceptual, social, and emotional development of children from birth to adolescence. The major focus of the course is placed on the practical application of theory in order to assist adults in meeting the needs of children. Transfer: CSU.

**ECE. 210 EARLY CHILDHOOD EDUCATION PRINCIPLES**

Units (Grade Option) 3

Class Hours 3 lecture hours/week

Basic Skills Level: 1

Prerequisites: None

Description: The historical perspective, nature, and goals of early childhood education are covered in this course. Other topics include qualifications and training needed by teachers who work with children, descriptions of program models, current issues in ECE, future trends, and their social, political, and economic implications. Transfer: CSU

**ECE. 211 EARLY CHILDHOOD EDUCATION CURRICULUM**

Units (Grade Option) 3

Class Hours 3 lecture hours/week

Basic Skills Level: 1

Prerequisites: None

Description: In this course the development of goals and objectives to manage learning environments and their social implications for children are covered. Students will also identify quality learning experiences, select valuable play activities for children, and evaluate appropriate curriculum methods for optimum learning. Transfer: CSU

**ECE. 212 CHILD, FAMILY, AND COMMUNITY**

Units (Grade Option) 3

Class Hours 3 lecture hours/week

Basic Skills Level: 1

Prerequisites: None

Description: Emphasized in this course are contemporary family factors influencing middle childhood, life styles, contemporary factors influencing the community, patterns of child rearing and their social, political, and economic implications. Also covered are resources available to children and families from community agencies. Transfer: CSU.

**ECE. 213 THE SCHOOL AGE CHILD**

Units (Grade Option) 3

Class Hours 3 lecture hours/week

Basic Skills Level: 1

Prerequisites: None

Description: The focus of this course is relevant and responsible program planning for before and after school child care. Also presented are the developmental needs of the child 6-12 years (middle childhood) and family involvement in child care and the social and economic implications, and available community resources for child care. Transfer: CSU.

**ECE. 223 INFANT DEVELOPMENT**

Units (Grade Option) 3

Class Hours 3 lecture hours/week

Basic Skills Level: 1

Prerequisites: None

Description: In this course major emphasis is placed on the developmental trends, abilities, and influences of behavior during the first three years of life and their social implications. Also presented is the establishment of environments which respond to infant needs. Transfer: CSU.

**ECE. 230 CREATIVE ACTIVITIES FOR THE YOUNG CHILD**

Units (Grade Option) 3

Class Hours 3 lecture hours/week

Basic Skills Level 1

Prerequisites: None

Description: This course is designed to provide practical skills in presenting activities to young children. Other topics include the role of creativity and 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

Basic Skills Level: 1

Prerequisites: None

Description: This course is an overview of the business aspects of caring for children and its social, political, and economic implications. Also included are the legal requirements for child care settings, laws relating to child care, and facets of business and fiscal management. 12 units of ECE recommended prior to taking this course. Transfer: CSU.

**ECE. 241 EARLY CHILDHOOD EDUCATION ADMINISTRATION: HUMAN RELATIONS**

Units (Grade Option) 3

Class Hours 3 lecture hours/week

Basic Skills Level: 1

Prerequisites: None

Description: The focuses of this course are the human relations aspects of early childhood education as a business and the social, political, and economic implications for care providers and parents. Other topics include staffing and supervision, licenses and/or credentials for staff, assessment and evaluation, issues in ECE, and parent involvement. 12 units of ECE recommended prior to taking this course. Transfer: CSU.

**ECE. 311 NUTRITION FOR CHILDREN**

Units (Grade Option) 1  
 Class Hours 1 lecture hour/week  
 Basic Skills Level: 1  
 Prerequisites: None

Description: In this course students will learn the nutritional requirements for the young child and their implications for health. Other topics include the effects of inadequate nutrition on growth and development and the guidelines for selecting nutritious snacks and meals. Transfer: CSU.

**ECE. 313 HEALTH AND SAFETY FOR YOUNG CHILDREN**

Units (Grade Option) 1  
 Class Hours 1 lecture hour/week  
 Basic Skills Level: 1  
 Prerequisites: None

Description: Students will learn safety regulations, accident prevention, and guidelines for preventing infectious diseases, especially as they pertain to child care settings. Other topics include purchasing equipment for safety and planning curriculum for teaching safety when working with children. Transfer: CSU.

**ECE. 315 FIRST AID/CPR FOR CHILDREN**

Units (Grade Option) 1  
 Class Hours 1 lecture hour/week  
 Basic Skills Level: 1  
 Prerequisites: None

Description: Emphasized in this course are techniques of first aid, emergency care practices, and CPR as used for infants and young children. CPR/First Aid Certification is available upon completion.

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

Units (Grade Option) 2  
 Class Hours 1 lecture/3 lab hours/week  
 Basic Skills Level: 1  
 Prerequisite: ECE. 201 or ECE. 223 or PSYC 201

Description: In this course students will be supervised while learning in a teaching or child care environment. This supervised experience will be with infants and/or young children in a clinical assessment setting.

**ECE. 331 THE TEACHING EXPERIENCE**

Units (Grade Option) 1  
 Class Hours 1 lecture hour/week  
 Basic Skills Level: 1  
 Prerequisite: None

Description: Students will be given an overview of the teaching profession and its implications for educating young children. Other topics include the developmental stages of the teacher, developmentally appropriate practice, professional obligations and affiliations, and career opportunities.

**ECE. 333 OBSERVATIONAL SKILLS**

Units (Grade Option) 1  
 Class Hours 1 lecture hour/week  
 Basic Skills Level: 1  
 Prerequisites: None

Description: Students are introduced to general guidelines for the development of observational skills related to early childhood education teaching/care giving practices. An overview of various methods of data gathering, interpretation guidelines, and implementation of findings is also presented.

**ECE. 335 HANDLING BEHAVIOR**

Units (Grade Option) 1  
 Class Hours 1 lecture hour/week  
 Basic Skills Level: 1  
 Prerequisites: None

Description: This course is designed to offer adults a variety of philosophies and techniques on handling children's behavior in a positive way. Other topics include the developing needs of children, encouraging children to accept responsibility, building self-esteem, and communicating with children and adults.

**ECE. 337 CHILD-PARENT RELATIONSHIPS**

Units (Grade Option) 1-3  
 Class Hours 1-3 lecture hours/week  
 Basic Skills Level: 1  
 Prerequisites: None

Description: This course is an overview of issues involving parents. Topics include stages of the parenting experience, positive approaches to guidance and discipline, fostering self-esteem in children, communications between parent and child, and family dynamics. May be repeated for credit up to 3 units.

**ECE. 350 ISSUES IN EARLY CHILDHOOD EDUCATION**

Units (Grade Option) 1-14 (No more than 6 units per semester)  
 Class Hours 1-6 lecture hours/week  
 Basic Skills Level: 1  
 Prerequisites: None

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 ARTS IN EARLY CHILDHOOD**

Units (Grade Option) 1  
 Class Hours 1 lecture hour/week  
 Basic Skills Level: 1  
 Prerequisites: None

Description: This course is an overview of language arts growth in children and the creation of appropriate curriculum to foster its development. Topics include activities and materials that foster language development, linguistically and culturally different children, and readiness in language abilities (reading, writing, and spelling).

**ECE. 353 LITERACY IN EARLY CHILDHOOD**

Units (Grade Option) 1  
 Class Hours 1 lecture hour/week  
 Basic Skills Level: 1  
 Prerequisites: None

Description: This course is an overview of early literacy in children, and its importance in growth. Other topics include appropriate use of materials that foster language and literacy, theories that review the acquisitions of reading and writing skills, resources for parents and teachers, and information about media and computer related activities.



**ECE. 355 STORYTELLING IN EARLY CHILDHOOD EDUCATION**

Units (Grade Option) 1  
 Class Hours 1 lecture hour/week  
 Basic Skills Level: 1  
 Prerequisites: None

Description: This course will provide an understanding of the art of storytelling. Methods of telling a stories using a variety of developmentally appropriate techniques will be assessed. Local libraries will be surveyed for storytelling resources.

**ECE. 357 ENVIRONMENTAL EDUCATION FOR YOUNG CHILDREN**

Units (Grade Option) 1.5  
 Class Hours 1.5 lecture hours/week  
 Basic Skills Level: 1  
 Prerequisites: None

Description: This course is an overview of environmental education and nature awareness for children. Students will become sensitive to ecological environments in urban, suburban, and rural areas.

**ECE. 380 FAMILY DAY CARE TRAINING**

Units (Grade Option) 1-4  
 Class Hours 1-4 lecture hours/week  
 Basic Skills Level: 1  
 Prerequisites: None

Description: The focus of this course is the operation of a family day care home as a business. Other topics included are planning activities in the home, designing a home environment, and communicating with parents. May be repeated for credit up to 4 units.

**ECONOMICS****ECON 100 PRINCIPLES OF MACRO ECONOMICS (CAN ECON 2)**

Units (Grade Option) 3  
 Class Hours 3 lecture hours/week  
 Basic Skills Level: 1  
 Prerequisites: None

Description: This course is a broad overview of the American economy and its effect on social, political, and cultural environments. The concepts of the price system, the banking system, money and economic activity, policies for stabilization and growth, and money and economic activity will be presented. This course concludes with an introduction to the international economy. Transfer: CSU, UC.

**ECON 102 PRINCIPLES OF MICRO ECONOMICS (CAN ECON 4)**

Units (Grade Option) 3  
 Class Hours 3 lecture hours/week  
 Basic Skills Level: 1  
 Prerequisites: None

Description: This course is an overview of the concepts of supply and demand. Pricing and output decisions under competitive, imperfectly competitive, and monopolistic markets are discussed. Profit maximization and cost minimization for the individual firm are analyzed. Allocation of resources, externalities and comparative economic systems are reviewed also. Transfer: CSU, UC.

**ECON 230 ECONOMIC HISTORY OF THE UNITED STATES**

Units (Grade Option) 3  
 Class Hours 3 lecture hours/week  
 Basic Skills Level: 1  
 Prerequisites: None

Description: This course is an introduction to the origin and development of the American economy. Other topics studied are industrial growth,

land and resource use, the transportation revolution, development of money and banking, trade patterns, organized labors, and America in the world economy. Transfer: CSU, UC.

**ELECTRONICS****ELEC 110 INTRODUCTION TO FUNDAMENTAL OF ELECTRONICS**

Units 3  
 Class Hours 2 lecture/3 lab hours/week  
 Basic Skills Level: 1, M3  
 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 ELECTRONIC SOLDERING TECHNIQUES**

Units (Grade Option) 1  
 Class Hours 1 lecture/3 lab hours/1 Hr by arrangement/week (May be offered in 8-week session)  
 Basic Skills Level: 1  
 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.

**ELEC 160 FUNDAMENTALS OF COMPUTER ELECTRONICS**

Units 3  
 Class Hours 2 lecture/3 lab hours/1 Hour by arrangement/week  
 Basic Skills Level: 1; M3  
 Prerequisites: ELEC 110 with a grade of C or better.

Description: This course introduces basic digital devices/diagrams and the construction of digital logic circuits using IC's; basic microprocessor principles and machine language; and microcomputer system fundamentals including interfacing concepts. Laboratory techniques and experiments are emphasized.

**ENGINEERING****ENGR 100 TECHNOLOGY AND SOCIETY**

Units (Grade Option) 3  
 Class Hours 3 lecture/2 by arrangement hours/week  
 Basic Skills Level: 1; M2  
 Prerequisites: None

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  
 Basic Skills Level: 1  
 Prerequisites: MATH 130 with a grade of C or better  
 Description: This course includes 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 (CAN ENGR 2)**

Units 2

Class Hours 6 lab hours/week

Basic Skills Level: 1

Prerequisites: MATH 251 or 241

Description: Using numerical and graphical calculus, students design projects and are introduced 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

Basic Skills Level: 1

Prerequisites: MATH 251 or 241

Description: This course covers 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 12)**

Units 3

Class Hours 3 lecture hours/week

Basic Skills Level: 1

Prerequisites: None

Corequisites: ENGR 261 must be taken concurrently.

Description: This course provides an introduction to electrical and electronic circuits and devices. Network theory and instruments are included. MATH 252 or 242, PHYS 260 recommended. Transfer: CSU, UC.

**ENGR 261 CIRCUITS AND DEVICES LABORATORY (ENGR 260 AND 261 EQUAL CAN ENGR 6)**

Units 1

Class Hours 3 lab hours/week

Basic Skills Level: 1

Prerequisites: 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 are addressed in this course. Transfer: CSU.

**ENGR 270 MATERIALS SCIENCE (CAN ENGR 4)**

Units 3

Class Hours 2 lecture/3 lab hours/week

Basic Skills Level: 1

Prerequisites: MATH 251 and CHEM 210

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. (PHYS 250 is recommended prior to taking this course.) 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 Placement Testing on page 17).

**ENGL 100 READING AND COMPOSITION (CAN ENGL 2)**

Units 3

Class Hours 3 lecture hours/week

Basic Skills Level: 2

Prerequisites: None

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 (CAN ENGL 4)**

Units 3

Class Hours 3 lecture hours/week

Basic Skills Level: 3

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

Basic Skills Level: 3

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.

**ENGL 162 CREATIVE WRITING II**

Units (Grade Option) 3

Class Hours 3 lecture hours/week

Basic Skills Level: 3

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.

**ENGL 165 ADVANCED COMPOSITION**

Units 3

Class Hours 3 lecture hours/week

Basic Skills Level: 3

Prerequisites: ENGL 100

Description: English 165 is an advanced course in non-fiction writing. Emphasis is placed on analytical writing and reading; critical reading and critical thinking skills are taught and applied to a variety of writing problems. Writing assignments are argumentative and make use of critical thinking skills. Transfer: CSU, UC.

**ENGL 800 WRITING DEVELOPMENT**

Units 3

Class Hours 3 lecture hours/week

Basic Skills Level: 1

Prerequisites: None

Co-Requisite: Concurrent enrollment in WRIT 802

Description: In this course, students will learn to plan, organize, compose and revise a college-level essay. Special attention will be given to correct expression and the use of detailed support. Students will write at least six major essays; expository writing techniques will be emphasized.

**ENGL 801 BASIC READING/COMPOSITION**

Units 4

Class Hours 4 lecture hours/week

Basic Skills Level: OC

Prerequisites: None

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 2 lecture hours/week

Basic Skills Level: OC

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 2 lecture hours/week

Basic Skills Level: OC

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

Basic Skills Level: OC

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.

**ENGL 890 CONTENT-BASED PROGRAM: STUDY SKILLS**

Units (Grade Option) 3

Class Hours 3 lecture hours/week

Basic Skills Level: OC

Prerequisites: None

Description: This course, part of the Content-Based Program, focuses on developing study skills and applying them in mainstream content courses. It is designed for native and non-native English-speaking students. Completion of ESL or E.I. 824 with a grade of C or better or placement by English Institute Placement Test or a score of 8.0 or better on College Reading Test is recommended. Units do not apply toward AA/AS degree.

**ENGLISH INSTITUTE****ESL 400 BASIC COMPOSITION**

Units 5

Class Hours 5 lecture hours/week

Basic Skills Level: 1

Prerequisites: None

Corequisites: Concurrent enrollment in WRIT 802

Description: Advanced practice in writing English for students whose native language is other than English. Emphasis on the grammar, mechanics, and rhetoric of written academic English. Transfer: CSU.

**ESL 821 GRAMMAR/VOCABULARY I**

Units (Grade Option) 4

Class Hours 4 lecture hours/week

Basic Skills Level: OC

Prerequisites: None

Description: This is a course for students whose native language is other than English. It introduces students to basic elements of English grammar and vocabulary. Special attention is paid to English tenses, basic structures, prepositional phrases, and idiomatic expressions. Equivalent to two semesters of ESL instruction--beginner knowledge of English grammar: BE, HAVE, present progressive tense, simple present tense, possessive adjectives, some pronoun forms. Units do not apply toward AA/AS degree.

**ESL 822 GRAMMAR/VOCABULARY II**

Units (Grade Option) 4

Class Hours 4 lecture hours/week

Basic Skills Level: OC

Prerequisites: None

Description: This is a course for students whose native language is other than English. It introduces students to elements of English grammar and vocabulary at a low-intermediate level. Special attention is paid to English tenses, grammatical structures, sentence patterns, and idiomatic expressions. Completion of ESL 821 with a grade of C or better or placement by ESL Placement Test is recommended. Units do not apply toward AA/AS degree.

**ESL 823 GRAMMAR/VOCABULARY III**

Units (Grade Option) 4

Class Hours 4 lecture hours/week

Basic Skills Level: OC

Prerequisites: None

Description: This is a course for students whose native language is other than English. It introduces students to elements of English grammar and vocabulary at an intermediate to high-intermediate level. Special attention is paid to English tenses, sentence patterns, prepositional phrases, and idiomatic expressions. Completion of ESL 822 with a grade of C or better or placement by ESL Placement Test is recommended. Units do not apply toward AA/AS degree.

**ESL 824 GRAMMAR/VOCABULARY IV**

Units (Grade Option) 4

Class Hours 4 lecture hours/week

Basic Skills Level: OC

Prerequisites: None

Description: This is a course for students whose native language is other than English. It introduces students to advanced elements of English grammar and vocabulary. Special attention is paid to English tenses, complex structures, prepositional phrases, and idiomatic expressions.

Completion of ESL 823 with a grade of C or better or placement by ESL Placement Test is recommended. Units do not apply toward AA/AS degree.

**ESL 831 SPEAKING/LISTENING I**

Units (Grade Option) 4

Class Hours 4 lecture hours/week

Basic Skills Level: OC

Prerequisites: None

Description: This is a course for students whose native language is other than English. It introduces students to high-beginning speaking and listening skills. Attention is paid to pronunciation and use of idiomatic expressions, plus practice in English conversation. Placement by ESL Placement Test is recommended. Units do not apply toward AA/AS degree.

**ESL 832 SPEAKING/LISTENING II**

Units (Grade Option) 4

Class Hours 4 lecture hours/week

Basic Skills Level: OC

Prerequisites: None

Description: This is a course for students whose native language is other than English. It introduces students to speaking and listening skills of English at the low-intermediate level. Special attention is paid to pronunciation and use of idiomatic expressions, plus practice in English conversation. Completion of ESL 831 with a grade of C or better or placement by ESL Placement Test is recommended. Units do not apply toward AA/AS degree.

**ESL 833 SPEAKING/LISTENING III**

Units (Grade Option) 4

Class Hours 4 lecture hours/week

Basic Skills Level: OC

Prerequisites: None

Description: This is a course for students whose native language is other than English. It introduces students to speaking and listening skills at the high-intermediate level. Emphasis is on listening to academic and informal talks, note-taking, and oral communications skills. Completion of ESL 832 with a grade of C or better or placement by ESL Placement Test is recommended. Units do not apply toward AA/AS degree.

**ESL 834 SPEAKING/LISTENING IV**

Units (Grade Option) 4

Class Hours 4 lecture hours/week

Basic Skills Level: OC

Prerequisites: None

Description: This is a course for students whose native language is other than English. It introduces students to speaking and listening skills of English at the low-advanced level. Emphasis is on listening to academic and informal talks, note-taking, and oral communications skills. Completion of ESL 833 with a grade of C or better or placement by ESL Placement Test is recommended. Units do not apply toward AA/AS degree.

**ESL 836 ENGLISH PRONUNCIATION**

Units (Credit/No Credit) 2

Class Hours 2 lecture hours/week

Basic Skills Level: OC

Prerequisites: None

Description: This is a course for students whose native language is other than English. It is designed to ear train participants to American intonation and pronunciation. Units do not apply toward AA/AS degree.

**ESL 838 ENGLISH CONVERSATION**

Units (Credit/No Credit) 1

Class Hours 1 lecture hour/week

Basic Skills Level: OC

Prerequisites: None

Description: This is a course for students whose native language is other than English. It introduces students to the practice and study of various types of conversation. Units do not apply toward AA/AS degree.

**ESL 841 WRITING I**

Units (Grade Option) 4

Class Hours 4 lecture hours/week

Basic Skills Level: OC

Prerequisites: None

Description: This is a course for students whose native language is other than English. It introduces students to high-beginning practice in writing English. Special attention is paid to the grammar and mechanics of written academic English. Placement by ESL Placement Test is recommended. Units do not apply toward AA/AS degree.

**ESL 842 WRITING II**

Units (Grade Option) 4

Class Hours 4 lecture hours/week

Basic Skills Level: OC

Prerequisites: None

Description: This is a course for students whose native language is other than English. It introduces students to low-intermediate practice in writing English. Special attention is paid to the grammar and mechanics of written academic English. Completion of ESL 841 with a grade of C or better or placement by ESL Placement Test is recommended. Units do not apply toward AA/AS degree.

**ESL 843 WRITING III**

Units (Grade Option) 4

Class Hours 4 lecture hours/week

Basic Skills Level: OC

Prerequisites: None

Description: This is a course for students whose native language is other than English. It introduces students to low-intermediate practice in writing English. Special attention is paid to the grammar and mechanics of written academic English. Completion of ESL 842 with a grade of C or better or placement by ESL Placement Test is recommended. Units do not apply toward AA/AS degree.

**ESL 844 WRITING IV**

Units (Grade Option) 4

Class Hours 4 lecture hours/week

Basic Skills Level: OC

Prerequisites: None

Description: This is a course for students whose native language is other than English. It introduces students to low-advanced practice in writing English. Special attention is paid to the grammar and mechanics of written academic English. Completion of ESL 843 with a grade of C or better or placement by ESL Placement Test is recommended. Units do not apply toward AA/AS degree.

**ESL 861 READING I**

Units (Grade Option) 4

Class Hours 4 lecture hours/week

Basic Skills Level: OC

Prerequisites: None

Description: This is a course for students whose native language is other than English. It introduces students to reading English at the high-

beginning level. Comprehension and vocabulary development are stressed. Placement by ESL Placement Test is recommended. Units do not apply toward AA/AS degree.

#### **ESL 862 READING II**

Units (Grade Option) 4

Class Hours 4 lecture hours/week

Basic Skills Level: OC

Prerequisites: None

Description: This is a course for students whose native language is other than English. It introduces students to reading English at the low-intermediate level. Comprehension and vocabulary development are stressed. Completion of ESL 861 with a grade of C or better or placement by ESL Placement Test is recommended. Units do not apply toward AA/AS degree.

#### **ESL 863 READING III**

Units (Grade Option) 4

Class Hours 4 lecture hours/week

Basic Skills Level: OC

Prerequisites: None

Description: This is a course for students whose native language is other than English. It introduces students to reading English at the high-intermediate level. Comprehension and vocabulary development are stressed. Completion of ESL 862 with a grade of C or better or placement by ESL Placement Test is recommended. Units do not apply toward AA/AS degree.

