

Cañada College



Catalog Addendum

1993 - 1995

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Office of Instruction*

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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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The San Mateo County Community College District and Cañada College have made every reasonable effort to determine that everything stated in this catalog addendum is accurate. Courses and programs offered, together with other matters contained in the college catalog and 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 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 the college catalog, this catalog addendum 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 the official College Catalog, this catalog addendum, 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.

TABLE OF CONTENTS

College Administration/Board of Trustees	1
General Information/Policies	
Audit Policy	2
Student Representation Fee	2
Graduation Requirements	2
Academic Calendar for 1994-95	3
Matriculation	3
Prerequisites, Co-Requisites, Advisories	4
Basic Skills Advisories Table	4
Educational Program Planning	
AA/AS Degree Majors/Certificates/Transfer Programs	5
CSU Transfer Courses list	6
UC Transfer Courses list	7
AA/AS form	9
CSU General Education form	11
Academic Programs	
Microcomputer Specialist	12
Business/Office Technology	
Administrative Support Assistant	12
Administrative Assist./Exec. Secretary	13
Information Technology Specialist	13
PC Office Support Specialist	13
Early Childhood Education/Child Development	14
Fashion Design	14
Interior Design	
A.S. Degree	14
Commercial Design Certificates	15
Residential Design Certificates	15
Management Certificates	16
Paralegal Certificate	16
Travel Industry/Careers	
Airline Sales Option	16
Leisure Travel Option	17
Group Travel Option	17
Corporate Travel Option	17
Announcement of Courses	18

GENERAL INFORMATION/POLICIES

The following section contains policies that are either new or have changed significantly during 1993-94. Changed information is shown in *bold italic*.

Audit Policy (*list modified*)

The following courses are designated as audit courses:

ART 207,232
 DANC 215, 350
 DRAM 300
FITN 204
 FREN 803
 GERM 804
 INDV 164, 254
MUS. 304, 324, 344, 364, 394, 404, 444, 464
 TEAM 115, 175

A student must have repeated the course the maximum times allowable before he or she is eligible to audit that course.

Student Representation Fee (*new*)

A representation fee has been established by an election of the student body at Cañada College held April 26-28, 1993. Under the provision of the California Education Code, section 76060.5 and California Administrative Code (Title V) sections 54801-58405, the students of Cañada College established the representation fee by a two-thirds majority of students voting in the election. Collection of this fee may begin in Spring 95.

Use of the Fee

The money collected from the student representation fee shall be to provide support for student representatives who may be stating student positions and viewpoints before federal, state, city, county and district governments and before offices and agencies of the state.

Amount of the Fee

This mandatory fee is one dollar (\$1.00) per student per semester and is non-refundable.

Right to Refuse to Pay

A student has the right to refuse to pay the fee for religious, political, moral or financial reasons. This refusal must be submitted in writing.

Fee Payment

The \$1.00 fee or a signed statement of refusal to pay must be paid/presented at the time of registration for classes. The fee is not eligible for payment via financial aid.

Authority

The California Education Code grants authority to the Cañada College Associated Student Senate to serve as the governing body responsible for administration of the Student Representation Fee. For more information or application for use of the Student Representation Fee, contact the Student Activities Office in Building 5, Room 214 (306-3364).

Graduation Requirements

Graduation requirements (both Certificate and A.A./A.S. programs) for an individual student shall be listed in the College Catalog or its addendum at the time the student's studies begin. Those requirements may be followed throughout the course of study as long as the student remains in continuous enrollment. For the purposes of this requirement, continuous enrollment is defined as matriculated enrollment in at least one semester each calendar year. If a break in attendance occurs before graduation, the graduation requirements shall become those listed in the College Catalog or its addendum which is current at the time the student's studies are resumed.

ACADEMIC CALENDAR - 1994/95

Fall Semester 1994 (86 Total Days: 84 Instruction plus 2 flex)

August 18-19	Professional Growth Days (Flex Days)
August 22	First Day of Instruction
September 2	Last Day to Add Semester Length Class
Sept. 2	Last Day to Drop with Eligibility for Partial Refund
September 3	Declared Recess
September 5	Holiday-Labor Day
September 12	Census Day
Sept. 16	Last Day to Drop Without Appearing on Record
October 14	Mid-Term Grade Reports Due
November 11	Holiday-Veteran's Day
November 12	Declared Recess
November 18 ..	Last Day to Withdraw Semester Length Class
November 23	Recess-Evening Classes only
November 24	Holiday-Thanksgiving
November 25-26	Declared Recess
December 12-17.	Final Exams (Evening & Saturday Classes)
December 17	Evening/Saturday Classes Close
December 15-21	Final Examinations (Day Classes)
December 21	Day Classes Close
December 22-January 13	Inter-Semester Recess