#### **ESL 864 READING IV**

Units (Grade Option) 4

Class Hours 4 lecture hours/week

Basic Skills Level: OC

Prerequisites: None

Description: This is a course for students whose native language is other than English. It introduces students to reading English at the advanced level. Comprehension and vocabulary development are stressed. The course is designed to prepare students for college entry courses. Completion of ESL 863 with a grade of C or better or placement by ESL Placement Test is recommended. Units do not apply toward AA/AS degree.

#### **ESL 871 BEGINNING ORAL AND LISTENING SKILLS REVIEW**

Units (Grade Option) 3

Class Hours 3 lecture hours/week

Basic Skills Level: OC

Prerequisites: None

Description: This course is designed for students whose native language is other than English. It introduces students to speaking and listening to English at the high beginning/low intermediate level. Comprehension and vocabulary are stressed. English grammatical structures are also reviewed and practiced. Units do not apply toward AA/AS degree.

#### **ESL 872 INTERMEDIATE ORAL AND LISTENING SKILLS**

Units (Grade Option) 3

Class Hours 3 lecture hours/week

Basic Skills Level: OC

Prerequisites: None

Description: This is a review course designed to strengthen the intermediate English as a Second Language student's conversational, oral and listening communication skills as well as to expand his/her English vocabulary. English grammatical structures are also reviewed and practiced. Placement by ESL Test at Level 2, or satisfactory completion of ESL 841 with a grade of C or better is recommended. Units do not apply toward AA/AS degree.

#### **ESL 873 ADVANCED ORAL AND LISTENING SKILLS**

Units (Grade Option) 3

Class Hours 3 lecture hours/week

Basic Skills Level: OC

Prerequisites: None

Description: This is a review course designed to strengthen the advanced English communication skills as well as to expand English vocabulary. English grammatical structures are also reviewed and practiced. Completion of ESL Level 3 instruction or placement by ESL Placement Test at Level 3 is recommended. Units do not apply toward AA/AS degree.

#### **ESL 874 BEGINNING READING AND WRITING**

Units (Grade Option) 3

Class Hours 3 lecture hours/week

Basic Skills Level: OC

Prerequisites: None

Description: This course is designed for non-native speakers of English at the beginning college level in reading and writing. Focus is placed on writing sentences and short paragraphs, as well as improving reading comprehension to prepare the student for regular ESL Level I reading and writing courses offered in the Fall and Spring. English grammatical structures are reviewed and practiced also. Equivalent of two semesters of ESL instruction at the adult school level or placement by ESL Placement Test. Units do not apply toward AA/AS degree.

#### **ESL 875 INTERMEDIATE READING AND WRITING**

Units (Grade Option) 3

Class Hours 3 lecture hours/week

Basic Skills Level: OC

Prerequisites: None

Description: This is a course designed to instruct ESL students at the low intermediate level of reading/writing. Focus is on the continuation of writing skills at the paragraph level, as well as on improving reading comprehension to prepare the student for ESL Level II reading and writing courses offered in the Fall and Spring. English grammatical structures are reviewed and practiced also. Equivalent of at least one semester of college level ESL instruction, or completion of ESL 841 or 842, or placement by ESL Placement Test is recommended. Units do not apply toward AA/AS degree.

#### **ESL 876 ADVANCED READING AND WRITING**

Units (Grade Option) 3

Class Hours 3 lecture hours/week

Basic Skills Level: OC

Prerequisites: None

Description: This review course is designed to strengthen the low-advanced English as a Second Language students' accuracy and fluency in reading and writing English, as well as to expand the students' English vocabulary. English grammatical structures are also reviewed and practiced. Completion of ESL 843 with a grade of C or better or placement by ESL Placement Test is recommended. Units do not apply toward AA/AS degree.

### **ETHNIC STUDIES**

(SEE INDIVIDUAL COURSES: ANTH 360, 370; HIST 242, 422, 451, 452; INTD 320, 321, 322; LIT. 252, 266, 371, 372, 375; PSYC 106; SOCI 141; SOSC 250)

**FASHION AND CONSUMER ARTS****H.EC 110 BEGINNING CLOTHING CONSTRUCTION (CAN H EC 10)**

Units (Grade Option) 3

Class Hours 3 lecture/demonstration hours/week

Basic Skills Level: 1

Prerequisites: None

Description: A course designed to provide an overview of basic sewing techniques, sewing machine skills, and understanding of fabrics and patterns. The focus is on updating clothing construction methods for students with little or no sewing experience. Concurrent enrollment in H.EC 200 is recommended. Transfer: CSU.

**H.EC 111 TECHNIQUES OF FIT**

Units (Grade Option) 3

Class Hours 3 lecture/demonstration hours/week

Basic Skills Level: 1

Prerequisites: None

Description: This course is an overview of effective pattern alteration by pivot and slide techniques for skirts, pants and bodice patterns. Techniques used for sizing, ease, fabric variability, and the analysis of individual figure problems are examined. Transfer: CSU.

**H.EC 112 KNITS AND WOVENS**

Units (Grade Option) 3

Class Hours 3 lecture/demonstration hours/week

Basic Skills Level: 1

Prerequisites: None

Description: This course is an overview of techniques used when working with knits and woven fabrics. Speed techniques using sergers, the newest sewing machines, notions, and rotary cutters will be examined for a variety of garment constructions. Transfer: CSU.

**H.EC 113 TEXTILES (CAN H EC 6)**

Units (Grade Option) 3

Class Hours 3 lecture hours/week

Basic Skills Level: 1

Prerequisites: None

Description: This course is an introduction to the study of natural and chemical fibers, yarns, weaving, finishing, and dyeing. Students will also analyze methods used for purchasing and caring for clothing. Transfer: CSU, UC.

**H.EC 115 INTERMEDIATE CLOTHING CONSTRUCTION**

Units (Grade Option) 3

Class Hours 3 lecture/demonstration hours/week

Basic Skills Level: 1

Prerequisites: H.EC 110 or 111 or 112, or equivalent

Description: This course is designed to provide an overview of intermediate sewing techniques for constructing collars, buttonholes, sleeves, hems, pockets, and other garment details. Student will also learn how to construct garments using a variety of fabrics. Concurrent enrollment in H.EC 202 is recommended. Transfer: CSU.

**H.EC 116 ADVANCED CONSTRUCTION/TAILORING**

Units (Grade Option) 3

Class Hours 3 lecture/demonstration hours/week

Basic Skills Level: 1

Prerequisites: H.EC 111 or 115 or equivalent

Description: This course is designed to provide an overview of techniques applied to the construction of suits and coats. Students also will analyze

and adapt patterns for proper fit and evaluate and select fabrics for specific garments. Concurrent enrollment in H.EC 202 is recommended. Transfer: CSU.

**H.EC 117 FASHION IMAGE (CAN H EC 20)**

Units (Grade Option) 3

Class Hours 3 lecture hours/week

Basic Skills Level: OC

Prerequisites: None

Description: This course is an overview of the selection of clothing and accessories based on analyzing and understanding personal coloring, figure types, life styles, and fashion trends. The course is designed to teach the effects of appearance on others and how to choose fashions to look one's best. Transfer: CSU.

**H.EC 118 FLAT PATTERN DESIGN**

Units (Grade Option) 3

Class Hours 3 lecture hours/week

Basic Skills Level: OC

Course Prerequisites: H.EC 111 or 115 or equivalent

Description: This course is an introduction to the use of basic pattern-making theory to create garment design. Students will learn how to draft a basic pattern to fit individual figures and to design clothing from the patterns. Concurrent enrollment in H.EC 202 is recommended. Transfer: CSU.

**H.EC 120 ADVANCED TECHNIQUES OF FIT**

Units (Grade Option) 3

Class Hours 2 lecture hours/3 lab hours/week

Basic Skills Level: 1

Prerequisites: H.EC 111 or 118 or equivalent

Description: In this course students will learn how to design or copy garments by combining and/or altering patterns. Other topics include the theory of patternmaking and interpreting magazine sketches or pictures to exact copies. Students are required to make three garments. Concurrent enrollment in H.EC 202 is recommended. Transfer: CSU.

**H.EC 121 TECHNIQUES FOR SEWING SPECIALTY FABRICS**

Units (Grade Option) 3

Class Hours 3 lecture hours/week

Basic Skills Level: 1

Prerequisites: None

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) 1.5

Class Hours 1 lecture/demonstration hour/1.5 lab/activity hours/week

Basic Skills Level: 1

Prerequisites: None

Description: This course is an overview of the skills necessary for creative and practical construction of children's garments. Emphasis will be placed on constructing garments using speed techniques for low cost, maximum wear and minimum care. Concurrent enrollment in H.EC 200 is recommended. Transfer: CSU.

**H.EC 123 INTRODUCTION TO THE FASHION INDUSTRY**

Units (Grade Option) 3

Class Hours 3 lecture/hours/week

Basic Skills Level: 1

Prerequisites: None

Description: This course is an introduction to the fashion industry. Students will analyze trends and manufacturing techniques and their implications for fashions. Terminology, careers, jobs and responsibilities applicable to the fashion industry will also be covered. Transfer: CSU.

**H.EC 124 ART IN CLOTHING**

Units (Grade Option) 3

Class Hours 3 lecture/demonstration hours/week

Basic Skills Level: 1

Prerequisites: None

Description: This course is an overview of basic techniques used for embellishing clothing using originality and creativity. Students will analyze techniques for decorative machine stitchery, fabric painting, piecing, applique, and beading. Concurrent enrollment in H.EC. 202 is recommended. Transfer: CSU.

**H.EC 125 ALTERATIONS**

Units (Grade Option) 3

Class Hours 2 lecture/demonstration hours/3 lab hours/week

Basic Skills Level: 1

Prerequisites: H.EC 110 or 115 or 116 or equivalent

Description: This course is an overview of techniques used for altering ready-to-wear garments. Students will develop techniques for changing hems, seams, replacing zippers, relining, mending and restyling. Transfer: CSU.

**H.EC 127 CUSTOM DRESSMAKING**

Units (Grade Option) 3

Class Hours 2 lecture/demonstration hours/3 lab hours/week

Basic Skills Level: 1

Prerequisites: H.EC 110 or 115 or 116 or equivalent

Description: In this course students will analyze techniques and tips for custom dressmaking and advanced alteration skills. Steps on how to start an alteration business and their implications for success will be covered also. Transfer: CSU.

**H.EC 128 DECORATING WITH FABRIC**

Units (Grade Option) 3

Class Hours 2 lecture/demonstration hours/3 lab hours/week

Basic Skills Level: 1

Prerequisites: H.EC 110 or 115 or equivalent

Description: This course covers basic techniques used to make custom curtains, draperies, pillows, bedspreads, table covers and accessories. Emphasis is placed on selection of fabrics, determining yardage requirements, and techniques for handling large amounts of fabric. Concurrent enrollment in H.EC 200 is recommended. Transfer: CSU.

**H.EC 129 UPDATE ON TECHNIQUES**

Units (Grade Option) 1

Class Hours 1 lecture/demonstration hour/week

Basic Skills Level: 1

Prerequisites: None

Description: The focus of this course is the new technology of sewing machines/attachments and pressing equipment. New and improved notions, interfacing, and fabrics are also covered. Students will analyze the new trends and techniques used in clothing construction. Transfer: CSU.

**H.EC 130 BURDA PATTERNS**

Units (Grade Option) 1

Class Hours 1 lecture/demonstration hour/week (May be offered in 8 week session)

Basic Skills Level: 1

Prerequisites: H.EC 110, 111, 112 or 115

Description: This course is an introductory course on the use of Burda patterns, the European approach to clothing fit and design. Burda fitting and analysis methods of clothing design will be covered. Transfer: CSU

**H.EC 137 ANALYSES OF FITTING METHODS**

Units (Credit/No Credit) 0.5-1 (.5 unit per semester will be offered)

Class Hours 0.5-1 lecture hour/week

Basic Skills Level: 1

Prerequisites: None

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. May be repeated for credit up to 1 unit.

**H.EC 138 ORGANIZING YOUR SEWING**

Units (Grade Option) 1

Class Hours 1 lecture hour/week

Basic Skills Level: 1

Prerequisites: None

Description: This course is an overview of how to organize a sewing environment covering the following areas: sewing space design for tools, equipment, and supplies; and analyzing project planning to maximize sewing efficiency.

**H.EC 139 WARDROBE PLANNING**

Units (Credit/No Credit) 1

Class Hours 1 lecture hour/week

Basic Skills Level: 1

Prerequisites: None

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. Transfer: CSU.

**H.EC 140 BASIC SERGING**

Units (Grade Option) 1

Class Hours 3 lab hours/week

Basic Skills Level: 1

Prerequisites: None

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 (Grade Option) 1

Class Hours 3 lab hours/week

Basic Skills Level: 1

Prerequisites: None

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 (Grade Option) 1

Class Hours 1 lecture hour/week

Basic Skills Level: 1

Prerequisites: None

Description: The focus of this course is the creative use of scarves, jewelry, belts, and color to achieve a coordinated up-to-date wardrobe. Emphasis is placed on analyzing the best look for each figure type. Transfer: CSU.

**H.EC 144 FASHION DESIGNER TOUR**

Units 0.5

Class Hours 0.5 lecture hour/week

Basic Skills Level: 1

Prerequisites: None

Description: An inside look at the fashion design business. Tour of local design studios and interviews with the designers to learn the business side as well as the creative process of designing garments and accessories.

**H.EC 145 CLOTHING SELECTION FOR FIGURE TYPES**

Units (Grade Option) 1

Class Hours 1 lecture hour/week

Basic Skills Level: 1

Prerequisites: None

Description: This course is an overview of figure analysis and clothing selection. Students will choose color, line, design, texture, and accessories to flatter the figure. Transfer: CSU.

**H.EC 146 DESIGNER TECHNIQUES**

Units (Grade Option) 1

Class Hours 1 lecture hour/week

Basic Skills Level: 1

Prerequisites: None

Description: This course is a study of designers of the past and present and their influence on fashion. Students will analyze the designer details in ready-to-wear clothes and apply the same techniques in clothing construction. Transfer: CSU.

**H.EC 148 PERSONAL COLOR PRINCIPLES**

Units (Grade Option) 3

Class Hours 3 lecture hours/week

Basic Skills Level: 1

Prerequisites: None

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) .5

Class Hours .5 lecture hour/week

Basic Skills Level: 1

Prerequisites: None

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) 3

Class Hours 3 lecture hours/week

Basic Skills Level: 1

Prerequisites: None

Description: This course is a survey course of fashions from ancient Egypt to present day with emphasis on the 19th and 20th Centuries. Students will analyze fashion trends and fads as influenced by industrial and political developments. Transfer: CSU.

**H.EC 151 FASHION MERCHANDISING**

Units (Grade Option) 3

Class Hours 3 lecture hours/week

Basic Skills Level: 1

Prerequisites: None

Description: This course is an overview of the historical development of fashion and the economic, social, and psychological factors influencing clothing choices. Careers in fashion will be examined also. Other topics include fabrics and accessories, fashion promotion, advertising, display, and retail distribution of goods. Transfer: CSU.

**H.EC 159 TECHNIQUES OF FITTING PANTS**

Units (Grade Option) 1

Class Hours 1 lecture hour/week

Basic Skills Level: 1

Prerequisites: None

Description: In this course students will learn the techniques of fitting pants by adjusting commercial patterns. How body types, posture, and fabric grain affect pant construction will be examined also.

**H.EC 200 BEGINNING SEWING LABORATORY**

Units (Credit/No Credit) 1

Class Hours 3 lab hours/week

Basic Skills Level: 1

Prerequisites: Must be concurrently enrolled in H.EC 110 or 111 or 112 or 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

Basic Skills Level: 1

Prerequisites: Must be concurrently enrolled in H.EC 115 or 116 or 118 or 124

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

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

Units (Grade Option) 3

Class Hours 3 lecture hours/week

Basic Skills Level: 1

Prerequisites: None

Description: This course is an overview of scientific principles of nutrition and interrelationships of metabolism, nutritional requirements through life cycles, and health hazards of nutritional imbalance. Emphasis is placed on evaluating the nutritional content of foods, analyzing diets and food advertising, and learning to use scientifically recognized nutrition references and consumer information publications. Transfer: CSU, UC.

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

Units (Grade Option) 3

Class Hours 3 lecture hours/week

Basic Skills Level: 1

Course Prerequisites: H.EC 310 or BIOL 310

Description: This course is an introduction to metabolic disorders of human body systems that require dietary modifications. Topics include medical and dietary problems of the circulatory, bony skeleton, endocrine, excretory, reproductive systems, and their implications for opti-



mum health. Cancer, inborn errors of metabolism and natural food toxins will be discussed also. Medical terminology is emphasized. Transfer: CSU.

#### **H.EC 322 COOKING FOR HEALTH I**

Units 3

Class Hours 3 lecture hours/week

Basic Skills Level: 1, M2

Prerequisites: None

Description: This course is an overview of basic techniques to decrease total fat, saturated fat, cholesterol, sugar, and salt during food preparation using simple but gourmet techniques to retain and/or improve nutritional value of meats, fish, chicken, breads, salads, and holiday cooking. Food demonstrations, tasting, and home practice will be included. Transfer: CSU.

#### **H.EC 324 COOKING FOR HEALTH II**

Units 3

Class Hours 3 lecture hours/week

Basic Skills Level: 1, M2

Prerequisites: None

Description: This course is a continuation of basic principles of low fat, sugar, and salt cooking applied to advanced recipes for deserts, grains, beans, pasta, and yogurt. Food demonstrations, tasting, and home practice will be included. Transfer: CSU.

#### **H.EC 410 MANAGEMENT OF TIME AND RESOURCES**

Units (Grade Option) 2

Class Hours 2 lecture hours/week

Basic Skills Level: 1

Prerequisites: None

Description: Emphasis is placed 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

Basic Skills Level: 1

Prerequisites: None

Description: This course is an overview of the skills needed for decision making by consumers in American society. Consumerism, rights and responsibilities, protection agencies, legislation, and practical rules of buymanship are covered. Students will analyze advertisements and labels and their implications for consumers. Transfer: CSU.

## **FRENCH**

#### **FREN 110 ELEMENTARY FRENCH**

Units 5

Class Hours 5 lecture/2 lab hours/week

Basic Skills Level: 1

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/2 lab hours/week

Basic Skills Level: 1

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. Two lab hours per week required. Transfer: CSU, UC.

#### **FREN 112 ELEMENTARY FRENCH II**

Units 3

Class Hours 3 lecture/2 lab hours/week

Basic Skills Level: 1

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. Two lab hours per week required. Transfer: CSU, UC.

#### **FREN 120 ADVANCED ELEMENTARY FRENCH**

Units 5

Class Hours 5 lecture/2 lab hours/week

Basic Skills Level: 1

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/2 lab hours/week

Basic Skills Level: 1

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. Two lab hours per week required. Transfer: CSU, UC.

#### **FREN 122 ADVANCED ELEMENTARY FRENCH II**

Units 3

Class Hours 3 lecture/2 lab hours/week

Basic Skills Level: 1

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. Two lab hours per week required. Transfer: CSU, UC.

#### **FREN 130 INTERMEDIATE FRENCH**

Units 5

Class Hours 5 lecture/2 lab hours/week

Basic Skills Level: 1

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

Basic Skills Level: 1

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

Basic Skills Level: 1

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

Basic Skills Level: 1

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/No Credit) 0.5-1

Class Hours 1.5-3 lab hours per week

Basic Skills Level: 1

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. May be repeated for credit up to 1 unit.

**FREN 197 FRENCH PRONUNCIATION**

Units 3

Class Hours 3 lecture hours/week

Basic Skills Level: 1

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

Basic Skills Level: OC

Prerequisites: None

Description: Practical course in the French language approached by way of conversation. Intensive drill in the formulas and idioms of daily speech is supported with sufficient grammar to give flexibility in the spoken language. (This course will not fulfill language requirement of California State Colleges or at the University of California.) Units do not apply toward AA/AS degree.

**FREN 802 CONVERSATIONAL FRENCH II**

Units (Grade Option) 2

Class Hours 3 lecture hours/week

Basic Skills Level: OC

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

Basic Skills Level: OC

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

Basic Skills Level: OC

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 (Grade Option) 3

Class Hours 3 lecture hours/week

Basic Skills Level: 1

Prerequisites: None

Description: This course is an introduction to the 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

Basic Skills Level: 1

Prerequisites: None

Description: This course is an overview of culture within the geographic framework of race, language, religion, political boundaries, population distribution, settlement patterns, and making a living. Also included is an analysis of spatial distribution of the most important parts of human's cultural occupation of the earth. Transfer: CSU, UC.

**GEOG 120 ECONOMIC GEOGRAPHY**

Units (Grade Option) 3

Class Hours 3 lecture hours/week

Basic Skills Level: 1

Prerequisites: None

Description: In this course students will evaluate the effects of cultural and physical environments on utilization of resources. Other topics to be analyzed include investigation and description of basic resources used by humans and interrelationships of urban growth and economic development in industrialized regions of the world. Transfer: CSU, UC.

**GEOG 150 WORLD REGIONAL GEOGRAPHY**

Units (Grade Option) 3

Class Hours 3 lecture hours/week

Basic Skills Level: 1

Prerequisites: None

Description: This course is an introduction to the location of important geographic features such as rivers, mountain ranges, climatic regions, countries, states, and major cities with emphasis on historical influences and population growth. Also included is a survey of basic geographic regions of the world. Transfer: CSU, UC.

**GEOLOGY****GEOL 100 SURVEY OF GEOLOGY**

Units (Grade Option) 3

Class Hours 2 lecture/3 lab hours/week

Basic Skills Level: 1

Prerequisites: None

Description: Basic principles of igneous, sedimentary and metamorphic geology are covered in this survey course. Also discussed are rocks, minerals and the origin of the earth, continents and mountains. 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

Basic Skills Level: 1; M2

Prerequisites: None

Description: This course emphasizes the geological hazards in California and especially in the San Francisco 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/2 lab hours/week

Basic Skills Level: 1

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

Basic Skills Level: 1

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

Basic Skills Level: 1

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/No Credit) 0.5-1

Class Hours 1.5-3 lab hours/week

Basic Skills Level: 1

Course Prerequisites: GERM 120 or equivalent.

Description: A program consisting of 25-50 hours of work to be done in the language laboratory emphasizing speaking and understanding German. May be repeated for credit up to 1 unit. Transfer: CSU

**GERM 801 CONVERSATIONAL GERMAN I**

Units (Grade Option) 2

Class Hours 3 lecture hours/week

Basic Skills Level: OC

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

Basic Skills Level: OC

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

Basic Skills Level: OC

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

Basic Skills Level: OC

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 104 NUTRITION AND PHYSICAL FITNESS**

Units 1

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

Basic Skills Level: 1; M2

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 DISEASE**

Units (Grade Option) 1

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

Basic Skills Level: 1, M2

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)

Basic Skills Level: 1

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)

Basic Skills Level: 1, M2

Prerequisites: None

Description: Up-to-date study of how lifestyle choices influence current and future health of women. Role of diet, use of vitamin/ mineral supplements and physical fitness will be stressed in each topic of the female menstrual cycle. Transfer: CSU.

**HSCI 350 MICROCOMPUTER FOR HEALTH SCIENCES**

Units 1

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

Basic Skills Level: 1

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.

**HSCI 430 CPR AND FIRST AID**

Units (Grade Option) .5-1

Basic Skills Level: 1

Prerequisites: None

Description: This course provides training in CPR, First Aid for common injuries, and life-saving skills. Upon successful completion, students may obtain Red Cross First Aid and CPR certification. May be repeated for credit up to 1 unit. Transfer: CSU.

**HISTORY****HIST 100 HISTORY OF WESTERN CIVILIZATION I (CAN HIST 2)**

Units (Grade Option) 3

Class Hours 3 lecture hours/week

Basic Skills Level: 1

Prerequisites: None

Description: This course is a broad overview of the rise and decline of the civilization of the ancient world. Other topics include the rise of Christianity, the growth and decline of Medieval society, the Renaissance, Reformation and the beginning of the modern world. Transfer: CSU, UC.

**HIST 101 HISTORY OF WESTERN CIVILIZATION II (CAN HIST 4)**

Units (Grade Option) 3

Class Hours 3 lecture hours/week

Basic Skills Level: 1

Course Prerequisites: None

Description: This course is designed to present a broad survey of events in the Western World from the so-called Early Modern World period to the present. Students will also examine the rise of modern Europe which includes the Enlightenment, the French Revolution, and the growth of Liberalism. HIST 100 is recommended. Transfer: CSU, UC.

**HIST 102 HISTORY OF AMERICAN CIVILIZATION**

Units (Grade Option) 3

Class Hours 3 lecture hours/week

Basic Skills Level: 1

Course Prerequisites: None

Description: The course is a broad survey of the major time periods of U.S. History--colonial settlement of North America, the Enlightenment, the Age of Revolution, growth of democracy, and the problems of industrialization. Also included are the following topics: an analysis of 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. HIST 100, 201 or 202 is recommended. Transfer: CSU, UC.

**HIST 201 UNITED STATES HISTORY I (CAN HIST 8)**

Units (Grade Option) 3

Class Hours 3 lecture hours/week

Basic Skills Level: 1

Prerequisites: None

Description: This course is a broad survey of U.S. history beginning with English colonization along the Atlantic Coast, westward expansion of the colonists, the Revolution, the creation of the Constitution, and the Federalist and Jeffersonian philosophies. Also included are the following topics: an analysis of 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. Transfer: CSU, UC.

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

Units (Grade Option) 3

Class Hours 3 lecture hours/week

Basic Skills Level: 1

Prerequisites: None

Description: This is a broad survey course in U.S. History beginning with the Reconstruction Period and continuing through 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. HIST 201 is recommended. Transfer: CSU, UC.

**HIST 205 RELIGION IN AMERICA**

Units (Grade Option) 3

Class Hours 3 lecture hours/week

Basic Skills Level: 1

Prerequisites: None

Description: This course is a broad survey of historical religious thoughts and activities in this country. The religious influence on the development of American civilization will be analyzed. Transfer: CSU, UC.

**HIST 242 THE AFRO-AMERICAN IN UNITED STATES HISTORY**

Units (Grade Option) 3

Class Hours 3 lecture hours/week

Basic Skills Level: 1

Prerequisites: None

Description: This is a broad survey course which begins with a chronological study of the history of Afro-Americans from medieval Africa through the slave trade, American slavery, and abolitionism. The effects of the Civil War and Reconstruction, Jim Crow America, the Harlem Renaissance, events of the 1930s, and the "modern" civil rights period will be analyzed. HIST 201 or 202 recommended. (Fulfills Ethnic Studies or American Institutions requirements.) Transfer: CSU, UC.

**HIST 310 CALIFORNIA HISTORY**

Units (Grade Option) 3

Class Hours 3 lecture hours/week

Basic Skills Level: 1

Prerequisites: None

Description: This course is a broad 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 are also examined. Transfer: CSU, UC.

**HIST 315 HISTORY OF SAN MATEO COUNTY**

Units (Grade Option) 3

Class Hours 3 lecture hours/week

Basic Skills Level: 1

Prerequisites: None

Description: This course is a broad survey history of the county's development from the pre-Spanish period up to the present. Other topics examined 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. Transfer: CSU.

**HIST 421 HISTORY OF THE AMERICAS**

Units (Grade Option) 3

Class Hours 3 lecture hours/week

Basic Skills Level: 1

Prerequisites: None

Description: This course is a broad survey of the history of North and South America from the times of the pre-Columbian Indian civilizations through the European conquest. Students will also compare the ages of the revolutions against the European colonizing powers. Transfer: CSU, UC.

**HIST 422 MODERN LATIN AMERICA**

Units (Grade Option) 3

Class Hours 3 lecture hours/week

Basic Skills Level: 1

Prerequisites: None

Description: This is a broad survey course of the history of Latin America from independence to present. Other topics examined include Latin America's role today, problems of Latin America, the United States relationship, and the cultural ties binding Spanish-speaking people in the U.S. (Fulfills Ethnic Studies requirement.) Transfer: CSU, UC.

**HIST 451 FAR EASTERN CIVILIZATION AND HERITAGE I**

Units (Grade Option) 3

Class Hours 3 lecture hours/week

Basic Skills Level: 1

Prerequisites: None

Description: This course is a broad survey of the historical and cultural development of China and Japan. Emphasis will be placed on 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 present. 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 II**

Units (Grade Option) 3

Class Hours 3 lecture hours/week

Basic Skills Level: 1

Prerequisites: None

Description: This course is continuation of a broad survey of the cultural achievement of China and Japan from the 13th Century to the present. Emphasis will be placed on the old cultural traditions, foreign invasions, influences, the intended colonialism of foreign countries. Modern political development and nationalism will be discussed with an attempt to show their ramifications on contemporary Asian-Americans. (Fulfills Ethnic Studies requirement.) Transfer: CSU, UC.

**HIST 454 HISTORICAL PERSPECTIVES IN AMERICAN SOCIETY**

Units (Credit/No Credit) 1-3 (One unit per semester only)

Class Hours 1-3 lecture hours/week

Basic Skills Level: 1

Prerequisites: None

Description: This course is an overview of the patterns and processes of institutions and values in American History from the 1600s to the present. United States foreign policy, environmental policies, American politics, and their implications for current events will be examined also. May be repeated for credit up to 3 units. Transfer: CSU.

**HIST 456 HISTORICAL PERSPECTIVES OF UNITED STATES FOREIGN POLICY**

Units (Credit/No Credit) 1-3 (One unit per semester only)

Class Hours 1-3 lecture hours/week

Basic Skills Level: 1

Prerequisites: None

Description: This course focuses on international events, United States foreign policy, and current political and environmental issues. "Great Decisions" and their effects on society will be examined also. May be repeated for credit up to 3 units. Transfer: CSU.

**HIST 458 WHO'S WHO IN WORLD HISTORY**

Units (Credit/No Credit) 1-3 (One unit per semester only)

Class Hours 1-3 lecture hours/week

Basic Skills Level: 1

Prerequisites: None

Description: In this course students will examine 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. The influences of the "movers and shakers" on society will be examined. May be repeated for credit up to 3 units. Transfer: CSU.

**HOME ECONOMICS***(SEE FASHION AND CONSUMER ARTS)***HOSPITALITY****H.R. 108 INTRODUCTION TO MEETINGS AND CONVENTION MANAGEMENT**

Units 3

Class Hours 3 lecture hours/week

Basic Skills Level: 1

Prerequisites: Tour 200 or H.R. 100 or concurrent enrollment in Tour 200 or H.R. 100 required.

Description: In this course students are acquainted with the meeting and convention management industry. The course includes meeting design and objectives, program planning, food and beverage amenities, and historical and statistical analysis of meetings. Transfer: CSU.

**H.R. 110 HOSPITALITY LAW**

Units 3

Class Hours 3 lecture hours/week

Basic Skills Level: 1

Prerequisites: Tour 200 or H.R. 100 or concurrent enrollment in Tour 200 or H.R. 100 required.

Description: This course is a study of the origin and functions of hospitality and travel law with emphasis on the framework within which hotels, restaurants, and other members of the travel industry operate. Transfer: CSU.

**INTERIOR DESIGN****INTD 115 INTRODUCTION TO INTERIOR DESIGN (CAN H.EC 18)**

Units (Grade Option) 3

Class Hours 3 lecture hours/week

Basic Skills Level: 1

Prerequisites: None

Description: This course consists of an analysis of the home's total environment, including aesthetic, physical, and psychological needs of children and other special populations. Students will design a room using a step-by-step process that begins with a three-dimensional concept,

followed by space planning, furniture selection, and layout. Philosophy of and major aspects of interior design will be reviewed to develop awareness and knowledge. The course requirements include literature research and oral presentations. Transfer: CSU.

**INTD 125 DETAILING INTERIORS**

Units (Grade Option) 3

Class Hours 3 lecture hours/week

Basic Skills Level: 1

Prerequisites: INTD 115

Description: The purpose of this course is to provide in-depth information regarding choices for designing of home and the office. Students will analyze architectural details, wall and window treatments, use of color, fabric, furniture and their applications to interior design. Two projects and a field trip are required. Transfer: CSU.

**INTD 148 INTERIOR DESIGN GRAPHICS**

Units (Grade Option) 3

Class Hours 3 lecture hours/week

Basic Skills Level: 1

Prerequisites: None

Description: Students will learn the theory of spatial composition in freehand drawing, rendering, and sketching of interior environmental elements to scale. One and two point perspective and isometric drawings and three-dimensional conceptualization techniques are presented. Students will analyze the mechanical methods of developing working drawings for designs and plans for cabinet-makers, builders, crafts persons, and clients. Transfer: CSU.

**INTD 147 INTERIOR SPACE PLANNING**

Units (Grade Option) 3

Class Hours 3 lecture hours/week

Basic Skills Level: 1

Prerequisites: INTD 115, 148, ARCH 110

Description: This course is an overview of the theories, objectives, techniques, and presentation methods of environmental space planning. Analysis of human factors of ergonomics, proxemics, and needs of special populations are included. Emphasis is placed on problem solving for both residential and non-residential space planning with several space planning projects, and one field trip required. Transfer: CSU.

**INTD 148 COLOR FOR INTERIORS**

Units (Grade Option) 3

Class Hours 3 lecture hours/week

Basic Skills Level: 1

Prerequisites: None

Description: Basic color theories are applied to the visual control of interior space. Relationship and the effect of color as light color as pigment on textiles, surface and structural materials are examined. Students apply design attributes which affect the use of interior color composition to effect design solutions. Transfer: CSU.

**INTD 150 HISTORY OF INTERIORS**

Units (Grade Option) 3

Class Hours 3 lecture hours/week

Basic Skills Level: 1

Prerequisites: None

Description: The history of Western architecture and interiors from ancient civilization to the present is examined. Historical analysis of changing concepts of space and influence of new materials, furniture styles, textiles, architectural millwork and motifs are presented. This course is enlightening for anyone interested in seeking self-enrichment and is obligatory for prospective interior designers. Transfer: CSU.

**INTD 156 PORTFOLIO PREPARATION**

Units (Grade Option) 3

Class Hours 3 lecture hours/week

Basic Skills Level: 1

Prerequisite: INTD 180 and 330

Description: The focus of this course is the application of design principles and graphic skills for assembling a portfolio of work for the professional job market. The completed portfolio will have examples of drafting and space planning (floor plans, elevations, and furniture arrangement) and color, fabric, materials, and furniture boards for both residential and commercial applications. It is recommended that students take INTD 350 or 356 concurrently. Transfer: CSU.

**INTD 160 DECORATING TECHNIQUES**

Units (Grade Option) 3

Class Hours 3 lecture hours/week

Basic Skills Level: 1

Prerequisites: None

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

Basic Skills Level: 1

Prerequisites: None

Description: This course highlights the design attributes of textiles, with emphasis on selection, use, and performance standards for both residential and non-residential applications. Each step in the textile fabrication process is analyzed for floor coverings, window and wall treatments, and upholstery. Each student will be required to conduct research studies and field trips to industry processors and fabricators to compile an individual resource directory. Transfer: CSU.

**INTD 180 CONTRACT DESIGN**

Units (Grade Option) 3

Class Hours 3 lecture hours/week

Basic Skills Level: 1

Prerequisites: ARCH 110, INTD 147, and INTD 260

Description: This course is an analysis of the design of non-residential and public spaces. Emphasis is placed on the design process (programming, conceptualizing, and problem solving). Projects in space planning include interior landscaping, integration of building systems, codes and barrier-free requirements as well as human factors of design. Transfer: CSU.

**INTD 182 INTERIOR DESIGN STUDIO**

Units (Grade Option) 3

Class Hours 3 lecture hours/week

Basic Skills Level: 1

Prerequisites: ARCH 110, INTD 146, 147, 180, and 330

Description: In this course students will complete interior design projects in residential and/or commercial design which are initiated by the student or professor; projects must be fully executed and installed or presented to a full body of practicing designers for evaluation. The projects will include such business considerations as specifications, industry product safety standards, estimates and budgets, clients meetings, materials, and furnishing sources and their installation. Projects may be submitted for competition. Transfer: CSU.

**INTD 190 ARCHITECTURAL LETTERING**

Units (Grade Option) 1

Class Hours 1 lecture hour/week

Basic Skills Level: 1

Prerequisites: None

Description: This course is an overview of the techniques required to develop hand lettering styles used by architects and interior designers. Reproduction materials and printing procedures are included also. Transfer: CSU.

**INTD 192 PRESENTATION TECHNIQUES**

Units (Grade Option) 1

Class Hours 1 lecture hour/week

Basic Skills Level: 1

Prerequisites: None

Description: This course is an overview of the utilization of professional presentation boards by interior designers. Students will learn how to prepare presentation boards targeted for clients. Transfer: CSU.

**INTD 194 RENDERING**

Units (Grade Option) 1

Class Hours 1 lecture hour/week

Basic Skills Level: 1

Prerequisites: None

Description: In this course, students will develop drawings for presentation using markers, watercolor, and pencils. Various media used for rendering--glass, metal, fabrics, and textures--will be examined also. How to use rendering techniques for portfolios and presentations will be presented. Transfer: CSU.

**INTD 196 REFLECTED CEILING PLANS**

Units (Grade Option) 1

Class Hours 1 lecture hour/week

Basic Skills Level: 1

Prerequisites: None

Description: In this course students will learn to draw a residential reflected ceiling plan using proper symbols. Sources used for purchasing residential fixtures will be examined also. Transfer: CSU.

**INTD 198 QUICK SKETCHING PLUS**

Units (Grade Option) 1

Class Hours 1 lecture hour/week

Basic Skills Level: 1

Prerequisites: None

Description: This course is an overview of the design process using innovative visual shortcuts to reduce the need for hard-line drawings. Design presentation, communication skills, and methods of involving clients in design presentations will be examined also.

**INTD 250 PROFESSIONAL PRACTICES**

Units (Grade Option) 3

Class Hours 3 lecture hours/week

Basic Skills Level: 1

Prerequisites: INTD 115 and 147

Description: The focus of this course is professionalism in interior design business ethics and working relationships with related professions. Business practices and business management tools are explored with input from professional designers involved with a variety of different types of practices. Liability, codes, and laws are examined and factored into student projects with both residential and non-residential professional practices. Transfer: CSU.

**INTD 260 FUNDAMENTALS OF LIGHTING**

Units (Grade Option) 2-4 (No more than 2 units per semester)

Class Hours 2-4 lecture hours/week

Basic Skills Level: 1

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. Lighting design will be presented by designers. May be repeated for credit up to 4 units. Transfer: CSU.

**INTD 270 KITCHEN DESIGN**

Units (Grade Option) 3

Class Hours 3 lecture/hours week

Basic Skills Level: 1

Prerequisites: None

Description: This course is an overview of the basic principles of kitchen design preparation for the job market. Topics include the study of floor plans drawn to scale, available products, new design concepts, and colors. The plans will reflect individual family needs, work habits, and entertaining style to justify the financial expenditure. Transfer: CSU.

**INTD 271 BATH DESIGN**

Units (Grade Option) 3

Class Hours 3 lecture hours/week

Basic Skills Level: 1

Prerequisites: None

Description: This course is an overview of the basic principles of bath design. Drawing scale floor plans, new design concepts, product availability and the use of color will culminate in a class project of designing a bathroom. Transfer: CSU.

**INTD 274 REMODELING CONSTRUCTION**

Units (Grade Option) 3

Class Hours 3 lecture hours/week

Basic Skills Level: 1

Prerequisites: INTD 270 and ARCH 110

Description: This course is a complete overview of home construction emphasizing remodeling. Other topics include 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

Basic Skills Level: 1

Prerequisites: INTD 270 and 274

Description: In this course students learn to design kitchens and baths using creative applications of design concepts and principles. Products and materials are analyzed for best usage of personalized spaces. Specialized application of color, finishes, decorative detail, lighting, and plumbing will be covered also. Transfer: CSU.

**INTD 278 MARKETING AND SALESMANSHIP FOR INTERIOR DESIGN**

Units (Grade Option) 3

Class Hours 3 lecture hours/week

Basic Skills Level: 1

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 with emphasis on how to overcome

objections and close a sale. This course is part of the training program for CKD certification examination by NKBA. Transfer: CSU.

**INTD 320 ASIAN ART FOR INTERIORS: CHINA AND KOREA**

Units (Grade Option) 1

Class Hours 1 lecture hour/week

Basic Skills Level: 1

Prerequisites: None

Description: A broad survey of historic and contemporary Asian art from China and Korea. Students will study the influence of the art design from China and Korea, the transfer to the United States, the contribution to interior design from these countries to the United States. (The course partially fulfills Ethnic Studies requirement.) Transfer: CSU.

**INTD 321 ASIAN ART FOR INTERIORS: JAPAN AND SOUTHEAST ASIA**

Units (Grade Option) 1

Class Hours 1 lecture hour/week

Basic Skills Level: 1

Prerequisites: None

Description: This course is a broad survey of historic and contemporary Asian art from Japan and Southeast Asia. Students will study the influence of the artists from Japan and southeast Asia, their migration to the United States, and their contributions to interior design in their countries and the United States. (The course partially fulfills the Ethnic Studies requirement.) Transfer: CSU.

**INTD 322 ASIAN ART FOR INTERIORS: JAPAN, INDIA, AND THE PHILIPPINES**

Units (Grade Option) 1

Class Hours 1 lecture hour/week

Basic Skills Level: 1

Prerequisites: None

Description: A broad survey of historic and contemporary Asian art from Japan continued, India, the Philippines, and Persia. Students will study the influence of the artists from Japan, India, the Philippines, and Persia, their migration to the United States, and their contributions to interior design in their countries and the United States. (The course partially fulfills the Ethnic Studies requirement.) Transfer: CSU.

**INTD 330 INTERIOR ARCHITECTURAL DETAILING**

Units (Grade Option) 3

Class Hours 3 lecture hours/week

Basic Skills Level: 1

Course Prerequisites: ARCH 110

Description: This course presents a comprehensive analysis of the theory, technical knowledge, and communication skills necessary to depict interior architectural detailing. Design concepts, use of materials, and their relationship during construction will be discussed with emphasis on detail procedures and techniques. Transfer: CSU.

**INTD 340 CABINETS AND FURNITURE DESIGN**

Units (Grade Option) 3

Class Hours 3 lecture hours/week

Basic Skills Level: 1

Course Prerequisites: INTD 125 and ARCH 110

Description: The focus of this course is an overview of design and construction detailing of furniture, cabinets, and fixtures. Species of wood, joinery, and finishes will be covered. Transfer: CSU.



**INTD 350 COMMERCIAL DESIGN**

Units (Grade Option) 3

Class Hours 3 lecture hours/week

Basic Skills Level: 1

Prerequisites: INTD 147 and 330

Description: This course is a comprehensive approach to the design of commercial spaces such as offices or medical complexes. Work flow analysis and communication skills, such as schematic diagrams, quick sketch techniques, and orthographic projections will be used to create concepts of spatial distribution. Other considerations such as handicapped access and adaptive reuse will be discussed as well as how to schedule projects and deal with the mechanics of business operation. Transfer: CSU.

**INTD 351 ADVANCED COMMERCIAL DESIGN**

Units (Grade Option) 3

Class Hours 3 lecture hours/week

Basic Skills Level: 1

Prerequisites: INTD 147, 330 and 350 or equivalent

Description: The focus of this course is designing 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. It is recommended that students take INTD 260 or 356 concurrently. Transfer: CSU.

**INTD 356 RESIDENTIAL & COMMERCIAL CONSTRUCTION**

Units (Grade Option) 3

Class Hours 3 lecture hours/week

Basic Skills Level: 1

Prerequisites: INTD 147

Description: In this course students will develop an understanding of basic construction systems and how they relate to interior planning. Building codes, historic preservation, and handicapped restrictions will be examined as well as environmental concerns and adaptive reuse. Technical knowledge of building systems (HVAC, plumbing, electrical, etc.) and structure will be analyzed also. It is recommended that students take INTD 330 or 340 concurrently. Transfer: CSU.

**INTD 360 CAD APPLICATIONS FOR INTERIOR DESIGNERS**

Units (Grade Option) 3

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

Basic Skills Level: 1

Prerequisites: ARCH 110 or INTD 330 or 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 tool boxes 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

Basic Skills Level: 1

Prerequisites: ARCH 110, BUS. 440 and 441 or a passing score on the computer literacy examination.

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. Students may take INTD 271 and 276 concurrently. Transfer: CSU.

**INTD 370 CONSTRUCTION ESTIMATING**

Units (Grade Option) 3

Class Hours 3 lecture hours/week

Basic Skills Level: 1, M2

Prerequisites: INTD 270 or equivalent experience in the construction industry

Description: The process of estimating costs and time covering steps to estimating, types of estimates, conditions, specifications and methods of scheduling are presented. Categories of estimating include civil, structural concrete, structural iron, carpentry, thermal and moisture protection, doors, windows, finish hardware, interior finishes, mechanical estimating (plumbing and heating) and electrical estimating are also covered. It is recommended that students take INTD 350 or 356 concurrently. Transfer: CSU.

**INTD 420 HEALTH CARE DESIGN**

Units (Grade Option) 3

Class Hours 3 lecture hours/week

Basic Skills Level: 1

Prerequisites: ARCH 110 and INTD 356 or equivalent

Description: This course provides an overview of the design process, health care as an industry, past and current trends in health care design as well as processes and tools for identifying user needs. The constraints faced in today's health care design, including codes, costs, and anticipation of ever-changing technology will be examined also. Transfer: CSU.

**INTD 425 HEALTH CARE DESIGN TECHNOLOGIES**

Units (Grade Option) 3

Class Hours 3 lecture hours/week

Basic Skills Level: 1

Prerequisites: INTD 420

Description: This course is an in-depth investigation of building systems including mechanical, electrical, telecommunications, acoustical, and lighting systems for health care facilities. Code requirements and restrictions will be reviewed. Budget and housekeeping considerations in the selection of the design process will be analyzed. Transfer: CSU.