Spring Semester 1995 (89 Total Days: 87 Instruction plus 2 flex)

January 16	Holiday-Martin Luther King Jr.
January 17	Professional Growth Day (Flex Day)
January 18	First Day of Instruction
January 31	Last day to Add Semester Length Class
Jan. 31	Last Day to Drop with Eligibility for Partial Refund
February 6	Census Day
February 10 .	Last Day to Drop Without Appearing on Record
February 16	Professional Growth Day (Flex Day)
	no day or evening classes
February 17	Holiday-Abraham Lincoln
February 18	Declared Recess
February 20	Holiday-George Washington
March 10	Mid-Term Grade Reports Due
April 10-13	Spring Recess
April 14	Holiday
April 15	Declared Recess
April 28	Last Day to Withdraw Semester Length Class
May 20-25	Final Exams (Evening & Saturday Classes)
May 25	Evening/Saturday Classes Close
May 24-May 31	Final Examinations (Day Classes)
May 27	Declared Recess
May 29	Holiday-Memorial Day
May 31	Day Classes Close
May 31	Commencement

Note: Cañada College will be in recess on the evening of November 23, 1994 and will be in recess on the following Saturdays: September 3, November 12 and 26, 1994 and February 18 and April 15, 1995.

MATRICULATION

Matriculation is a process to help students achieve their education goals by providing information and guidance concerning the choices available to them. To "matriculate" means "to enroll" and "to admit to membership and privileges." Thus, matriculation is a process which requires a commitment on the part of both the student and Cañada College. The steps in the matriculation process are the following:

- admission to the college
- orientation to the college and to the programs and services available
- placement assessment/testing and counseling
- development of an education plan
- follow-up

Matriculation is designed also to help the college maintain high academic standards:

- through assessment of reading, writing, & math skills and
- through implementation of recommended basic skill levels necessary for successful completion of most college courses.

Ample evidence shows that matriculation increases student success and completion rates of college students. Students do, however, have the right to waive matriculation services, including assessment, orientation and advisement. In order to waive any of the steps, students must see someone in Admissions and Records or a counselor to attain a waiver form and explanation.

A detailed description of the District's matriculation policy can be found in the Cañada College Catalog.

COMPLAINTS

Students may file a complaint of unlawful discrimination if they believe assessment, orientation, counseling, prerequisites or any other matriculation procedure is being applied in a discriminatory manner. If a student feels that he/she has been discriminated against, the student should file a written complaint with Dr. Olivia Martinez, Matriculation Coordinator, Building 8, Room 211. Dr. Martinez will provide information regarding any related procedures.

PREREQUISITES, CO-REQUISITES & ADVISORIES

PREREQUISITES & CO-REQUISITES

A **prerequisite** is a "condition of enrollment that a student is required to meet." Usually, a prerequisite is a course which must be completed successfully before enrolling in a course which follows. For example, French 110 is a course prerequisite for French 120. A **co-requisite** is a course that a student is required to take concurrently with another course. For example, to take English 800, students must enroll also in Writing 802, a co-requisite.

Students may challenge a prerequisite and/or co-requisite. Bases for challenge are as follows:

1. prerequisite was not established by the adopted district process
2. prerequisite was established in violation of Title 5
3. prerequisite is discriminatory or applied in a discriminatory manner
4. student has the knowledge or ability to succeed despite not meeting the prerequisite
5. student will be delayed because prerequisite course has not been made reasonably available

Students who challenge a prerequisite and/or a co-requisite must base their challenge on one of the conditions listed above. Students need to follow the procedure below to challenge:

1. Secure the Prerequisite Challenge Form which can be obtained from the Office of Counseling and Matriculation or the Office of Admissions and Records. The completed form/request must be submitted prior to the first day of the semester.
2. The Academic Standards Committee, including the dean and a faculty member in the appropriate division, will review the petition and provide written notification of the committee's decision to the student within five working days.

BASIC SKILL ADVISORIES

A **Basic Skill Advisory** refers to the skill level in reading, writing, and/or mathematics which is needed **before** enrolling in a course. In order to succeed in most courses, students need to demonstrate at specific levels reading and writing skills and, for some courses, perform mathematical operations *before* enrolling. Designating these basic skill levels informs students at which *minimum* levels they need to perform before enrolling in the target courses.

Basic skill levels are **advisory** rather than mandatory, but students are strongly encouraged to adhere to them and follow the advice of their counselor. Counselors use placement test results and other information to determine whether a student needs to raise his/her skill levels before enrolling in a target course.