**INTD 430 HEALTH CARE PRODUCTS AND MATERIALS**

Units (Grade Option) 3

Class Hours 3 lecture hours/week

Basic Skills Level: 1

Prerequisites: None

Description: This course is an in-depth study of products and finish materials appropriate in the health care environment. Discussions will focus on evaluating finishes in terms of code compliance, maintenance, installation considerations, and cost. The effective use of colors in creating healing spaces, specification format, and OSA and OSHPD requirements will be examined. Optional field trips to health care facilities are included. Transfer: CSU.

**INTD 431 CODES**

Units (Grade Option) 1.5

Class Hours 1.5 lecture hours/week

Basic Skills Level: 1

Prerequisites: ARCH 110 and INTD 330

Description: This course is an overview of the building codes that control and limit interior designs. Topics include model codes, life safety, fire safety, access for persons with disabilities, California Title 24, the Uniform Building Code, and the Project Manual concept. Model building codes ICBO, BOCA, SSBC, NFPA, Federal and National codes, ANSI A 117.1, model handicapped access code, Fair Housing Act of 1988, and the Americans with Disabilities Act (ADA) of 1990 will be presented. Transfer: CSU.

**INTD 433 PROPOSALS AND CONTRACTS**

Units (Grade Option) 1.5

Class Hours 1.5 lecture hours/week

Basic Skills Level: 1

Prerequisites: INTD 420 or equivalent

Description: This course is an overview of the four significant aspects of professional practice related to interior design for healthcare facilities. Professional practice includes understanding organizational structures of alternative health care business, writing proposals to respond to client's requests for interior design services, and understanding contracts. A review of major administrative codes affecting interior design for health care facilities will be included also. Transfer: CSU.

**INTD 434 HEALTH CARE DESIGN FIELD PROJECT**

Units (Grade Option) 3

Class Hours 3 lecture hours/week

Basic Skills Level: 1

Prerequisites: INTD 420

Description: The focus of this course is data gathering for the purpose of completing a health care design project. Students will select a health care institution listed by Health Care Symposium to analyze, formulate a design project, and follow through from concept to completion. It is recommended that students take INTD 425 concurrently. Transfer: CSU.

**INTD 436 HEALTH CARE DESIGN: SMALL-SCALE PROJECT**

Units (Grade Option) 3

Class Hours 3 lecture hours/week

Basic Skills Level: 1

Prerequisites: INTD 420, 431 and 433; concurrent enrollment in INTD 695 for 3 units is required

Description: Students will learn how to complete a design project for presentation to peers and professionals. The required small-scale project (student's choice) can be a specialized medical office--dentist, gynecologist, ophthalmologist, etc. The approved project will be used for the designer's portfolio. Transfer: CSU.

**INTD 438 HEALTH CARE DESIGN: LARGE-SCALE PROJECT**

Units (Grade Option) 3

Class Hours 3 lecture hours/week

Basic Skills Level: 1

Prerequisites: INTD 420, 431 and 433; concurrent enrollment in INTD 695 is required

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 under the direction of a professor who is a health care designer. The approved project will be used for the designer's portfolio. Transfer: CSU.

**INTD 450 MATERIALS AND FINISHES**

Units (Grade Option) 3

Class Hours 3 lecture hours/week

Basic Skills Level: 1

Prerequisites: None

Description: In this course the cost and quality guidelines for selecting materials are presented. Students will learn how to make wise decisions when purchasing and specifying requirements for paints, carpets, hard floor coverings, tile, glass, mirrors, furniture, antiques, lamps and lighting fixtures, wall coverings, and draperies. Structural and finishing materials are covered for properties and uses. Transfer: CSU.

**ITALIAN****ITAL 111 ELEMENTARY ITALIAN I**

Units (Grade Option) 3

Class Hours 3 lecture/2 lab hours/week

Basic Skills Level: 1

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. Two lab hours per week required. Transfer: CSU, UC.

**ITAL 112 ELEMENTARY ITALIAN II**

Units (Grade Option) 3

Class Hours 3 lecture/2 lab hours/week

Basic Skills Level: 1

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. Two lab hours per week required. Transfer: CSU, UC.

**ITAL 121 ADVANCED ELEMENTARY ITALIAN I**

Units 3

Class Hours 3 lecture/2 lab hours/week

Basic Skills Level: 1

Prerequisites: ITAL 111 or equivalent

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. Two lab hours per week required. Transfer: CSU, UC.

**ITAL 122 ADVANCED ELEMENTARY ITALIAN II**

Units 3

Class Hours 3 lecture/2 lab hours/week

Basic Skills Level: 1

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. Two lab hours per week required. Transfer: CSU, UC.

**ITAL 801 CONVERSATIONAL ITALIAN I**

Units (Grade Option) 2

Class Hours 3 lecture hours/week

Basic Skills Level: OC

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 or B.A. degree requirements.

**ITAL 802 CONVERSATIONAL ITALIAN II**

Units (Grade Option) 2

Class Hours 3 lecture hours/week

Basic Skills Level: OC

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 or B.A. degree requirements.

### **ITAL 803 CONVERSATIONAL ITALIAN III**

Units (Grade Option) 2

Class Hours 3 lecture hours/week

Basic Skills Level: OC

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 or B.A. degree requirements.

### **ITAL 804 CONVERSATIONAL ITALIAN IV**

Units(Grade Option) 2

Class Hours 3 lecture hours/week

Basic Skills Level: OC

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 (Grade Option) 2

Class Hours 3 lecture hours/week

Basic Skills Level: OC.

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 110 INTRODUCTION TO JOURNALISM (CAN JOUR 4)**

Units 3

Class Hours 3 lecture hours/week

Basic Skills Level: 1

Prerequisites: None

Description: Study of the historical background and modern functioning of the press (newspaper, radio, magazine, television) in a democratic society, and the virtues and shortcomings of each. The rights and duties of journalists, and the legal limits of the liberty of the press are studied. Transfer: CSU, UC.

### **JOUR 120 NEWSWRITING (CAN JOUR 2)**

Units 3

Class Hours 3 lecture hours/week

Basic Skills Level: 2

Prerequisites: JOUR 110

Description: A study of the techniques of news gathering, of judging news values, and of writing the news story. Instruction in production of the student newspaper and in the principles of responsible editorial decision making. Transfer: CSU, UC.

### **JOUR 220 INTRODUCTION TO ADVERTISING**

Units 3

Class Hours 3 lecture hours/week

Basic Skills Level: 1

Prerequisites: None

Description: This course will include a broad and comprehensive view of principles and procedures involved in planning and preparation of advertising campaigns. The structure and management of an advertising agency will be covered, with each student taking a product or service and marketing it through to the consumer. The course will also include the selection of media and media placement. Transfer: CSU.

### **JOUR 230 INTRODUCTION TO PUBLIC RELATIONS**

Units 3

Class Hours 3 lecture hours/week

Basic Skills Level: 1

Prerequisites: None

Description: This course will cover the principles, history, and professional practice of public relations. Emphasis will be placed on the process of influencing public opinion, effective communication techniques, and the basic steps in public relations programming. Transfer: CSU.

### **JOUR 300 NEWSPAPER PRODUCTION**

Units 2

Class Hours 6 lab hours/week

Basic Skills Level: 2

Course Prerequisites: JOUR 120 (may be taken concurrently)

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.

## **LEARNING CENTER**

### **LCTR 698 SUPERVISED TUTORING**

Units 0

Class Hours By arrangement

Prerequisites: Concurrent enrollment in course in which tutorial assistance is being provided.

Description: Under the direction of an instructor in the Learning Center, students will receive tutorial assistance in areas of identified need. With the assistance of appropriate faculty, tutors who have demonstrated competence in a specific subject, skill and/or discipline and who have successfully completed a tutor training course will be assigned.

## **LIBRARY SCIENCE**

### **LIBR 100 INTRODUCTION TO LIBRARY RESOURCES**

Units (Grade Option) 1

Class Hours 3 lab hours/week

Basic Skills Level: 1

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, UC.

**LITERATURE****LIT. 101 MODERN LITERATURE**

Units (Grade Option) 3  
 Class Hours 3 lecture hours/week  
 Basic Skills Level: 3  
 Prerequisites: None  
 Description: Study of selected fiction, poetry, and drama of the 20th Century. Lectures, discussions, related reading, writing of critical papers.  
 Transfer: CSU, UC.

**LIT. 105 THE BIBLE AS LITERATURE**

Units (Grade Option) 3  
 Class Hours 3 lecture hours/week  
 Basic Skills Level: 3  
 Prerequisites: English 100  
 Description: This course introduces the student to the Bible as a work of literature by providing a study of the significant writings of the Old and New Testaments and of the Apocrypha. The course focuses particularly on these works as being characteristic of the culture and literary genres considered. Transfer: CSU.

**LIT. 111 THE SHORT STORY**

Units (Grade Option) 3  
 Class Hours 3 lecture hours/week  
 Basic Skills Level: 3  
 Prerequisites: ENGL 110  
 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  
 Basic Skills Level: 3  
 Prerequisites: ENGL 100  
 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  
 Basic Skills Level: 3  
 Prerequisites: ENGL 100  
 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  
 Basic Skills Level: 1  
 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  
 Basic Skills Level: 3  
 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.

**LIT. 152 INTRODUCTION TO SHAKESPEARE II (Also DRAM 152)**

Units (Grade Option) 3  
 Class Hours 3 lecture hours/week  
 Basic Skills Level: 3  
 Prerequisites: ENGL 100  
 Description: Study of selected plays of Shakespeare. Some discussion of Shakespeare's life and times and some discussion of his poetry will be included, although his plays are the main focus of the course. Plays covered are different than those in LIT. 151 and are not selected on a chronological basis. Transfer: CSU, UC.

**LIT. 191 CHILDREN'S LITERATURE**

Units (Grade Option) 3  
 Class Hours 3 lecture hours/week  
 Basic Skills Level: 1  
 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  
 Basic Skills Level: 3  
 Prerequisites: ENGL 100  
 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  
 Basic Skills Level: 3  
 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  
 Basic Skills Level: 3  
 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

Basic Skills Level: 3

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

Basic Skills Level: 3

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

Basic Skills Level: 3

Prerequisites: 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. (Fulfills Ethnic Studies Requirement.) Transfer: CSU, UC.

**LIT. 266 BLACK LITERATURE**

Units (Grade Option) 3

Class Hours 3 lecture hours/week

Basic Skills Level: 3

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. (Fulfills 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

Basic Skills Level: 2

Prerequisites: None

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

Basic Skills Level: 2

Prerequisites: None

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

Basic Skills Level: 1

Prerequisites: None

Description: Study of literature written in English by Mexican-Americans. Emphasis will be placed upon contemporary stories, poems, and essays. (Fulfills Ethnic Studies requirement.) Transfer: CSU, UC.

**LIT. 372 MYTH AND FOLKLORE OF LA RAZA**

Units (Grade Option) 3

Class Hours 3 lecture hours/week

Basic Skills Level: 1

Prerequisites: None

Description: Study of the folk literature of Mexican and Mexican-American peoples, with special emphasis on their effect on contemporary values. (Fulfills Ethnic Studies requirement.) Transfer: CSU, UC.

**LIT. 375 NATIVE-AMERICAN LITERATURE**

Units (Grade Option) 3

Class Hours 3 lecture hours/week

Basic Skills Level: 3

Prerequisites: ENGL 100

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. (Fulfills Ethnic Studies requirement.) Transfer: CSU, UC.

**LIT. 431 MYTHOLOGY**

Units (Grade Option) 3

Class Hours 3 lecture hours/week

Basic Skills Level: 3

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 hours/week

Basic Skills Level: 1

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 hours/week

Basic Skills Level: 1

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, UC.

**MANAGEMENT****MGMT 100 INTRODUCTION TO MANAGEMENT**

Units (Grade Option) 3  
 Class Hours 3 lecture hours/week  
 Basic Skills Level: 1  
 Prerequisites: None

Description: This course is 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  
 Basic Skills Level: 1  
 Prerequisites: ACTG 121

Description: In this introductory course whereby students will experiment with and gain a real-world understanding of the theories, concepts, tools, and techniques of finance. Students will be able 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  
 Basic Skills Level: 1  
 Prerequisites: None

Description: This course is an overview of the verbal and written communication processes used for managing people. Other topics include 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  
 Basic Skills Level: 1  
 Prerequisites: None

Description: This course is an introduction to 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 will be analyzed. Transfer: CSU.

**MGMT 136 BUDGET AND PLANNING**

Units (Grade Option) 1.5  
 Class Hours 1.5 lecture hours/week  
 Basic Skills Level: 1  
 Prerequisites: None

Description: This 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 analyzing 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  
 Basic Skill Level: 1  
 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

analyzing 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  
 Basic Skills Level: 1  
 Prerequisites: None

Description: This is an introductory course on the personnel function. Topics include 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  
 Basic Skills Level: 1  
 Prerequisites: None

Description: This course is an overview of work and organizational behavior and individual behavior. Topics include motivation, fundamentals of communication, leadership and power, group dynamics, decision making concepts, managing organizational conflict, organization change, impact of computer technology, and international aspects of organization behavior. Transfer: CSU.

**MGMT 225 OFFICE MANAGEMENT**

Units (Grade Option) 3  
 Class Hours 3 lecture hours/week  
 Basic Skills Level: 1  
 Prerequisites: None

Description: This course is an overview of a management system for an office. The management system includes personnel, equipment, services, information systems, data gathering and presentation, and human relations. Transfer: CSU.

**MGMT 235 TECHNIQUES OF SUPERVISION**

Units (Grade Option) 3  
 Class Hours 3 lecture hours/week  
 Basic Skills Level: 1  
 Prerequisites: None

Description: This course is an introduction to effective techniques of supervision in the work place. Topics analyzed include good management techniques, group dynamics, small group behavior, leadership, creativity, and effective communications in the workplace. Transfer: CSU.

**MGMT 240 ORGANIZATIONAL LEADERSHIP**

Units (Grade Option) 3  
 Class Hours 3 lecture hours/week  
 Basic Skills Level: 1  
 Prerequisites: None

Description: This course is an introduction to the motivational aspects of leadership, leadership styles, and the assessment of organizational climate. Techniques for examining reactions to different styles of leadership and developing a leadership style are covered also. Transfer: CSU.

**MGMT 281 PUBLIC ADMINISTRATION MANAGEMENT**

Units (Grade Option) 3

Class Hours 3 lecture hours/week

Basic Skills Level: 1

Prerequisites: None

Description: This course is an overview of principles and concepts underlying the organization and management of public organizations. Federal, state, regional, and local governmental structures, policies, and procedures will be examined. Particular emphasis will be placed on establishing programs reflecting public policy and on public accountability. Transfer: CSU.

**MGMT 282 PUBLIC FINANCE**

Units (Grade Option) 3

Class Hours 3 lecture hours/week

Basic Skills Level: 1

Prerequisites: None

Description: This course is an overview of governmental fiscal administration. Other topics covered are financial planning and control, analysis of the budget process, concepts of taxation, revenue sources, debt management, inter-governmental financial relationships, special assessments, and capital improvement budgeting. Transfer: CSU (elective only).

**MGMT 283 PUBLIC PERSONNEL ADMINISTRATION**

Units (Grade Option) 3

Class Hours 3 lecture hours/week

Basic Skills Level: 1

Prerequisites: None

Description: This course is a comprehensive analysis of personnel administration in the public sector. Topics examined 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 or 111 and 112, 120 or 122 and 123, and either 125, 130 or 140. Science or engineering majors should select 130 and then continue the sequence with either 219, 250, 251, 252, 253 and 275, or 241 and 242. A student who qualifies for a particular mathematics course is eligible for any course lower in the sequence.

Before enrolling in a mathematics course at Cañada, all students are required to take the mathematics Placement Test unless they submit transcripts showing satisfactory completion (grade "C" or better) of prerequisite courses. Placement test scores are used together with other pertinent information to determine the most appropriate math course for the student. If a student has not taken a mathematics course in the previous two years, it is strongly recommended that the student enroll in a course below the one for which he/she would be eligible.

Prerequisites for math courses are detailed in the course descriptions. Unless otherwise indicated, a grade of "C" or better is required for all prerequisite courses. References to high school mathematics means college preparatory mathematics beginning with elementary algebra. Questions regarding equivalency of courses, transfer credit, and the like should be referred to the Division Dean.

**MATH 110 ELEMENTARY ALGEBRA**

Units (Grade Option) 5

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

Basic Skills Level: 1, M3

Prerequisites: None

Description: This course provides an introduction to elementary algebra emphasizing basic algebraic concepts. Topics include the real number system, order of operations, solving equations and inequalities, polynomials and exponents, factoring, rational and irrational expressions, linear equations and graphs, polynomials, roots and radicals, and quadratic equations. One hour of lab per week by arrangement is required.

**MATH 111 ELEMENTARY ALGEBRA I**

Units (Grade Option) 3

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

Basic Skills Level: 1, M3

Prerequisites: None

Description: This course is equivalent to the first half of MATH 110 and is recommended for those who have not previously had elementary algebra. Topics include the real number system, order of operations, solving equations and inequalities, polynomials and exponents and factoring. One hour of lab per week by arrangement is required.

**MATH 112 ELEMENTARY ALGEBRA II**

Units (Grade Option) 3

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

Basic Skills Level: 1, M3

Prerequisites: Math 111 with grade of "C" or better or equivalent

Description: This course is a continuation of MATH 111 and is equivalent to the second half of MATH 110. Topics include rational expressions, graphing linear equations, linear systems, roots and radicals, and quadratic equations. One hour of lab by arrangement per week is required.

**MATH 115 GEOMETRY**

Units 5

Class Hours 5 lecture/1 lab hours/week

Basic Skills Level: 1, M4

Prerequisites: MATH 110 or MATH 111 and 112 with grade of C or better

Description: This course is 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

Basic Skills Level: 1, M4

Prerequisites: MATH 110 with a grade of C or better

Description: This course is an 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

Basic Skills Level: 1, M4

Prerequisites: MATH 110 or 112 with grade of C or better

Description: This course is an extension of fundamental algebraic concepts and operations, binomial expansion, solution of linear and quadratic equations individually and in systems, determinants, radical equations, complex numbers, and introduction to theory of equations.

**MATH 122 INTERMEDIATE ALGEBRA I**

Units 3

Class Hours 3 lecture/1 lab hours/week

Basic Skills Level: 1, M4

Prerequisites: MATH 110 or MATH 112 with grade of C or better

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

Basic Skills Level: 1, M4

Prerequisites: MATH 122 with grade of C or better

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

Basic Skills Level: 1, M5

Prerequisites: MATH 120 or 121 with grade of C or better

Description: This is an 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

Basic Skills Level: 1, M5

Prerequisites: MATH 115 and 120 or 121 (or equivalent) with grade of C or better

Description: This course covers 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 hr/week

Basic Skills Level: 1, M5

Prerequisites: MATH 120 with grade of C or better or equivalent

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.

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

Units 4

Class Hours 4 lecture/1 lab hour by arrangement/week

Basic Skills Level: 1, M5

Prerequisites: MATH 120 or equivalent with grade "C" or better

Description: This course presents the basic concepts underlying statistical methods and covers descriptive statistics, probability, probability distributions, hypothesis testing, estimates and sample sizes, correlation and regression, chi-square tests, analysis of variance, and nonparametric statistics. Computer analysis of statistical data is integrated into the course. Applications of statistics to business, life sciences and other areas are included. One hour of lab per week by arrangement is required. Transfer: CSU, UC.

**MATH 219 PRE-CALCULUS COLLEGE ALGEBRA/TRIGONOMETRY**

Units 5

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

Basic Skills Level: 1, M6

Prerequisites: MATH 130 or equivalent with grade of C or better

Description: This course is a 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

Basic Skills Level: 1, M6

Prerequisites: MATH 130 or equivalent with grade C or better

Description: The study of more advanced algebra including such topics as theory of equations, complex numbers, logarithmic and exponential functions, matrices, vectors, binomial theorem, and sequences is the focus of this course. Transfer: CSU, UC.

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

Units 5

Class Hours 5 lecture hours/week

Basic Skills Level: 1, M5

Prerequisites: MATH 120 or MATH 121 with grade of C or better

Description: This is the first 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 242 APPLIED ANALYTIC GEOMETRY AND CALCULUS II (CAN MATH 32)**

Units 5

Class Hours 5 lecture hours/week

Basic Skills Level: 1, M5

Prerequisites: MATH 241 with grade of C or better

Description: This is 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

Basic Skills Level: 1, M7

Prerequisites: Math 219 or 220 with grade of C or better

Description: Basic concepts of calculus are studied in this course, including plane analytic geometry, differentiation, integration, differentials and anti-derivative formulas and 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

Basic Skills Level: 2

Prerequisites: MATH 251 with grade of C or better

Description: This course further develops the basic theory of differential and integral calculus as applied to circular, hyperbolic, logarithmic and



exponential functions and is an 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

Basic Skills Level: 2

Prerequisites: MATH 252 with a grade of C or better

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

**MATH 275 ORDINARY DIFFERENTIAL EQUATIONS (CAN MATH 24)**

Units 3

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

Basic Skills Level: 2

Prerequisites: MATH 252 with grade C or better

Description: This course focuses on: 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

Basic Skills Level: 1, M4

Prerequisites: MATH 110 or 111 and 112 with a grade of C or better

Description: This course is a survey of fractions, reciprocals, similar triangles, proportions, sine, tangent relationships, inverse law and graphing.

**MATH 811 PRE-ALGEBRA**

Units (Grade Option) 1-3

Class Hours 3 lecture/2 lab hours/week

Basic Skills Level: OC

Prerequisites: None

Description: This course reviews 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.

**Music**

**MUS. 100 FUNDAMENTALS OF MUSIC**

Units (Grade Option) 3

Class Hours 3 lecture/1 lab hour/week

Basic Skills Level: 1

Prerequisites: None

Description: This course covers the basic musical skills--singing, ear training, reading music notation, and harmonizing simple melodies. Units may not be applied toward the degree by the student whose major is music. This course is suggested for a preliminary course to MUS. 101 and 131 and is suggested for the elementary classroom teacher and the amateur musician. Transfer: CSU, UC.

**MUS. 101 MUSICIANSHIP I**

Units (Grade Option) 3

Class Hours 3 lecture/1 lab hour/week

Basic Skills Level: 1

Prerequisites: None

Description: Music notation, keys, key signatures, intervals, sight reading and ear training are covered in this course. Some pianistic ability desirable. Transfer: CSU, UC.

**MUS. 102 MUSICIANSHIP II**

Units (Grade Option) 3

Class Hours 3 lecture/1 lab hour/week

Basic Skills Level: 1

Prerequisites: MUS. 101

Description: This course is further work on music notation, keys, key signature, intervals, sight reading, ear training. Transfer: CSU, UC.