BASIC SKILLS ADVISORIES TABLE

OC	Open Curriculum - Courses with this designation have no recommended basic skills advisories
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 220
Math 7	Students must be eligible for MATH 251

EXPLANATION OF BASIC SKILLS ADVISORIES TABLE

OPEN CURRICULUM

Courses designated as OC have no basic skill advisories. Some courses, however, like READ 801, ENGL 801, & MATH 811 may require that placement test results and other information be on file prior to the first day of class.

Reading and Writing

LEVEL 1

In order for students to have a good chance of succeeding in Level 1 courses, they should demonstrate ability to read and write at the 9th grade level.

Students should:

Attain Appropriate Placement Test Score

OR

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

LEVEL 2

In order for students to have a good chance of succeeding in Level 2 courses, they should demonstrate ability to read and write at the 11th grade level.

Students should:

Attain Appropriate Placement Test Score

OR

Successfully complete ENGL 800 (3 units) and READ 802 (3 units)

LEVEL 3

In order for students to have a good chance of succeeding in Level 3 courses, they should demonstrate ability to read and write at the college level.

Students should:

Attain Appropriate Placement Test Score

OR

Successfully complete ENGL 100 (3 units) and READ 420 (3 units)

Math**Math (M2)**

Prerequisite course which satisfies Level M2 is MATH 811.

Math (M3)

Prerequisite course which satisfies Level M3 is MATH 811.

Math (M4)

Prerequisite course which satisfies Level M4 is MATH 110, or 111 & 112.

Math (M5)

Prerequisite course which satisfies Level M5 is MATH 120 or 121, or 122 & 123.

Math (M6)

Prerequisite course which satisfies Level M6 is MATH 130

Math (M7)

Prerequisite course which satisfies Level M7 is MATH 219 or 220

OR

Appropriate Mathematics Placement Test Score for Levels M2-M7

ASSOCIATE IN ARTS & ASSOCIATE IN SCIENCE DEGREES AND CERTIFICATE PROGRAMS

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

CALIFORNIA STATE UNIVERSITY & COLLEGES TRANSFER COURSES

Courses from Cañada College which are transferable toward baccalaureate degree credit at California State University and Colleges are listed below. Areas where changes from the 93-95 catalog occurred are shown as **bold italics**.

Accounting 100, 121, 131, 133, 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, 229, 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, 449, 451, 452, 454, 455, 460, 461, 470, 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, 189, 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, 361, 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

Fashion Design 110, 111, 112, 113, 114, 115, 116, 117, 118, 120, 121, 123, 124, 125, 127, 128, 146, 148, 150, 162, 164, 166, 168, 350, 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 322, 324, 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, 193, 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

Learning Center 100, 138, 139

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, 491, 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, 266, 268, 270, 350

Philosophy 100, 103, 160, 175, 190, 200, 240, 300, 310, 320, 650, 680, 690, 695

Physical Education:

Adaptive 350, 351, 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, 254, 256, 680

P.E. 115, 116, 305, 306, 308, 680, 690, 695

Team 105, 111, 115, 141, 143, 148, 151, 171, 174, 680

Varsity 104, 114, 140, 154, 170, 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 101, 102, 200, 680, 690, 695

UNIVERSITY OF CALIFORNIA TRANSFER COURSES

A student planning to transfer to one of the campuses of the University of California can usually complete the first two years of her/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) are listed below. Areas where changes from the 93-95 catalog occurred are shown in **bold italics**.

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); 161(3); 162(3); 165(3)

Environment 680, 690, 695 (See Independent Study)

Fashion Design 113(3)

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

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)

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 (.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.