**MUS. 103 MUSICIANSHIP III**

Units (Grade Option) 3

Class Hours 3 lecture/1 lab hour/week

Basic Skills Level: 1

Prerequisites: MUS. 102

Description: Continuation of MUS. 102. Transfer: CSU.

**MUS. 104 MUSICIANSHIP IV**

Units (Grade Option) 3

Class Hours 3 lecture/1 lab hour/week

Basic Skills Level: 1

Prerequisites: MUS. 103

Description: Continuation of MUS. 103. Transfer: CSU.

**MUS. 131 HARMONY I**

Units 3

Class Hours 3 lecture/1 lab hour/week

Basic Skills Level: 1

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 is the focus of this course. MUS. 131 & 132 carry the student from simple triads through and including chords of the dominant seventh. This course is 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

Basic Skills Level: 1

Prerequisites: MUS. 131

Description: This is the further study of chords and their relation to each other. Transfer: CSU, UC.

**MUS. 202 MUSIC APPRECIATION AND SURVEY**

Units (Grade Option) 3

Class Hours 3 lecture/1 lab hour/week

Basic Skills Level: 1

Prerequisites: None

Description: Music literature and history with emphasis on understanding and appreciation of the art are studied in this course. 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  
 Basic Skills Level: 1  
 Prerequisites: None  
 Description: This is a course in applied music with stress on technical and interpretive skills. Included are individual attention and advancement.  
 Transfer: CSU, UC.

**MUS. 302 PIANO II**

Units (Grade Option) 2  
 Class Hours 3 lecture/5 lab hours/week  
 Basic Skills Level: 1  
 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  
 Basic Skills Level: 1  
 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  
 Basic Skills Level: 1  
 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 hours/week  
 Basic Skills Level: 1  
 Prerequisites: None  
 Description: This course gives students hands-on keyboard proficiency in performing the harmonic theory studied in MUS. 131, 132, 133, 134; reinforces their aural perception of harmonic progressions; provides instruction for transposition; and lays foundation for improvisation at the keyboard. Some pianistic ability is helpful but not required. Transfer: CSU, UC.

**MUS. 306 KEYBOARD HARMONY II**

Units (Grade Option) 2  
 Class Hours 3 lecture hours/week  
 Basic Skills Level: 1  
 Prerequisites: MUS. 305  
 Description: Continuation of MUS. 305. Transfer: CSU, UC.

**MUS. 307 KEYBOARD HARMONY III**

Units (Grade Option) 2  
 Class Hours 3 lecture hours/week  
 Basic Skills Level: 1  
 Prerequisites: MUS. 306  
 Description: Continuation of MUS. 306. Transfer: CSU, UC.

**MUS. 308 KEYBOARD HARMONY IV**

Units (Grade Option) 2  
 Class Hours 3 lecture hours/week  
 Basic Skills Level: 1  
 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  
 Basic Skills Level: 1  
 Prerequisites: Concurrent enrollment in Ensemble or Orchestra.  
 Description: Techniques of playing the instrument of the student's choice, with individual instruction, are the focus of this course. 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  
 Basic Skills Level: 1  
 Prerequisites: MUS. 321; concurrent enrollment in Ensemble 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  
 Basic Skills Level: 1  
 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  
 Basic Skills Level: 1  
 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  
 Basic Skills Level: 1  
 Prerequisites: Successful completion of jury examination; concurrent enrollment in Ensemble or Orchestra.  
 Description: This course addresses 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  
 Basic Skills Level: 1  
 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  
 Basic Skills Level: 1  
 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

Basic Skills Level: 1

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

Basic Skills Level: 1

Prerequisites: Concurrent enrollment in Ensemble or Orchestra  
Description: Techniques of playing the instrument of the student's choice, with individual instruction, are the focus of this course. 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

Basic Skills Level: 1

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

Basic Skills Level: 1

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

Basic Skills Level: 1

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

Basic Skills Level: 1

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

Description: This course addresses 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

Basic Skills Level: 1

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

Basic Skills Level: 1

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

Basic Skills Level: 1

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

Basic Skills Level: 1

Prerequisites: Concurrent enrollment in Ensemble or Orchestra  
Description: Techniques of playing the violin, viola, cello or string bass, with individual instruction and ensemble playing, are covered in this course. 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

Basic Skills Level: 1

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

Basic Skills Level: 1

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

Basic Skills Level: 1

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

Basic Skills Level: 1

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

Description: Advanced problems of performance are addressed in this course. 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

Basic Skills Level: 1

Prerequisites: MUS. 365; successful completion of jury examination; concurrent enrollment in Ensemble or Orchestra

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

**MUS. 367 ADVANCED STRING INSTRUMENTS III**

Units 1

Class Hours 3 lecture/5 lab hours/week

Basic Skills Level: 1

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

Basic Skills Level: 1

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

Basic Skills Level: 1

Prerequisites: Possession of a guitar

Description: This course covers basic techniques of playing the guitar. Group and individual attention are included. Transfer: CSU, UC.

**MUS. 372 GUITAR II**

Units (Grade Option) 1

Class Hours 3 lecture/lab hours/week

Basic Skills Level: 1

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

Basic Skills Level: 1

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

Basic Skills Level: 1

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

Basic Skills Level: 1

Prerequisites: Concurrent enrollment in Ensemble or Orchestra

Description: Techniques of playing the various percussion instruments, including mallet instruments, with class instruction, individual instruction and ensemble participation are the focus of this course. Transfer: CSU, UC.

**MUS. 392 PERCUSSION INSTRUMENTS II**

Units 1

Class Hours 3 lecture/5 lab hours/week

Basic Skills Level: 1

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

Basic Skills Level: 1

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

Basic Skills Level: 1

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

Basic Skills Level: 1

Prerequisites: None

Description: Vocal problems are analyzed and corrected through exercises and songs. Included are 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

Basic Skills Level: 1

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

Basic Skills Level: 1

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

Basic Skills Level: 1

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

Basic Skills Level: 1

Prerequisites: Successful completion of jury examination prior to each semester

Description: Advanced problems in vocal performance and technique are addressed in this course. 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  
 Basic Skills Level: 1  
 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  
 Basic Skills Level: 1  
 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  
 Basic Skills Level: 1  
 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  
 Basic Skills Level: 1  
 Prerequisites: MUS. 325, 345 or 365 or equivalent; previous orchestral experience and demonstrated ability through audition  
 Description: This course is the study and performance of standard symphony orchestra literature and techniques. Performance is required. Each semester covers material differing from preceding semester. This course may be repeated three times for credit. Transfer: CSU, UC.

**MUS. 441 ORCHESTRA I**

Units (Grade Option) 2  
 Class Hours 5 lecture hours/week  
 Basic Skills Level: 1  
 Prerequisites: MUS. 321, 341, 361 or equivalent demonstrated ability  
 Description: The study and performance of standard literature and techniques for chamber and orchestral ensembles are the focus of this course. 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  
 Basic Skills Level: 1  
 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  
 Basic Skills Level: 1  
 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  
 Basic Skills Level: 1  
 Prerequisites: MUS. 443  
 Description: Continuation of MUS. 443. Transfer: CSU, UC.

**MUS. 461 INSTRUMENTAL ENSEMBLE I**

Units 1  
 Class Hours 3 lecture hours/week  
 Basic Skills Level: 1  
 Prerequisites: Demonstration of ability by audition  
 Description: This course is a Brass, String, and Woodwind ensemble. Performance is required. Transfer: CSU, UC.

**MUS. 462 INSTRUMENTAL ENSEMBLE II**

Units 1  
 Class Hours 3 lecture hours/week  
 Basic Skills Level: 1  
 Prerequisites: MUS. 461  
 Description: Continuation of MUS. 461. Transfer: CSU, UC.

**MUS. 463 INSTRUMENTAL ENSEMBLE III**

Units 1  
 Class Hours 3 lecture hours/week  
 Basic Skills Level: 1  
 Prerequisites: MUS. 462  
 Description: Continuation of MUS. 462. Transfer: CSU, UC.

**MUS. 464 INSTRUMENTAL ENSEMBLE IV**

Units 1  
 Class Hours 3 lecture hours/week  
 Basic Skills Level: 1  
 Prerequisites: MUS. 463  
 Description: Continuation of MUS. 463. Transfer: CSU, UC.

**MUS. 476 CHOIR**

Units (Grade Option) 1  
 Class Hours 3 lab hours/week  
 Basic Skills Level: 1  
 Prerequisites: Student must be able to match pitch vocally  
 Description: This course is the study and performance of choral literature for accompanied and unaccompanied chorus. The repertoire includes "popular" contemporary styles. Performances are required. Field trips may be required. May be repeated up to 3 times. Transfer: CSU.

**MUS. 486 COLLEGE SINGERS**

Units 1  
 Class Hours 5 lab hours/week  
 Basic Skills Level: 1  
 Prerequisites: Previous choral experience and demonstrated ability by audition  
 Description: This is an advanced ensemble specializing in the performance of choral literature for small choruses. The repertoire includes both traditional and contemporary styles. Performances are required. Field trips may be required. May be repeated up to 3 times. Transfer: CSU.

**MUS. 490 MASTER CHORALE**

Units (Grade Option) 1  
 Class Hours 3 lecture hours/week  
 Basic Skills Level: 1  
 Prerequisites: Previous choral experience and demonstrated ability through auditions  
 Description: Rehearsal and performance of oratorios and other choral literature is the content of this course. Performance is required. This course may be repeated three times for credit. Transfer: CSU, UC.

**MUS. 495 MUSICAL THEATRE**

Units 1-3

Class Hours By Arrangement

Basic Skills Level: 1

Prerequisites: Audition

Description: This course covers training in chorus, instrumental, and solo parts of staged musical shows or opera. Units depend on the hours the part demands. This course may be repeated up to a maximum of three units.

Transfer: CSU, UC.

**MUS. 496 MUSIC RECITALS**

Units (Credit/No Credit) 0.5

Class Hours 1 lecture hour/week

Basic Skills Level: OC

Prerequisites: None

Description: This course is open to all students. It is a listening course designed 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

Basic Skills Level: 1

Prerequisites: None

Description: This course is an overview of the natural sciences, emphasizing their impact upon modern society. Descriptive material is taken from both biological and physical sciences. Emphasis is upon recent discoveries which have affected modern living. Transfer: CSU, UC.

**OCEANOGRAPHY****OCEAN 100 OCEANOGRAPHY**

Units (Grade Option) 3

Class Hours 3 lecture hours/week

Basic Skills Level: 1

Prerequisites: None

Description: Chemical and biological history of the oceans, currents, waves, tides and coastal processes are studied in this course. Origin and evolution of the oceans and ocean basins with emphasis on recent discoveries in continental drift and sea floor spreading are included.

Transfer: CSU, UC.

**OFFICE TECHNOLOGY**

SEE BUSINESS/OFFICE TECHNOLOGY

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

Units 3

Class Hours 3 lecture hours/week

Basic Skills Level: 1

Prerequisites: None

Description: This is an introductory ecological approach to the changing parade of life and ancient environments through the past 3.5 billion years of Earth history. Included are collecting, preparing, analyzing and interpreting a fossil marine fauna. Transfer: CSU, UC.

**PARALEGAL****LEGL 249 INTRODUCTION TO THE LEGAL SYSTEMS**

Units (Grade Option) 3

Class Hours 3 lecture hours/week

Basic Skills Level: 2

Prerequisites: None

Description: This course will provide an entering student with an introduction to the role of a paralegal, an overview of the U.S. legal system, and an introduction to the substantive areas of law taught in the paralegal program. Transfer: CSU.

**LEGL 250 LEGAL RESEARCH AND WRITING**

Units (Grade Option) 3

Class Hours 3 lecture hours/week

Basic Skills Level: 2

Prerequisites: LEGL 249 or concurrent enrollment in LEGL 249

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

Basic Skills Level: 2

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

Basic Skills Level: 2

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

Basic Skills Level: 2

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

Basic Skills Level: 2

Prerequisites: LEGL 249 or concurrent enrollment in LEGL 249

Description: In this course students will learn the legal principles applicable to the formation of the marriage contract, together with

principles of law applicable to problems arising from the marital relationship. Other topics will include the examination of property rights, support obligations, and child custody. Transfer: CSU.

**LEGL 255 CORPORATIONS AND BUSINESS ENTITIES**

Units (Grade Option) 3  
 Class Hours 3 lecture hours/week  
 Basic Skills Level: 2  
 Prerequisites: LEGL 249 or concurrent enrollment in LEGL 249  
 Description: In this course students are provided a basic orientation to business organizations involving sole proprietorships and partnerships. Procedures followed for qualifying a foreign corporation in California are discussed as well. Transfer: CSU.

**LEGL 256 REAL PROPERTY LAW**

Units (Grade Option) 3  
 Class Hours 3 lecture hours/week  
 Basic Skills Level: 2  
 Prerequisites: LEGL 249 or concurrent enrollment in LEGL 249  
 Description: In this course, emphasis is placed on the relationships between buyer and seller of real estate and between landlord and tenant. The role of the legal assistant in the analysis and solution of legal problems and in the preparation of documents is also evaluated. Transfer: CSU.

**LEGL 257 BANKRUPTCY AND DEBT COLLECTION**

Units (Grade Option) 3  
 Class Hours 3 lecture hours/week  
 Basic Skills Level: 2  
 Prerequisites: LEGL 249 or concurrent enrollment in LEGL 249  
 Description: This is an overview of the bankruptcy court administration of bankrupt estates by receivers and trustees and the preparation of voluntary cases. Students will learn to apply the analytical skills needed to assist attorneys in preparing bankruptcy petitions and other documents. Transfer: CSU.

**LEGL 258 ADVANCED CIVIL LITIGATION AND TRIAL PREPARATION**

Units (Grade Option) 3  
 Class Hours 3 lecture hours/week  
 Basic Skills Level: 2  
 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  
 Basic Skills Level: 2  
 Prerequisites: LEGL 249 and 250  
 Description: Students will develop and refine legal research and writing skills by preparing a series of projects which include legal documents for court cases filed by attorneys. Students will efficiently use law libraries. Transfer: CSU.

**LEGL 262 PARALEGALISM AND STUDY OF LEGAL ETHICS**

Units (Grade Option) 3  
 Class Hours 3 lecture hours/week  
 Basic Skills Level: 2  
 Prerequisites: LEGL 249  
 Description: This course is an overview of the major aspects and issues of the paralegal profession, skills of a paralegal, and legal ethics. Topics include new careers in law, paralegal employment, the regulation of

paralegals, legal analysis, interviewing, investigation in a law office, and formal and informal advocacy with administrative agencies. Transfer: CSU.

**LEGL 264 CONTRACTS**

Units (Grade Option) 2  
 Class Hours 3 lecture hours/week  
 Basic Skills Level: 2  
 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 law. Transfer: CSU.

**LEGL 282 PARALEGAL CAREER FORUM**

Units (Credit/No Credit) .5  
 Class Hours .5 lecture hours/week  
 Basic Skills Level: 1  
 Prerequisites: None  
 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.

**LEGL 350 PARALEGAL ISSUES: LEGAL UPDATES**

Units (Grade Option) 1-3  
 Class Hours 1-3 hours/week  
 Basic Skills Level: 1  
 Prerequisites: None  
 Description: This course is an overview of the laws passed during a calendar year. Legal updates are offered during the spring semester in family law, probate/estate administration, and litigation/discovery. A review of statutes enacted by the Legislature in the preceding year which become effective during the current year will be included also. May be repeated for credit up to 3 units. Transfer: CSU.

**PHILOSOPHY**

**PHIL 100 INTRODUCTION TO PHILOSOPHY (CAN PHIL 2)**

Units (Grade Option) 3  
 Class Hours 3 lecture hours/week  
 Basic Skills Level: 2  
 Prerequisites: None  
 Description: The aim of this introductory course is to analyze philosophical assumptions, evaluate and discuss the ideas and theories of selected philosophies, think critically, and observe the involvement of philosophical thought in everyday life. Some classical philosophical problems in the areas of ethics, epistemology, metaphysics, and social and political philosophy will be compared and contrasted. Transfer: CSU, UC.

**PHIL 103 CRITICAL THINKING**

Units (Grade Option) 3  
 Class Hours 3 lecture hours/week  
 Basic Skills Level: 2  
 Prerequisites: None  
 Description: In this course a general overview of reasoning skills is presented. Techniques will be introduced to facilitate the recognition of arguments from various types of discourse. Students will analyze and distinguish valid from invalid arguments, sound and unsound arguments, the structure of arguments, and informal fallacies. Students will be required to practice and develop skills of constructing valid and sound arguments, write three short argumentative essays, and write a substantial paper of critical analysis of an assigned topic. Transfer: CSU, UC.

**PHIL 160 HISTORY OF PHILOSOPHY: ANCIENT AND MEDIEVAL**

Units (Grade Option) 3  
 Class Hours 3 lecture hours/week  
 Basic Skills Level: 1  
 Prerequisites: None

Description: This course is an introduction to the history of Western philosophy from pre-Socratic to Renaissance. Selections from representative philosophers and/or schools--pre-Socratic, Plato, Aristotle, philosophy of the Roman world, and Christian and early rationalist thought--will be studied. Analysis of attempts to resolve fundamental metaphysical, epistemological, and ethical questions is also included. Transfer: CSU, UC.

**PHIL 175 HISTORY OF PHILOSOPHY: 16TH TO 18TH CENTURY**

Units (Grade Option) 3  
 Class Hours 3 lecture hours/week  
 Basic Skills Level: 1  
 Prerequisites: None

Description: This course is a general survey of epistemological, metaphysical, and ethical systems in Western philosophical tradition from around the 16th to 18th Century. Rationalists, Empiricists, Kant, and some early idealists will be studied. Transfer: CSU, UC.

**PHIL 190 CONTEMPORARY PHILOSOPHY**

Units (Grade Option) 3  
 Class Hours 3 lecture hours/week  
 Basic Skills Level: 1  
 Prerequisites: None

Description: This course is a general survey of trends in 19th and 20th Century philosophy and its impact on social, political, economic and religious movements. Idealism, existentialism, Marxism, Christian philosophy, logical positivism, pragmatism, utilitarianism, and linguistic analysis will also be studied. Transfer: CSU, UC.

**PHIL 200 INTRODUCTION TO LOGIC (CAN PHIL 6)**

Units (Grade Option) 3  
 Class Hours 3 lecture hours/week  
 Basic Skills Level: 1  
 Prerequisites: None

Description: This course is an introduction to the study of logic which includes informal fallacies, syllogism and symbolic logic. Also included is the critical study of the conditions of clear statements, analysis and evaluation of arguments, and skills for constructing logical arguments. Transfer: CSU, UC.

**PHIL 240 INTRODUCTION TO ETHICS (CAN PHIL 4)**

Units (Grade Option) 3  
 Class Hours 3 lecture hours/week  
 Basic Skills Level: 1  
 Prerequisites: None

Description: In this course students will examine the principles of ethical decision making and ethical responsibility. Classical and contemporary deontological and teleological theories in ethics will be carefully examined, and contemporary ethical problems such as abortion, privacy, drug testing, and AIDS will be studied in depth. Transfer: CSU, UC.

**PHIL 300 INTRODUCTION TO WORLD RELIGIONS**

Units (Grade Option) 3  
 Class Hours 3 lecture hours/week  
 Basic Skills Level: 1  
 Prerequisites: None

Description: This course is an introduction to the study of great religions of the world; their cultural background, tenets, practices, literature and

art; and their impact on society and culture. Also covers the development of religious ideas of major religions and their significant influence on the meaningfulness of human existence. Transfer: CSU, UC.

**PHIL 310 PHILOSOPHY OF RELIGION**

Units (Grade Option) 3  
 Class Hours 3 lecture hours/week  
 Basic Skills Level: 1  
 Prerequisites: None

Description: This course is an investigation of questions arising from the tradition of religions. Students will compare and contrast the philosophical theories of religious skepticism, nature of God, revelation, miracles, faith, mystical experience, the problems of evil and death and immortality. Transfer: CSU, UC.

**PHIL 320 ASIAN PHILOSOPHY**

Units (Grade Option) 3  
 Class Hours 3 lecture hours/week  
 Basic Skills Level: 1  
 Prerequisites: None

Description: This course is a general survey of the philosophical developments in China, India, and Japan. Major philosophical theories of these countries will be compared and evaluated. The philosophical impact on Asian perspective of purpose and meaningfulness of existence, human destiny, ethical, and metaphysical views will be examined. Transfer: CSU, UC.

**PHYSICAL EDUCATION**

*Activity courses in a given subject area such as Golf may be taken for a total of 4 times. A student may not enroll for four times in one course unless it is the only course offered in that subject area. Activity courses in visual and performing arts such as Jazz Dance may be repeated up to 3 times per course if they are part of a sequenced transfer curriculum.*

**ADAPTIVE/CORRECTIVE**

*Repetition of adaptive physical education courses are allowed under special circumstances including when continuing success of the student in other general and/or special classes is dependent on additional repetitions of a specific course and when an individual educational plan contains a goal other than completion of the special class in question and repetition of the course will further achievement of that goal.*

**ADAP 350 ADAPTIVE GENERAL CONDITIONING**

Units (Grade Option) 0.5-1.0  
 Class Hours 1.5-3 lab hours/week  
 Basic Skills Level: OC  
 Prerequisite: Verification of limiting condition on file.

Description: This course covers 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) 0.5-1.0  
 Class Hours 1.5-3 lab hours/week  
 Basic Skills Level: OC  
 Prerequisite: Verification of limiting condition on file.

Description: This course included the use of the Universal gym and other free weights to increase overall strength and flexibility. Transfer: CSU, UC.



**ADAP 353 FITNESS FOR THE DISABLED OLDER ADULT**

Units (Grade Option) 1

Class Hours 3 lab hours/week

Basic Skills Level: OC

Prerequisite: Verification of limiting condition on file.

Description: Instruction in safe stretching exercises designed to sustain or improve flexibility, circulation, and muscular endurance are covered in this course. 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.

**COMBATIVES****COMB 401 SELF DEFENSE**

Units (Grade Option) 1

Class Hours 3 lab hours/week

Basic Skills Level: OC

Prerequisites: None

Description: This course is designed to provide students knowledge about basic self-defense. Areas covered are 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. May be repeated up to 3 times. Transfer: CSU, UC.

**DANCE****DANC 140 BALLET**

Units (Grade Option) 1

Class Hours 3 hours/week

Basic Skills Level: OC

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. May be repeated up to 3 times. Transfer: CSU.

**DANC 205 BEGINNING JAZZ**

Units (Grade Option) 0.5-1

Class Hours 1.5-3 lab hours/week

Basic Skills Level: OC

Prerequisites: None

Description: Elementary jazz techniques, foot and leg development, basic turns, isolation of body parts and understanding of the rhythms of jazz music are covered in this course. Short combinations will be learned using basic jazz techniques. Emphasis on locomotive movements. May be repeated up to 3 times. Transfer: CSU, UC.

**DANC 210 BEGINNING/INTERMEDIATE JAZZ**

Units (Grade Option) 1

Class Hours 3 lab hours/week

Basic Skills Level: OC

Prerequisites: DANC 205 or equivalent

Description: This course is a continuation of Beginning Jazz. Emphasis is placed on single and double turns, longer combinations, and more complex techniques. There will be opportunity to perform in groups in classroom demonstrations. May be repeated up to 3 times. Transfer: CSU, UC.

**DANC 215 INTERMEDIATE JAZZ**

Units (Grade Option) 0.5-1

Class Hours 1.5-3 lab hours/week

Basic Skills Level: OC

Prerequisites: DANC 210 or equivalent

Description: This course is 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. May be repeated up to 3 times. Transfer: CSU.

**DANC 230 BODY MOVEMENT**

Units (Grade Option) 0.5

Class Hours 1.5 lab hours/week

Basic Skills Level: OC

Prerequisites: None

Description: This course is designed for the student with none or very limited dance experience. Development of basic movement skills, use of props, understanding elements of music are included. This course is recommended for singers and actors. May be repeated up to 3 times. Transfer: CSU, UC.

**DANCE 350 DANCE AEROBICS**

Units (Grade Option) 0.5-1

Class Hours 1.5-3 lab hours/week

Basic Skills Level: OC

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. May be repeated up to 3 times. Transfer: CSU, UC.

**DANCE 400 DANCE PRODUCTION**

Units (Grade Option) 1

Class Hours 3 lab hours/week

Basic Skills Level: OC

Prerequisites: Successful audition

Description: This 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. May be repeated up to 3 times. Transfer: CSU, UC.

**FITNESS****FITN 105 FITNESS FOR LIFE**

Units (Grade Option) 2

Class Hours 6 lab hours/week

Basic Skills Level: OC

Prerequisites: None

Description: This course is designed to be a complete fitness experience. Emphasis is 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. May be repeated up to 3 times. Transfer: CSU, UC.

**FITN 140 EXERCISE APPRECIATION I**

Units (Grade Option) 0.5-1  
 Class Hours 1.5-3 lab hours/week  
 Basic Skills Level: OC  
 Prerequisites: None

Description: This is 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. May be repeated up to 3 times. Transfer: CSU, UC.

**FITN 201 BEGINNING WEIGHT CONDITIONING**

Units (Grade Option) 0.5-1  
 Class Hours 1.5-3 lab hours/week  
 Basic Skills Level: OC  
 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 are taken both at the beginning and end of this course. Running is also part of the course format. May not be repeated. Transfer: CSU, UC.

**FITN 204 INTERMEDIATE/ADVANCED WEIGHT CONDITIONING**

Units (Grade Option) 0.5-1  
 Class Hours 1.5-3 lab hours/week  
 Basic Skills Level: OC  
 Prerequisites: FITN 201 or equivalent

Description: Progressive skills and weight development in various weight conditioning exercises are emphasized in this course. Opportunities are granted to specialize in different areas of the body. Development of individual programs is encouraged. May be repeated up to 2 times. Transfer: CSU, UC.

**FITN 210 VARSITY WEIGHT CONDITIONING**

Units (Grade Option) 1  
 Class Hours 3 lab hours/week  
 Basic Skills Level: OC  
 Prerequisites: Concurrent enrollment in a team sport or demonstrated skill in athletic competition.

Description: This course is designed for students in varsity or team sport. It is designed to improve strength, balance, flexibility, and bulk through the use of free weights and weight machines. May be repeated up to 3 times. Transfer: CSU, UC.

**FITN 320 AEROBIC FITNESS**

Units (Grade Option) 0.5-1  
 Class Hours 1.5-3 lab hours/week  
 Basic Skills Level: OC  
 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. May not be repeated.

**FITN 332 FLEXIBILITY AND STRETCHING**

Units (Grade Option) 1  
 Class Hours 3 lab hours/week  
 Basic Skills Level: OC  
 Prerequisites: None

Description: Learning the proper methods and implementation of total body stretching is the focus of this course. 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. May not be repeated.

**FITN 340 AEROBIC CYCLING**

Units (Grade Option) 1  
 Class Hours 3 lab hours/week  
 Basic Skills Level: OC  
 Prerequisites: None

Description: This aerobic cycling course is 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. May be repeated for credit once.

**INDIVIDUAL SPORTS****INDV 120 BADMINTON**

Units (Grade Option) 1  
 Class Hours 3 lab hours/week  
 Basic Skills Level: OC  
 Prerequisites: None

Description: This course provides 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. May be repeated for credit up to 3 times. Transfer: CSU.

**INDV 161 BEGINNING GOLF**

Units (Grade Option) 0.5-1  
 Class Hours 1.5-3 lab hours/week  
 Basic Skills Level: OC  
 Prerequisites: None

Description: This course is 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 is covered. Most sessions will be held on campus, some activity may be scheduled for local courses and driving ranges. May not be repeated. Transfer: CSU, UC.

**INDV 164 INTERMEDIATE/ADVANCED GOLF**

Units (Grade Option) 0.5-1  
 Class Hours 1.5-3 hours/week  
 Basic Skills Level: OC  
 Prerequisites: Demonstrated skill

Description: This course is an extension of the fundamentals learned in Elementary Golf. Considerable emphasis is placed on the competitive aspects of golf; tournament play is a major part of the course. Sessions are conducted at Cañada College and Emerald Hills golf course. May be repeated for credit up to 2 times. Transfer: CSU, UC.

**INDV 166 EXPERT GOLF TRAINING**

Units (Grade Option) 2  
 Class Hours 6 lab hours/week  
 Basic Skills Level: OC  
 Prerequisites: Demonstrated skill

Description: This course is designed for students of expert golf ability who wish to develop their golf skills for competitive purposes. Included is instruction in the fundamentals as well as use of drills designed to improve golf skills. Play on a golf course and strategy will also be a major part of this course. May be repeated for credit up to 3 times. Transfer: CSU, UC.

**INDV 251 BEGINNING TENNIS**

Units (Grade Option) 0.5-1  
 Class Hours 1.5-3 hours/week  
 Basic Skills Level: OC  
 Prerequisites: None

Description: Basic fundamentals of tennis are covered in this course. Included are instruction on forehand and backhand ground strokes, serve and volley. Rules, scoring system, tennis etiquette and basic tactics of singles and doubles are also presented. There is some competition included toward the end of the semester. The major emphasis is on individual improvement. May not be repeated. Transfer: CSU, UC.

**INDV 252 BEGINNING/INTERMEDIATE TENNIS**

Units (Grade Option) 1  
 Class Hours 3 lab hours/week  
 Basic Skills Level: OC  
 Prerequisites: INDV 251

Description: This course is designed for students with at least one semester of beginning tennis. Basic instruction on forehand and backhand ground strokes, serve, volley, lob and smash are included. Rules, scoring system, tennis etiquette and basic tactics of singles and doubles are also included. Drills and match play will occur throughout the semester. Major emphasis is on individual improvement. Transfer: CSU, UC.

**INDV 253 INTERMEDIATE TENNIS**

Units (Grade Option) 0.5-1  
 Class Hours 1.5-3 lab hours/week  
 Basic Skills Level: OC  
 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  
 Class Hours 3 lab hours/week  
 Basic Skills Level: OC  
 Prerequisites: Demonstrated skill

Description: This course is designed for the student with prior tennis experience. All strokes and shots are presented, including forehand and backhand ground strokes, serve, volley, lob and smash. Advanced instruction in singles and doubles play is included. Individual improvement will be the major emphasis. Transfer: CSU, UC.

**INDV 255 ADVANCED TENNIS**

Units (Grade Option) 1  
 Class Hours 3 lab hours/week  
 Basic Skills Level: OC  
 Prerequisites: INDV 254 or demonstrated skill

Description: This course 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  
 Basic Skills Level: OC  
 Prerequisites: Demonstrated skill

Description: This course is designed for men and women of expert tennis ability who wish to develop their tennis skills in daily workouts of 1.5 hours duration. Students will be instructed in the fundamentals as needed and put through many drills designed to improve their tennis skills. Conditioning and strategy will also be a major part of this course. May be repeated for credit up to 3 times. Transfer: CSU, UC.

**INDV 258 TENNIS DOUBLES PLAY**

Units (Grade Option) 0.5-1  
 Class Hours 1.5-3 lab hours/week  
 Basic Skills Level: OC  
 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.

**THEORY****P.E. 115 INTRODUCTION TO ADAPTIVE PHYSICAL EDUCATION**

Units (Grade Option) 2  
 Class Hours 2 lecture hours/week  
 Basic Skills Level: OC  
 Prerequisites: None

Description: This course is 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) 0.5-3.0  
 Class Hours 1.5-9 lab hours/week  
 Basic Skills Level: OC  
 Prerequisites: None

Description: In this course, practical experience gained through assisting in any of the adaptive physical education classes. Transfer: CSU.

**P.E. 117 ADVANCED ASSISTANCE IN ADAPTIVE PHYSICAL EDUCATION**

Units (Grade Option) 3  
 Class Hours 9 lab hours/week  
 Basic Skills Level: OC  
 Prerequisites: P.E. 116

Description: This course provides students the opportunity to work at an advanced level of independence with adults with physical disabilities and health impairments; additional experience will be gained in the process of evaluation and prescription. Transfer: CSU.

**P.E. 305 THEORY OF BASKETBALL**

Units (Grade Option) 3  
 Class Hours 3 lecture hours/week  
 Basic Skills Level: 1  
 Prerequisites: None

Description: This course presents the techniques, strategies, history, and philosophy of the game of basketball. High school, college, and professional guest speakers participate in the course. Transfer: CSU.

**P.E. 306 THEORY OF COACHING SOCCER**

Units (Grade Option) 3

Class Hours 3 lecture hours/week

Basic Skills Level: 1

Prerequisites: TEAM 141 or equivalent recommended

Description: This course is designed for the student who wishes to coach soccer at the youth, adult or collegiate level. Rules of the game, coaching theories for youth and adults, and coaching tactics for basic and advanced situations will be discussed. Transfer: CSU.

**TEAM SPORTS****TEAM 105 ADVANCED BASEBALL**

Units (Grade Option) 2

Class Hours 6 lab hours/week

Basic Skills Level: OC

Prerequisites: Demonstrated competency

Description: This 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. May be repeated for credit once. Transfer: CSU, UC.

**TEAM 111 BEGINNING BASKETBALL**

Units (Grade Option) 0.5-1

Class Hours 1.5-3 lab hours/week

Basic Skills Level: OC

Prerequisites: None

Description: This 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. May not be repeated. Transfer: CSU, UC.

**TEAM 115 ADVANCED BASKETBALL**

Units (Grade Option) 1-1.5

Class Hours 3-4.5 lab hours/week

Basic Skills Level: OC

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. May be repeated up to 2 times. Transfer: CSU, UC.

**TEAM 141 BEGINNING SOCCER**

Units (Grade Option) 0.5-1

Class Hours 1.5-3 lab hours/week

Basic Skills Level: OC

Prerequisites: None

Description: This course covers 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. May not be repeated. Transfer: CSU, UC.

**TEAM 143 ADVANCED SOCCER**

Units (Grade Option) 1-1.5

Class Hours 3-4.5 lab hours/week

Basic Skills Level: OC

Prerequisites: 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. May be repeated up to 2 times. Transfer: CSU, UC.

**TEAM 148 INDOOR SOCCER**

Units (Grade Option) 1

Class Hours 3 lab hours/week

Basic Skills Level: OC

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. May be repeated up to 3 times. Transfer: CSU, UC.

**TEAM 151 BEGINNING SOFTBALL**

Units (Grade Option) 0.5-1

Class Hours 1.5-3 lab hours/week

Basic Skills Level: OC

Prerequisites: None

Description: This is 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. May be repeated up to 3 times. Transfer: CSU, UC.

**TEAM 171 BEGINNING VOLLEYBALL**

Units (Grade Option) .5-1.0

Class Hours 1.5-3 lab hours/week

Basic Skills Level: OC

Prerequisites: Demonstrated skill

Description: Designed for students desiring volleyball team play and individual skills beyond the beginning level, this course 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 will be through round robin and tournament schedules. May not be repeated. Transfer: CSU, UC.

**TEAM 174 INTERMEDIATE/ADVANCED VOLLEYBALL**

Units (Grade Option) 0.5-1

Class Hours 1.5-3 lab hours/week

Basic Skills Level: OC

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. May be repeated up to 2 times. Transfer: CSU.

**INTERCOLLEGIATE SPORTS****VARS 100 VARSITY BASEBALL**

Units 2

Class Hours 9 lab hours/week

Basic Skills Level: OC

Prerequisites: Demonstrated ability

Description: This course consists of 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.

**VAR 101 BASEBALL CONDITIONING**

Units 1

Class Hours 6 lab hours/week

Basic Skills Level: OC

Prerequisites: Must be taken concurrently with VARS 100

Description: This is 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.

**VAR 110 VARSITY BASKETBALL**

Units 2

Class Hours 9 lab hours/week

Basic Skills Level: OC

Prerequisites: Demonstrated competence

Description: This course consists of intercollegiate varsity basketball competition in the Coast Conference and participation in regional tournaments. Transfer: CSU, UC.

**VAR 111 BASKETBALL CONDITIONING**

Units 1

Class Hours 6 lab hours/week

Basic Skills Level: OC

Prerequisites: Must be taken concurrently with VARS 110

Description: This is 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.

**VAR 140 VARSITY GOLF**

Units (Grade Option) 3

Class Hours 9 lab hours/week

Basic Skills Level: OC

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.

**VAR 141 GOLF CONDITIONING**

Units 1

Class Hours 6 lab hours/week

Basic Skills Level: OC

Prerequisites: Demonstrated ability

Description: This is 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.

**VAR 150 VARSITY SOCCER**

Units 2

Class Hours 9 lab hours/week

Basic Skills Level: OC

Prerequisites: Demonstrated ability

Description: This course consists of intercollegiate competition with four-year institutions and junior colleges in Northern California. League competition is in the Coast Conference. Transfer: CSU, UC.

**VAR 151 SOCCER CONDITIONING**

Units 1

Class Hours 6 lab hours/week

Basic Skills Level: OC

Prerequisites: Must be taken concurrently with VARS 150

Description: This is 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.

**VAR 170 VARSITY TENNIS**

Units 2

Class Hours 9 lab hours/week

Basic Skills Level: OC

Prerequisites: Demonstrated ability

Description: This course consists of intercollegiate competition in the Coast Conference and participation in dual matches, invitations, league meet, Northern California and State Championships as qualified. Transfer: CSU, UC.

**VAR 171 TENNIS CONDITIONING**

Units 1

Class Hours 6 lab hours/week

Basic Skills Level: OC

Prerequisites: Must be taken concurrently with VARS 170

Description: This is 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 I (CAN PHYS 2)**

Units 4

Class Hours 3 lecture/3 lab hours/week

Basic Skills Level: 1, M6

Prerequisites: MATH 130 or equivalent

Description: This course consists of lectures with experimental demonstrations covering kinematics, mechanics, elasticity, wave motion, and thermodynamics. Transfer: CSU, UC.

**PHYS 220 GENERAL PHYSICS II (CAN PHYS 4)**

Units 4

Class Hours 3 lecture/3 lab hours/week

Basic Skills Level: 1

Prerequisites: PHYS 210

Description: The content of this course are 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 4

Class Hours: 3 lecture/3 lab hours/week

Basic Skills Level: 1

Prerequisites: PHYS 210 or equivalent; and 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 4

Class Hours: 3 lecture/3 lab hours/week

Basic Skills Level: 1

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 14)**

Units 4

Class Hours: 3 lecture/3 lab hours/week

Basic Skills Level: 1

Prerequisites: PHYS 250 and MATH 252

Description: This course is the third 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 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

Basic Skills Level: 1, M4

Prerequisites: None

Description: This course is 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 are included. This course is required for students pursuing careers as X-ray technologists. Transfer: CSU.

**PHYSIOLOGY****PSIO 256 PRINCIPLES OF PHYSIOLOGY**

Units 4

Class Hours: 3 lecture/3 lab hours/week

Basic Skills Level: 2, M4

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. Prior to taking this course, it is recommended that students take a Chemistry course. Transfer: CSU, UC.

**PSIO 260 HUMAN PHYSIOLOGY**

Units 5

Class Hours: 3 lecture/6 lab hours/week

Basic Skills Level: 2, M4

Prerequisites: BIOL 110 or 130 or 225 or ANAT 250 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

Basic Skills Level: 1

Prerequisites: None

Description: This introductory course is designed to improve the student's ability to think clearly about world political problems and their social, political, and economic implications. Reasoning skills will be applied when evaluating and constructing convincing arguments about current world political controversies. Transfer: CSU, UC.

**PLSC 130 INTERNATIONAL RELATIONS**

Units (Grade Option) 3

Class Hours: 3 lecture hours/week

Basic Skills Level: 1

Prerequisites: None

Description: This course is an introductory survey of world politics. The historical background, recent, and ongoing developments in the international politics of the major countries and regions of the world are explored for their social, political, and economic implications. Also included is the study of nation-state system, military and economic challenges to world peace, and attempts to resolve international conflicts by peaceful means. Transfer: CSU, UC.

**PLSC 150 INTRODUCTION TO POLITICAL THEORY**

Units (Grade Option) 3

Class Hours: 3 lecture hours/week

Basic Skills Level: 1

Prerequisites: None

Description: This course is a comparative study is made of contemporary political ideologies, such as nationalism, fascism, communism, and capitalist and socialist versions of democracy and their social, political, and economic implications. Traditional concepts of political thought such as authority, community, freedom, and obligation as they affect current issues are explored. Transfer: CSU, UC.

**PLSC 205 AMERICAN SOCIETY**

Units (Grade Option) 5

Class Hours: 5 lecture hours/week

Basic Skills Level: 1

Prerequisites: None

Description: Students are introduced to American political institutions, cultural values and social conditions and their social, economic, and political implications. This course is a comparative study of economics, national and local politics, education, mass media, family, and current social problems; students analyze these topics, seeking alternative responses and solutions in their native countries and apply what they find and study in the U.S., looking for similarities and differences. This course is designed for international students and/or recent immigrants. Transfer: CSU.

**PLSC 210 AMERICAN POLITICS (CAN GOVT 2)**

Units (Grade Option) 3

Class Hours: 3 lecture hours/week

Basic Skills Level: 1

Prerequisites: None

Description: This course is a survey of American politics and government. Students learn about voting patterns and elections, public opinion, pressure group, political party activity, the functions of the President, Congress and Supreme Court, citizens' guaranteed rights and liberties, and their political, social, and economic implications. Transfer: CSU, UC.

**PLSC 310 CALIFORNIA STATE AND LOCAL GOVERNMENT**

Units (Grade Option) 3  
 Class Hours 3 lecture hours/week  
 Basic Skills Level: 1  
 Prerequisites: None

Description: California state and local government with special emphasis placed on the political and social problems of urban and metropolitan communities are examined in this course. Current issues and processes are stressed. Transfer: CSU.

**PSYCHOLOGY****PSYC 100 GENERAL PSYCHOLOGY (CAN PSY 2)**

Units (Grade Option) 3  
 Class Hours 3 lecture hours/week  
 Basic Skills Level: 1  
 Prerequisites: None

Description: This is an introductory psychology course designed to examine principles of learning, theories of personality, uses for tests and measurements, behavioral disorders, mental health theories, developmental aspects of individuals, and social psychology. Students will analyze experimental designs and research data and their social implications. Transfer: CSU, UC.

**PSYC 106 PSYCHOLOGY OF ETHNIC MINORITY GROUPS**

Units (Grade Option) 3  
 Class Hours 3 lecture hours/week  
 Basic Skills Level: 1  
 Prerequisites: None

Description: This course is a broad overview of the variables which influence the psychological development, adjustment, coping strategies, and mental health of ethnic minority groups in the United States. Economic, educational, political, and legal issues will also be analyzed for their psychological impact on these groups. Special attention is given to Americans of African, Asian, Hispanic, and Native American descent, although other ethnic minority groups will be included also. Psychological research studies and clinical illustrations make up a portion of the course. (Fulfills Ethnic Studies requirement.) Transfer: CSU.

**PSYC 110 MARRIAGE AND RELATIONSHIP CHOICES (CAN H EC 12)**

Units (Grade Option) 3  
 Class Hours 3 lecture hours/week  
 Basic Skills Level: 1  
 Prerequisites: None

Description: This is a broad survey of past, present, and future relationships which involve closeness and intimacy. Lifestyles of singlehood, marriage, divorce, and widow/widowerhood will be studied carefully during the semester. Other topics include love and romance, sexual values, loneliness, power, jealousy, communication and conflict, choices of relationships, and stepfamilies. Transfer: CSU.

**PSYC 112 APPLIED PSYCHOLOGY THROUGH FILM**

Units (Grade Option) 3  
 Class Hours 3 lecture hours/week  
 Basic Skills Level: 1  
 Prerequisites: None

Description: This course focuses on topics in the field of psychology using the media of film with attention given to the following areas: maladaptive behavior, the special child, interpersonal relationships, adolescent adjustment, learning and personality development, and the adjustment of the elderly. Transfer: CSU.

**PSYC 201 CHILD DEVELOPMENT (CAN H EC 14)**

Units (Grade Option) 3  
 Class Hours 3 lecture hours/week  
 Basic Skills Level: 1  
 Prerequisites: PSYC 100

Description: This course is a broad overview of the developmental trends affecting human growth from the prenatal period to adolescence. Factors influencing physical, emotional, mental, and social development are also analyzed. PSYC 100 is a required prerequisite for transfer. Transfer: CSU, UC.

**PSYC 202 ADOLESCENT BEHAVIOR**

Units (Grade Option) 3  
 Class Hours 3 lecture hours/week  
 Basic Skills Level: 1  
 Prerequisites: None

Description: This course is a broad overview of the behaviors, values and complexities of the adolescent years. The changes that occur in physical, emotional, mental, and social development during adolescence and their implications will be analyzed. Transfer: CSU, UC.

**PSYC 221 THE SPECIAL CHILD**

Units (Grade Option) 3  
 Class Hours 3 lecture hours/week  
 Basic Skills Level: 1  
 Prerequisites: None

Description: This course is a broad overview of issues and changes in the field of special education. Descriptive and diagnostic differences of exceptional persons (deaf, learning disabled, orthopedically handicapped, visually handicapped, emotionally disturbed, deaf/blind, and the gifted) will be analyzed. It is recommended that students take PSYC 100 and 201 before taking this course. Transfer: CSU.

**PSYC 300 SOCIAL PSYCHOLOGY**

Units (Grade Option) 3  
 Class Hours 3 lecture hours/week  
 Basic Skills Level: 1  
 Prerequisites: PSYC 100 or SOCI 100

Description: This course is an overview of the interaction among groups. Self-concept, attitude formation and change, interpersonal attraction, aggression, group dynamics and leadership, impression formation, and other related topics are analyzed also. Transfer: CSU, UC.

**PSYC 330 SPORTS PSYCHOLOGY**

Units (Grade Option) 3  
 Class Hours 3 lecture hours/week  
 Basic Skills Level: 1  
 Prerequisites: None

Description: This course is a broad overview of the analysis of psychological and sociological concepts relating to participation in sports. The mental factors which help produce optimum performance are examined. Also included are the latest research and practice in applied sports psychology.

**PSYC 340 PSYCHOLOGY OF HUMAN SEXUALITY**

Units (Grade Option) 3  
 Class Hours 3 lecture hours/week  
 Basic Skills Level: 1  
 Prerequisites: None

Description: This course is a broad overview of the psychological aspects of human sexuality influencing sexual identity and behavior and their implications. Also includes relevant sexual research, sexual malfunction, therapeutic approaches, and personal attitudes and values. Transfer: CSU, UC.

**PSYC 391 PARENTING**

Units (Grade Option) 3  
 Class Hours 3 lecture hours/week  
 Basic Skills Level: 1  
 Prerequisites: None

Description: This course is an overview of the stages of parenting and their social and cultural implications. Guides for positive parenting structures for parents, single parents, step parents and working parent will be provided. Emphasis will be placed on the adjustment to parenthood and guidelines for meeting the needs of children. Recommended as an elective for Early Childhood Education majors. Transfer: CSU.

**RADIOLOGIC TECHNOLOGY****RADT 400 ORIENTATION TO RADIOLOGIC TECHNOLOGY**

Units 2  
 Class Hours 2 lecture hours/week  
 Basic Skills Level: 2

Prerequisites: Acceptance in the Radiologic Technology Program  
 Description: This course is an orientation to Radiologic Technology including organization of medical practice, the socio-economic, political and legal aspects of health care with special emphasis on radiology. Included will be an introduction to radiation protection and the provisions of the California Administrative Code, Title XVII Radiation Control Regulations.

**RADT 408 PERSPECTIVES IN RADIOLOGY**

Units (Credit/No Credit) 0.5  
 Class Hours 4 lecture/12 by arrangement hours/week total  
 Basic Skills Level: 2

Prerequisites: Acceptance to the Radiologic Technology Program  
 Description: This course is designed for the person who has been accepted to the Radiologic Technology Program and the person who has been accepted to the program in the "alternate" status. It consists of guided observation of the working radiology department and requires the student to complete a descriptive paper on the experience. At the end of the course, all participants in RADT 408 will meet together to review and discuss the activities. A descriptive paper will be submitted to the program coordinator at that time.

**RADT 410 RADIOGRAPHIC POSITIONING**

Units 4  
 Class Hours 3 lecture/3 lab hours/week  
 Basic Skills Level: 2

Prerequisites: Acceptance in the Radiologic Technology Program  
 Description: Positioning of the human body for radiographic purposes is covered in this course. Included are all routine examinations, discussion of pathologic conditions encountered on radiographs. Laboratories offer demonstration and student practice on actual radiographic equipment.

**RADT 415 RADIATION PROTECTION AND BIOLOGY**

Units 3.5  
 Class Hours 3 lecture/1.5 lab hours/week  
 Basic Skills Level: 2, M4  
 Prerequisites: PHYS 405

Description: This course is a study of the effects and methods of measurement of radiation in the human body. Discussion of historic and current concepts in governmental regulations and protection requirements will provide the student with background sufficient to understand the methods for protecting patients as well as medical personnel from unnecessary radiation exposure. Laboratory experience will center on practical methods for reducing exposure.

**RADT 418 CLINICAL EDUCATION I**

Units (Credit/No Credit) 4.5  
 Class Hours: 16 lab hours/week  
 Basic Skills Level: 2

Prerequisites: Acceptance in the Radiologic Technology Program and concurrent enrollment in RADT 410

Description: This course is designed for the first semester Radiologic Technology student. It is the first segment of the first rotation. It consists of orientation to clerical procedures, film processing/darkroom procedures, patient transportation procedures, supplies and equipment. Students will observe and participate in radiographic positioning and other procedures appropriate to the student's current level of education.

**RADT 420 RADIOGRAPHIC POSITIONING II**

Units 3.5  
 Class Hours 3 lecture/1.5 lab hours/week  
 Basic Skills Level: 2, M4

Prerequisites: RADT 410 and concurrent enrollment in RADT 428

Description: The student will position the human body for radiographic purposes with emphasis on neuro-radiography, genito-urinary and vascular radiography. Specialized procedures of the skeletal, respiratory and gastro-intestinal systems and patient care will also be included. Pathological conditions appropriate for radiographers will be discussed. Students will perform related projects in the affiliated hospital to which they are assigned for Clinical Education (RADT 428).

**RADT 428 CLINICAL EDUCATION II**

Units (Credit/No Credit) 5  
 Class Hours: 30 lab hours/week; total 336 hours  
 Basic Skills Level: 1

Prerequisites: RADT 418

Description: In this course, clinical education continues with the addition of practice in use of radiographic technique. One hour film critique each week is included.

**RADT 430 PRINCIPLES OF RADIOGRAPHIC FILM PRODUCTION**

Units 3.5  
 Class Hours 3 lecture/1.5 lab hours/week  
 Basic Skills Level: 2, M3

Prerequisites: PHYS 405 with grade of "C" better

Description: Students apply the theoretical physics principles of the production of radiation to the practical job of producing quality radiographs with the least possible exposure dose to the patient. Included will be a thorough exploration of the major and minor technical factors and their use and effects, analysis of film quality, and methods for correcting improperly exposed radiographs. Transfer: CSU.

**RADT 435 IMAGING EQUIPMENT AND QUALITY CONTROL**

Units 1  
 Class Hours 0.5 lecture/1.5 lab hours/week  
 Basic Skills Level: 2, M4

Prerequisites: RADT 430

Description: This course provides the student with an introduction to the various types of equipment and tests required to organize and implement a program of quality control in diagnostic imaging. Traditional and innovative imaging equipment requiring quality control programs will be discussed.



**RADT 438 CLINICAL EDUCATION III**

Units (Credit/No Credit) 2.5

Class Hours: 16 lab hours/week for 10 weeks

Basic Skills Level: 2

Prerequisites: RADT 428

Description: This course is designed for the third semester Radiologic Technology student. It is the third segment of the first rotation. Students continue to build their skills.

**RADT 440 ADVANCED IMAGING MODALITIES AND SPECIAL PROCEDURES**

Units 4

Class Hours 4 lecture hours/week

Basic Skills Level: 2

Prerequisites: RADT 410, 420, and 430 with grades of C or better

Description: Students apply basic technical and positioning knowledge to special procedures and care of the patient undergoing such procedures. Appropriate pathology encountered in special procedures is discussed. Principles of CT and MRI are introduced in this course.

**RADT 441 SECTIONAL ANATOMY**

Units (Grade Option) 1.5

Class Hours 1.5 lecture hours/week

Basic Skills Level: 2

Prerequisites: Anatomy 250 or equivalent or certification as a Radiologic Technologist

Description: The human anatomic structures from a sectional perspective utilizing transverse and axial planes for reference are covered in this course. Anatomic landmarks are identified. This course is required for Radiologic Technology students.

**RADT 442 RADIOGRAPHIC PATHOLOGY**

Units (Grade Option) 1.5

Class Hours 1.5 lecture hours/week

Basic Skills Level: 2

Prerequisites: ANAT 250 or PSIO 260 or PSIO 256 or technical experience in Radiography

Description: Disease processes commonly encountered by the Radiographer are presented in this course. Students will study Radiographic CT and MRI images of skeletal, neurologic, gastro-intestinal, respiratory, circulatory and reproductive systems. This course is required for Radiologic Technology students.

**RADT 448 CLINICAL EDUCATION IV**

Units (Credit/No Credit) 6.5

Class Hours: 30 lab hours/week; total 432 hours

Basic Skills Level: 1

Prerequisites: Completion of RADT 438

Description: Continued practical application of radiographic principles with emphasis on special procedures is the focus of this course. 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 is included.

**RADT 450 REGISTRY REVIEW**

Units (Credit/No Credit) 1.5

Class Hours 1.5 lecture hours/week

Basic Skills Level: 2

Prerequisites: Successful completion of or concurrent enrollment in an approved Radiologic Technology Program

Description: This course is designed to prepare the student for board examination through lecture review and preparatory testing. This course is required for the Radiologic Technology student.

**RADT 458 CLINICAL EDUCATION V**

Units (Credit/No Credit) 7.5

Class Hours: 30 lab hours/week; total 504 hours

Basic Skills Level: 1

Prerequisites: Completion of RADT 448

Description: This course is a final phase of clinical education. Students will conduct the majority of radiographic procedures with limited supervision in preparation for employment. Included is preparation for American Registry of Radiologic Technologists examination and for licensure by the State of California. One hour film critique each week is also included.

**RADT 468 CLINICAL EDUCATION VI**

Units (Grade Option) 4.5

Class Hours 19 lab hours/week

Basic Skills Level: 2

Prerequisites: Satisfactory completion of Radt 458

Description: This final phase of clinical education allows the student to perform radiographic procedures on patients in affiliated hospitals with minimal or indirect assistance in preparation for entry into employment. The final four weeks of training are dedicated to a specialized area of radiography and require full time attendance in the clinical setting.

**READING****READ 420 SPEED/EFFECTIVE READING**

Units 3

Class Hours 3 lecture hours/week

Basic Skills Level: 2

Prerequisites: None

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/No Credit) 0.5-3

Class Hours 5 lecture hours/week

Basic Skills Level: OC

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/No Credit) 0.5-3

Class Hours 3 lecture hours/week

Basic Skills Level: 1

Prerequisites: None

Description: By means of individual and group work, the course stresses study skills, reading and comprehension, and vocabulary work. The course is especially recommended for those students whose reading and study skills require short-term help. Students may enroll in the class up to the twelfth week of the semester. May be repeated up to a maximum of three units. Units do not apply toward AA/AS degree.

**REAL ESTATE****R.E. 100 REAL ESTATE PRINCIPLES**

Units (Grade Option) 3

Class Hours 3 lecture hours/week

Basic Skills Level: 1

Prerequisites: None

Description: This course is an overview of the legal basis of real estate transactions. Included are various contracts and real estate transactions: listing, financing, deeds, liens, encumbrances, escrows and title insurance, land descriptions, real estate mathematics, and business opportunities. (Meets state requirements for salesperson examination.) Transfer: CSU.

**R.E. 110 REAL ESTATE PRACTICE**

Units (Grade Option) 3

Class Hours 3 lecture hours/week

Basic Skills Level: 1

Prerequisites: R.E. 100

Description: This course is a comprehensive presentation of real estate brokerage skills in the State of California with emphasis on the daily activities of salespersons and brokers. Also includes mathematical calculations, how to write land descriptions, and how to write contracts. Transfer: CSU.

**R.E. 141 REAL ESTATE APPRAISAL**

Units (Grade Option) 3

Class Hours 3 lecture hours/week

Basic Skills Level: 1

Prerequisites: R.E. 100 or R.E. 110

Description: This course is an overview of the appraisal of residential real estate, with emphasis on the single family residence. Also includes the principles that motivate buyers, approaches to the influences on value, appraisal process including the collection and evaluation of data, and writing the appraisal report. Transfer: CSU.

**SECRETARIAL/OFFICE SKILLS/  
WORD PROCESSING**

SEE BUSINESS/OFFICE TECHNOLOGY

**SOCIAL SCIENCE****SOSC 120 INTRODUCTION TO SOCIAL GERONTOLOGY**

Units (Grade Option) 3

Class Hours 3 lecture hours/week

Basic Skills Level: 1

Prerequisites: None

Description: This course is a broad overview of the field of gerontology. The elderly and the aging process with emphasis on the physical, psychological, and sociological aspects and their social, political, and cultural implications will be examined. Transfer: CSU.

**SOSC 250 MEXICAN-AMERICAN CULTURE**

Units (Grade Option) 3

Class Hours 3 lecture hours/week

Basic Skills Level: 1

Prerequisites: None

Description: This course is a broad overview of the study of the contemporary Mexican-American community. Also addressed are the study of the Mexican-American political and cultural heritage, social

structures, problems, movements, and creative contributions. (Fulfills Ethnic Studies requirement.) Transfer: CSU, UC.

**SOSC 800 DRUGS IN SOCIETY**

Units (Credit/No Credit) 1

Class Hours 1 lecture/1 by arrangement/hour/week

Basic Skills Level: OC

Prerequisites: None

Description: This course covers basic physical and psycho-pharmaceutical actions of commonly abused substances, and the patterns of substance abuse in various subpopulations in the community. Units do not apply toward the AA/AS degree.

**SOSC 890 INTRODUCTION TO THE SOCIAL SCIENCES**

Units (Grade Option) 3

Class Hours 3 lecture hours/week

Basic Skills Level: OC

Prerequisites: None

Description: This is a content-based survey course of the basic concepts, skills, and vocabulary used in history, political science, sociology, psychology, geography, philosophy, social sciences and economics. Also included will be analytical reading, outlining, and specialized writing skills, such as composition, sentence and paragraph structure related to essays written for courses in social sciences. The course is taught by a content instructor and an ESL/English instructor. Units do not apply toward the AA/AS degree.

**SOCIOLOGY****SOCI 100 INTRODUCTION TO SOCIOLOGY (CAN SOC 2)**

Units (Grade Option) 3

Class Hours 3 lecture hours/week

Basic Skills Level: 1

Prerequisites: None

Description: This is an introductory course on the identification and analysis of basic social structures and forces that motivate and direct social behavior. Additional topics include an overview of the methods of sociology and a survey and analysis of America's social institutions and their political, economic, and social implications. Transfer: CSU, UC.

**SOCI 105 SOCIAL PROBLEMS (CAN SOC 4)**

Units (Grade Option) 3

Class Hours 3 lecture hours/week

Basic Skills Level: 1

Prerequisites: None

Description: This course is an overview of selected social issues in relation to changes in society and their social, political, and economic implications. Additional topics include poverty, aging, health care, corporate power, work, and economic and political structures. Emphasis is placed on social science research and theory in a changing world. Transfer: CSU, UC.

**SOCI 141 UNDERSTANDING DIVERSE RACIAL/ETHNIC CULTURES**

Units (Grade Option) 3

Class Hours 3 lecture hours/week

Basic Skills Level: 1

Prerequisites: None

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 254 SOCIOLOGY OF WOMEN**

Units (Grade Option) 3

Class Hours 3 lecture hours/week

Basic Skills Level: 1

Prerequisites: None

Description: This course is an overview of the social significance and social creation of gender. The impact of gender as a social factor in shaping inequality; sexual segregation; and the dynamics of interpersonal power in the family, the work place, and personal relationships will be analyzed. Transfer: CSU.

**SPANISH****SPAN 110 ELEMENTARY SPANISH**

Units 5

Class Hours 5 lecture/2 lab hours/week

Basic Skills Level: 1

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/2 lab hours/week

Basic Skills Level: 1

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. Two lab hours per week required. Transfer: CSU, UC.

**SPAN 112 ELEMENTARY SPANISH II**

Units 3

Class Hours 3 lecture/2 lab hours/week

Basic Skills Level: 1

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.) Two lab hours per week required. Transfer: CSU, UC.

**SPAN 120 ADVANCED ELEMENTARY SPANISH**

Units 5

Class Hours 5 lecture/2 lab hours/week

Basic Skills Level: 1

Prerequisites: Spanish 110 or equivalent

Description: This course is a continuation of Spanish 110. Additional reading of Spanish short stories serves 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/2 lab hours/week

Basic Skills Level: 1

Prerequisites: SPAN 110 or equivalent

Description: The basic principles of Advanced Elementary Spanish, offered at a less intense pace than Spanish 120, are the focus of this course. One semester equals approximately half of Spanish 120. This course may be used for partial fulfillment of transfer language requirements. Two lab hours per week required. Transfer: CSU, UC.

**SPAN 122 ADVANCED ELEMENTARY SPANISH II**

Units 3

Class Hours 3 lecture/2 lab hours/week

Basic Skills Level: 1

Prerequisites: SPAN 121

Description: This course covers further basic principles of Advanced Elementary Spanish, offered at a less intense pace than Spanish 120. This course may be used for partial fulfillment of transfer language requirements. Two lab hours per week required. Transfer: CSU, UC.

**SPAN 130 INTERMEDIATE SPANISH**

Units 5

Class Hours 5 lecture/2 lab hours/week

Basic Skills Level: 1

Prerequisites: SPAN 120 or equivalent

Description: This course covers 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/2 lab hours/week

Basic Skills Level: 1

Prerequisites: SPAN 120 or equivalent

Description: This course includes the 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. Two lab hours per week required. Transfer: CSU, UC.

**SPAN 132 INTERMEDIATE SPANISH II**

Units 3

Class Hours 3 lecture/2 lab hours/week

Basic Skills Level: 1

Prerequisites: SPAN 131

Description: This course includes the 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. Two lab hours per week required. Transfer: CSU, UC.

**SPAN 140 ADVANCED INTERMEDIATE SPANISH**

Units 3

Class Hours 3 lecture hours/week

Basic Skills Level: 1

Prerequisites: SPAN 130 or equivalent

Description: This course includes 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 rather than bilingual students. Transfer: CSU, UC.

**SPAN 161 READINGS IN SPANISH LITERATURE I**

Units 3

Class Hours 3 lecture hours/week

Basic Skills Level: 1

Prerequisites: SPAN 140 or equivalent

Description: This course includes 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

Basic Skills Level: 1

Prerequisites: SPAN 161

Description: This course includes 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/No Credit) 0.5-1

Class Hours 1.5-3 lab hours/week

Basic Skills Level: 1

Prerequisites: SPAN 120 or equivalent

Description: This course is a program consisting of 25-50 hours of work in the language laboratory, emphasizing speaking and understanding Spanish. May be repeated up to a maximum of one unit. Transfer: CSU.

**SPAN 801 CONVERSATIONAL SPANISH I**

Units (Grade Option) 2

Class Hours 3 lecture hours/week

Basic Skills Level: OC

Prerequisites: None

Description: This is a practical course in the Spanish language, approached by way of conversation. Intensive drill in the formulas and idioms of daily speech, supported with sufficient grammar to give flexibility in the spoken language. This course will not fulfill language requirement at California State Colleges or at the University of California. Units do not apply toward AA/AS degree.

**SPAN 802 CONVERSATIONAL SPANISH II**

Units (Grade Option) 2

Class Hours 3 lecture hours/week

Basic Skills Level: OC

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

Basic Skills Level: OC

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

Basic Skills Level: OC

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 (CAN SPCH 4)**

Units 3

Class Hours 3 lecture hours/week

Basic Skills Level: 2

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 105 SURVEY OF SPEECH COMMUNICATION**

Units 3

Class Hours 3 lecture hours/week

Basic Skills Level: 1

Prerequisites: None

Description: Students spend approximately equal time during the semester studying the methods, principles, and theories of oral communication. Focus will be placed upon public speaking, private talk, and group discussion. Transfer: CSU.

**SPCH 111 ORAL INTERPRETATION I**

Units 3

Class Hours 3 lecture hours/week

Basic Skills Level: 1

Prerequisites: None

Description: This course focuses on 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

Basic Skills Level: 1

Prerequisites: None

Description: This course will consist of a serious examination of all the means by which we communicate during private discourse. Of special concern will be the study of the many rituals that govern our personal and private dialogue, as well as the many related elements of interpersonal exchange, including non-verbal factors, listening, advocacy, perception, and interpretation of communication symbols and events. This is not a course in public address. Transfer: CSU, UC.

**SPCH 130 VOICE AND ARTICULATION**

Units 3

Class Hours 3 lecture hours/week

Basic Skills Level: 1

Prerequisites: None

Description: This course consists of a study of the communication of ideas, emotions, and values through the use of the vocal mechanism. Included are 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

Basic Skills Level: 1

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.

### **TOURISM**

#### **TOUR 100 TRAVEL INDUSTRY REFERENCE MATERIALS**

Units (Grade Option) 3

Class Hours 3 lecture hours/week

Basic Skills Level: 1, M2

Prerequisites: None

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

Basic Skills Level: 1, M2

Prerequisites: None

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

Basic Skills Level: 1

Prerequisites: None

Description: Tourist attractions, facilities, reference materials, tariffs, surface travel and air routings for destinations in Europe are covered in this course. Special destinations such as the British Isles, Ireland, Scandinavia, Central European countries, Eastern Europe and the Middle East are included also. TOUR 100 may be taken concurrently. Transfer: CSU.

#### **TOUR 104 TRAVEL DESTINATIONS/WORLD**

Units (Grade Option) 3

Class Hours 3 lecture hours/week

Basic Skills Level: 1

Prerequisites: None

Description: Tourist attractions, facilities, reference materials, tariffs, surface travel and air routings for destinations around the world are covered in this course. Specific destinations such as North, Central, and South America, Africa, the Orient, the South Pacific, India, and the East Asian Sub-continent are included. TOUR 100 may be taken concurrently. Transfer: CSU.

#### **TOUR 105 TRAVEL DESTINATIONS/NORTH AMERICA**

Units (Grade Option) 3

Class Hours 3 lecture hours/week

Basic Skills Level: 1

Prerequisites: None

Description: The cultural and physical aspects of the principal tourist destinations in North America, including the United States and Territories, Mexico, and the Caribbean are covered in this course. Emphasis is placed on travel reference materials, travel documents, and principal modes of transportation. TOUR 100 may be taken concurrently.

#### **TOUR 200 INTRODUCTION TO HOSPITALITY AND TOURISM INDUSTRY**

Units (Grade Option) 3

Class Hours 3 lecture hours/week

Basic Skills Level: 1

Prerequisites: None

Description: This course is an introduction to the hospitality/tourism and travel industries from the viewpoint of the manager/executive/entrepreneur. The emphasis is on making management decisions based on custom and practice in these industries, identifying major trends in tourism, and developing travel/hospitality products and services designed to capitalize on major trends and shifts in the economy. Transfer: CSU.

#### **TOUR 710 ARC FORMS AND PROCEDURES**

Units (Grade Option) 3

Class Hours 3 lecture hours/week

Basic Skills Level: 1

Prerequisites: TOUR 100

Description: In this course students learn to use the Apollo computerized data base and reference materials for itinerary preparation, sales techniques and reservation procedures used by travel agents, and ARC forms for sales reporting. Other topics include credit lease procedures, insurance forms, MCOs and other ARC forms. It is recommended that students take this course during their last semester of training. TOUR 723 may be taken concurrently.

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

Units (Grade Option) 3

Class Hours 3 lecture hours/week

Basic Skills Level: 1

Prerequisites: TOUR 100

Description: This course is an overview of foreign independent tour (F.I.T.) planning and costing. Also included are reference materials used in planning and costing cruises, freighters, ferries, passenger steamship travel, international rail, F.I.T. house procedures, and group costing. TOUR 710 may be taken concurrently.

#### **TOUR 720 DOMESTIC AIR TARIFF AND TICKETING**

Units (Grade Option) 3

Class Hours 3 lecture hours/2 lab hours/week

Basic Skills Level: 1

Prerequisites: None

Description: Students will use the Official Airline Guide and the Apollo computerized data base to complete domestic travel documents. Codes, flight itineraries, connection time, reference materials, problems with scheduling and pricing, tariff rules, local fares, routing, preparation of tickets, and price check lists are included also. Concurrent enrollment in TOUR 699 and TOUR 723 is recommended.

**TOUR 723 AIRLINE COMPUTER RESERVATIONS TRAINING**

Units (Grade Option) 3

Class Hours 3 lecture/2 lab hours/week

Basic Skills Level: 1

Prerequisites: None

Description: This course is designed to provide "hands-on" training using the Apollo computerized airline data base system. All computer applications used in planning and confirming airline itineraries and related travel services are included. Students will learn to use Apollo as an information reference system. Concurrent enrollment in TOUR 699 is recommended.

**TOUR 725 INTERNATIONAL AIR TARIFF AND TICKETING**

Units (Grade Option) 3

Class Hours 3 lecture/2 lab hours/week

Basic Skills Level: 1

Prerequisites: TOUR 720 and 723; concurrent enrollment in TOUR 699

Description: This course consists of international geography, international air tariff rules, fare construction principles, the mileage system, higher intermediate point fares, circle-trip minimum fares and currency regulations. The content of this course is an enrichment of the Preliminary IATA Diploma materials.

**TOUR 731 WHOLESALE/GROUP TOUR OPERATIONS**

Units (Grade Option) 3

Class Hours 3 lecture hours/week

Basic Skills Level: 1

Prerequisites: TOUR 100

Description: This course is an introduction to the technical aspects of wholesale tour operation and the office procedures involved. Topics include in-house operations, dealing with retail agents, financial records, preparing documents, analyzing tours and packages, pricing, shopping and comparison, and forms.

**TOUR 732 ADVANCED WHOLESALE GROUP TOUR OPERATIONS**

Units (Grade Option) 3

Class Hours 3 lecture hours/week

Basic Skills Level: 1

Prerequisites: TOUR 100

Description: This course, a continuation of wholesale group tour operations, includes special airfares for package tours, advertising and sales promotion, and writing brochures for selling tours. Other topics include operating as a local tour operator, researching new tours, working with allotments, and filing for IT numbers.

**TOUR 750 ICTA: TRAVEL AGENCY BUSINESS MANAGEMENT**

Units (Grade Option) 3

Class Hours 3 lecture hours/week

Basic Skills Level: 1

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. The Institute of Certified Travel Agents' (ICTA) examination on business management is given at the end of the course.

**TOUR 751 ICTA: MANAGING SALES PERSONNEL**

Units (Grade Option) 3

Class Hours 3 lecture hours/week

Basic Skills Level: 1

Prerequisites: TOUR 100, 710, 720 and 725

Description: This course covers the management skills needed to mea-

sure productivity of sales personnel. The development of sales training programs for personnel, recruitment, and retention and setting goals and directions for sales teams are emphasized also. The Institute of Certified Travel Agents' (ICTA) examination on sales management is given at the end of the course. TOUR 715 is recommended.

**TOUR 752 ICTA: MARKETING AND SALES MANAGEMENT**

Units (Grade Option) 3

Class Hours 3 lecture hours/week

Basic Skills Level: 1

Prerequisites: TOUR 100, 710, 715, 720 and 725

Description: This course covers the management skills needed to develop a marketing plan which includes desk and field market research methods. Analysis of market data and forecasting market trends in commercial and leisure travel are emphasized also. The Institute of Certified Travel Agents' (ICTA) examination on marketing management is given at the end of the course.

**TOUR 753 ICTA: INTERNATIONAL TRAVEL AND TOURISM**

Units (Grade Option) 3

Class Hours 3 lecture hours/week

Basic Skills Level: 1

Prerequisites: TOUR 100, 710, 715, 720 and 725

Description: This course covers the management skills needed to function as the sales distribution arm of the international hospitality industry. The analysis of international travel purchasing, development of tourism infrastructure and superstructure, and the international laws governing the tourism/travel/hospitality industries are emphasized also. The Institute of Certified Travel Agents' (ICTA) examination on international tourism will be given at the end of the course.

**TOUR 755 TRAVEL DESTINATION UPDATES AND TIPS**

Units (Credit/No Credit) 0.5

Class Hours 0.5 lecture hour/week

Basic Skills Level: 1

Prerequisites: None

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) 0.5

Class Hours 0.5 lecture hour/week

Basic Skills Level: 1

Prerequisites: None

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) 0.5-4 (no more than 1.5 units per semester)

Class Hours 0.5-4 lecture hours/week

Basic Skills Level: 1

Prerequisites: None

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 for credit up to a maximum of 4 units.

**TOUR 758 APOLLO COMPUTER TIME SAVERS**

Units (Credit/No Credit) 0.5

Class Hours 0.5 lecture hours/week

Basic Skills Level: 1

Prerequisites: None

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) 0.5

Class Hours 0.5 lecture hours/week

Basic Skills Level: 1

Prerequisites: None

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 TECHNOLOGY

**WRITING****WRIT 801 BASIC WRITING I**

Units (Credit/No Credit) 3

Class Hours 3 lecture hours/week

Basic Skills Level: Same as that of concurrent course.

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/No Credit) 0.5-3

Class Hours 0.5-3 lecture hours/week

Basic Skills Level: Same as that of concurrent course

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. May be repeated for credit up to a maximum of 3 units.



## EDUCATIONAL OPPORTUNITIES AT 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 has a number of special offerings. The following is a list of unique opportunities by college.

### CAÑADA COLLEGE

Adaptive/Corrective Physical Education  
Business/Office Technology  
Drama  
Early Childhood Education  
Engineering  
English Institute  
Fashion & Consumer Arts  
Fitness/Fitness Institute  
Healthcare Interior Design  
Interior Design  
Italian  
Microcomputer Technology  
Paralegal  
Radiologic Technology  
Travel Industry/Tourism

#### **Athletic Teams**

Men's Baseball  
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

Aeronautics  
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

Automotive Mechanic Technology  
Automotive Apprenticeship Program  
Convention & Meeting Management  
Cosmetology  
Emergency Medical Technology I  
Fashion Merchandising  
Fiber Optics  
Gallery Management  
General Studies  
Hotel d& Restaurant 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

## 1993-1995

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

Adams, H. Grace (1969)  
Professor  
Business  
Dean of Business & Social Sciences  
B.A., South Carolina State University  
M.A., San Jose State University  
Ed.D., Nova University

Aguirre, Alicia (1988)  
Associate 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. (1974)  
Professor  
Chemistry  
Dean of Basic & Applied Sciences  
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  
Counselor  
B.A., San Francisco State University  
M.A., University of Santa Clara  
M.S., San Francisco State University

Chaney, Ronda (1991)  
Assistant Professor  
Home Economics  
B.S., University of Missouri  
M.A., San Francisco 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

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)  
Professor  
Counseling  
Dean, Counseling/Advising & Matriculation  
B.S., Cen. Connecticut State College  
M.Ed., Boston University

Earnhardt, Eldon D. (1969)  
Professor  
Anthropology, Archeology  
B.A., M.A., San Francisco State University

Easter, Stanley E. (1969)  
Professor  
Music  
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)  
Assistant Professor  
Athletic Director, Counselor  
B.A., M.A. San Jose State University

Egan, Philip F. (1971)  
Professor  
Art  
B.A., Indiana University  
B.F.A., Kansas City Art Institute  
M.F.A., Pennsylvania State University

Erickson, Denise (1977)  
Associate 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

Friesen, John B, Jr. (1963)  
Professor  
English  
Dean of Humanities  
A.B., M.A., University of California, Berkeley

Garcia, Michael E. (1989)  
Associate 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
- Harris, Donald C. (1969)  
Professor  
English, Spanish  
B.A., Howard University  
M.A., San Francisco State University
- Hayes, Linda (1988)  
Associate Professor  
Business/Office Technology  
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  
MBA, College of Notre Dame
- Hoffman, Craig R. (1965)  
Professor  
English  
B.A., University of California, Berkeley  
M.A., San Francisco State University
- Innerst, Evan (1991)  
Associate 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
- 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)  
Associate 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  
Ph.D., University of California, Berkeley
- Loughry, Alice P. (1970)  
Professor  
Business/Office Technology  
B.S., University of Maryland  
M.S., New York State College, Cornell  
University
- MacDonald, James R. (1984)  
Associate Professor  
Electronics  
B.S., University of California, Davis
- Mangiola, Frank A. (1980)  
Professor  
Physical Education  
B.A., San Jose State University  
M.A., University of San Francisco
- 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)  
Professor  
Adaptive Physical Education  
B.A., M.A., San Francisco State University
- McGill, Sally J. (1971)  
Professor  
Nutrition, Foods & Dietetics  
B.S., University of Oklahoma  
M.P.H., University of California, Berkeley
- McNamara, Cheryl J. (1968)  
Professor  
Physical Education  
B.A., San Jose State University  
M.A., San Francisco State University
- Meek, Austen B., Jr. (1968)  
Professor  
Mathematics  
B.A., San Jose State University  
M.A., Bowdoin College
- Mendoza, Salvador (1984)  
Associate Professor  
Counseling  
B.A., San Diego State University  
M.A., Boston University  
M.A., Middlebury College
- Messner, Gerald M. (1964)  
Professor  
English  
A.B., Stanford University  
M.A., California State University, Los Angeles
- Moore, Nancy H. (1973)  
Professor  
Radiologic Technology  
B.A., M.S., San Francisco State University
- Morales, William (1992)  
Assistant Professor  
Art  
B.A., University of California, Santa Cruz  
M.F.A., Boston University
- Nicholls, Anne L. (1988)  
Assistant Professor  
A.A., Skyline College  
A.S., Cañada College  
B.A., University of California, Davis
- 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)  
Professor, Counselor  
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)  
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
- 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)  
Professor  
Counseling  
B.S., Cheyney State College  
M.S., Hayward State University
- Schoenky, Mary A. (1963)  
Professor  
Counseling  
R.N., College of St. Scholastica  
B.S., University of Minnesota  
M.N., University of Washington
- 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
- Thiele, Romelia (1992)  
Assistant Professor  
Business/Office Technology  
B.S., California State University, Long Beach  
M.A., San Jose 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/English  
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  
Counseling  
B.A., California State University Northridge  
M.S.W., San Diego State University  
M.A., Stanford University
- Ward-Smith, Pamela (1987)  
Associate 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 am to 12:00 pm and from 1:00 pm to 4:30 pm, 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
Athletics	1-204	306-3341	Lost & Found	8-211	306-3234
Audio/Visual	5-105	306-3348	Math Lab	5-105	306-3304
Basic & Applied Sciences Division	18-109	306-3291	Media-Audio/Visual	5-105	306-3348
Basic Skills Lab	5-105	306-3304	Operations	8-305	306-3270
Bookstore	2	306-3313	Physical Education Office	1-204	306-3341
Box Office	8-305	306-3396	Placement Testing (English & Math)		306-3335
Business Operations/Cashier	8-305	306-3270	President's Office	8-312	306-3238
Business/Social Sciences Division	13-105	306-3201	Psychological Services	6-13	306-3455
Business Skills Center	13-217	306-3380	Public Information	3-103	306-3340
Career Center	5-204	306-3452	Refunds (Registration Fees)/Cashier	8-305	306-3270
Cashier/Business Operations	8-305	306-3270	Scholarship Office	5-207	306-3386
Computer Lab	5-105	306-3430	Security Office (Parking Enforcement)	5-211C	306-3420
CARE Childcare Program	8-211	306-3459	Student Activities	5-214	306-3373
Coop. Ed./Work Experience Program	13-106	306-3367	Student Government Office	5-211B	306-3364
Corporate/Community Education	8-204	306-3387	Switchboard/Directory Assistance	8-203	"3000"
Counseling Offices	5-215	306-3385		or	306-3100
Counseling/Matriculation/ Advising Dean	8-205	306-3209	Testing Office		306-3335
Disabled Student Program	3-117	306-3490	Theatre Manager	3-132	306-3316
English (ESL) Institute	13-121	306-3412	Transfer Center	5-211A	306-3372
Evening Services	8-215	306-3100	Transcripts (Admissions & Records)	8-215	306-3228
EOPS	5-207	306-3300	Transportation:		
Facilities Usage/Rental	8-305	306-3271	SAMTRANS Bus Schedules/Passes	8-211	306-3100
Financial Aid	5-207	306-3307	Rediwheels (Disabled)	3-117	306-3490
Fines/Fees Owed (Cashier)	8-305	306-3270	Tutorial Center	5-105	306-3357
Health Center	5-213	306-3309	Veteran's Affairs	8-215	306-3227
Housing (Off Campus) Information	8-204	306-3373	Vice President, Instruction	8-310	306-3353
Humanities Division	3-205	306-3336	Vice President, Student Services	8-211	306-3234
Instruction Office	8-306	306-3400	Visitor's Parking Permits	8-305	306-3270
	or	306-3242	Work-Study Grant Program	5-207	306-3307
International Students:	8-215	306-3494	Writing Skills Center	5-105	306-3306
(Admission)	8-215	306-3226			
(Counseling)	18-112	306-3245			
(Counseling)	13-130	306-3237			
Language Lab	5-105	306-3348			
Learning Center	5-105				
Computer Lab		306-3430			
Language Lab		306-3348			
Math Lab		306-3304			
Media-Audio/Visual		306-3348			
Tutorial Center		306-3357			

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**NOTES**

# NOTES

## CAMPUS DIRECTORY

## NOTES

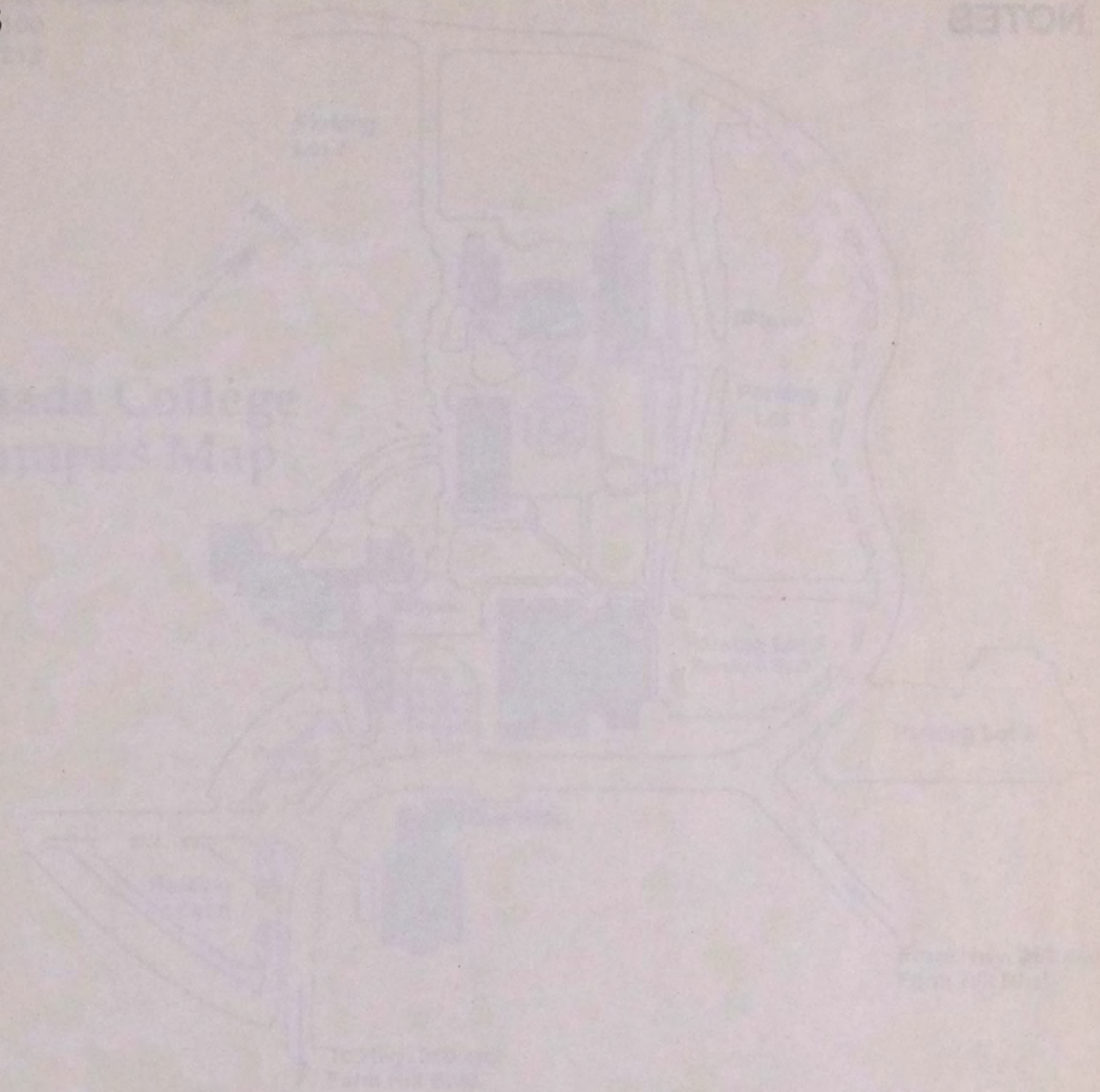
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Canada College  
Campus Map



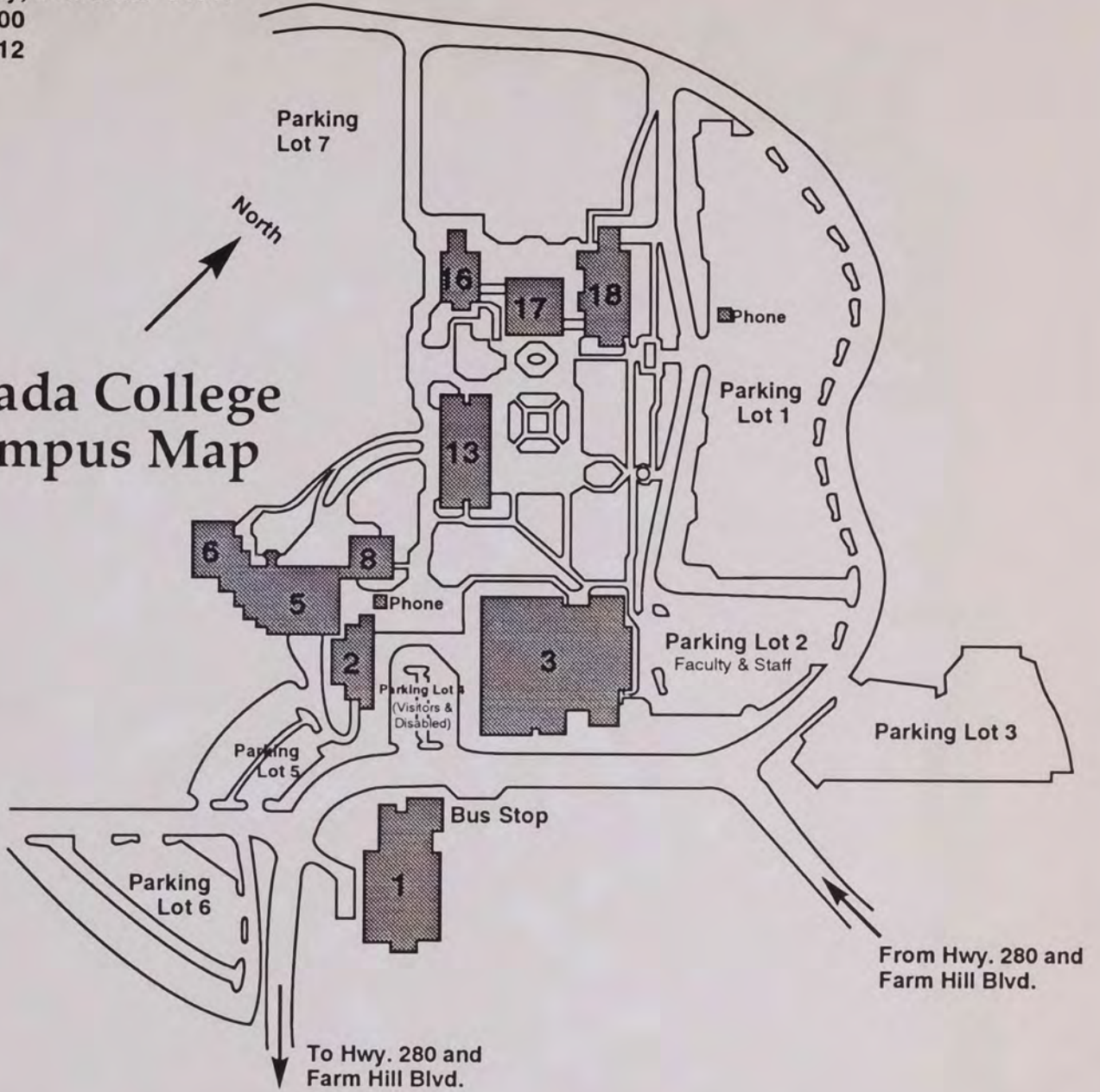
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# NOTES

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

# Cañada College Campus Map



Admissions & Records .....	8-Lower Level	EOPS .....	5-207	Reading Lab .....	3-104
Associated Students .....	5-211B	Financial Aid .....	5-207	Registrar .....	8-Lower Level
Basic & Applied Sciences Division .....	18-109	Flexible Theatre .....	3-129	Scholarship Office .....	5-207
Bookstore .....	2	Gymnasium .....	1	Security .....	5-211C
Box Office .....	8-305	Health Center .....	5-213	Student Activities Coordinator .....	5-214
Business Office/Cashier .....	8-305	Humanities Division .....	3-205	Tourism Center .....	17-112
Business/Social Sciences Division .....	13-105	International Students Center .....	8-Lower Level	Transfer Center .....	5-211A
Café CON SPIRITO .....	Cafeteria, 5	Job Placement .....	Cafeteria	Tutorial Center .....	5-105
CARE .....	5-207	Learning Center .....	5-105	Veterans Office .....	8-215
Career Center .....	5-204	Library .....	6	Vice President, Instruction .....	8-310
Community/Public Relations .....	3-103	Lost & Found .....	8-211	Vice President, Student Services .....	8-211
Computer Lab .....	5-105	Main Theatre .....	3	Writing Lab .....	5-105
Corporate & Community Education .....	8-204	Math Lab .....	5-105		
Cooperative Education .....	13-106B	Media/Audio Visual .....	5-105		
Counseling Offices .....	5-214	Physical Education .....	1		
Disabled Student Center .....	13-117	Placement Testing .....	TBA		
English Institute .....	13-121	President's Office .....	8-213		

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