ASSOCIATE DEGREE - AA/AS REQUIREMENTS

Name _____
Last First Middle Social Security Number

Currently enrolled at Cañada? Yes _____ No _____ Major _____

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

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

	Major Courses Units
A. RESIDENCE A minimum of 12 units must be completed at Cañada College ()	_____
B. SCHOLARSHIP A minimum overall G.P.A. of 2.0 (C) for the last 60 units and a G.P.A of 2.0 in the major ()	_____
C. BASIC COMPETENCY REQUIREMENTS <i>ENGLISH</i> 1. Reading a. Score of 11.0 or better on the Reading Placement Exam, or () b. Satisfactory completion of Engl 100, or () c. Satisfactory completion of Read 802 () 2. Writing a. Eligibility for Engl 100 as determined by the English Placement Exam, or () b. Satisfactory completion of Engl 100, or () c. Satisfactory completion of Engl 800 () <i>MATH</i> (one of the following) 1. Appropriate scores on any of the following: a. SMCCCD Math Placement Exam #2 - 21 or above, or () b. SCAT - 27 or above, or ACT Math - 15 or above, or c. SAT Math - 400 or above or () 2. Completion of the following with a grade of C or better: a. Elementary Algebra (Math 110, or 111 and 112), or () b. Any Mathematics course with Math 110, or 111 and 112, as a prerequisite () <i>COMPUTER LITERACY</i> 1. Satisfactory completion of a minimum of 1.5 units of Actg 190 or 192; or Art 314; or Bus. 103, 430, 431, 440, or 441; Comp 101, 103, 155, 162, 170, 190, 450,455 or 460; or Hsci 350; or Intd 360 or 365; or Tour 762 or 764 or 2. A passing score on a computer literacy test (both written and hands on). ()	_____
D. MAJOR () A major consists of a minimum of 18 semester units in a specified field of study. (A minimum of 12 units in the major must be completed at Cañada.)	_____
E. GENERAL EDUCATION () General Education courses introduce the student to areas of study that develop breadth of outlook and contribute to a balanced development.	_____
ASSOCIATE IN ARTS (A.A.) DEGREE GE 21 units () ASSOCIATE IN SCIENCE (A.S.) DEGREE GE 18 units ()	Total Units _____
F. PHYSICAL EDUCATION 2 units required () ANY Physical Education course except P.E. 690 or 695.	FULFILLED (60 units required)
G. ELECTIVES Additional courses to meet the minimum 60 units degree requirement. units ()	<div style="border: 1px solid black; width: 80px; height: 40px; margin: auto;"></div>

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

English Composition		Communication and Analytical Thinking3 units				
A.A. DEGREE 6 units ()	Engl 800	Bus. 115	Math 110	111	112	115
	100 110 165	Comp155 162 170	120	121	122	123
A.S. DEGREE 3 units ()	Engl 800	Enl 165	125	130	140	200
	100	Mus. 132	219	220	241	251
		Phil 103 200	410			
		Spch 100 105	PISc 103			
		120				
Tr _____			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

Physical Science		Life Science			
Astr 100 101	Chem110 210 224 410	Anat 250	Anth 125	Biol 100 110 111 130 225	NSci 100
Engr 100	Geog 100	230 240 310	Boty 112 145	HSci 104 105 106 108	Paln 110
Geol 100 110	NSci 100				Psio 260
Ocen 100	Phys 210 250 260				
			Tr _____		
			Tr _____		

GE AREA B: 3 units

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

GE AREA C: HUMANITIES 3 units required

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

American Institutions		State/Local Institutions		Social Institutions		
Econ 230	Hist 102 201 202 421	Hist 310 315	PISc 205* 310	Anth 105 110	Psyc 100 110 112	201 300 340
PISc 205* 210				Geog 110 120	Soci 100 105 254	SoSc 100
				150		
				PISc 130 150		
Tr _____				Tr _____		

GE AREA D: 3 units

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

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

GE AREA E: ETHNIC STUDIES 3 units required

Anth 360 370	Hist 242 422 451 452	Intd 320 321 322	Lit. 252 266 371 372 375	Psyc 106	Soci 141	SoSc250
						Tr _____

GE AREA E: 3 units

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

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.

Oral Communication	Written Communication	Critical Thinking
Spch 100 105 120	Engl 100	Engl 165 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 *)

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

Arts	Humanities (continued)
Art 101 102 103 201 204 214 301 Dram 101 102 140 142 143 151 152 Intd 320 321 322 Lit. 441 442 Mus. 100 131 202	Germ 110 111 112 Hist 100 101 205 451 452 Ital 111 112 121 122 Phil 100 160 175 190 240 300 310 320 Span 110 111 112 120 121 122 130 131 132 140 161 162 Spch 111 112
Humanities	
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 _____

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.

American Institutions	Social Institutions	
Econ 230 Hist 102 201 202 242 421 Plsc 205§ 210	Anth 105 110 360 370 Econ 100 102 Engr 100 Geog 110 120 150 Hist 422 PISc 130 150	Psyc 100 106 110 112 201 202 300 340 Soci 100 105 141 SoSc 250
State/Local Institutions		
Hist 310 315 PISc 205§ 310		
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 Crer 137	HSci 104 105 106 108 430	Any Physical Education course except P.E. 690 or 695
Tr _____	Tr _____	Tr _____

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"/>

TOTAL UNITS CERTIFIED (Completed and in progress)

_____ Date _____ Counselor's Signature

ACADEMIC PROGRAMS

The following section contains changes to Academic Programs (degrees, certificates) that occurred during 1993-94. Changes are noted in **bold italic**.

MICROCOMPUTER SPECIALIST

The Microcomputer Specialist program is a modification of the former Microcomputer Technician training program. The modified program is designed to meet today's needs in industry which call for skills in needs analysis, prototyping/testing, implementation, user training and communication. The Microcomputer Specialist program will prepare students for employment in a position calling for selection, evaluation, installation, support, management, and maintenance of an organization's microcomputers and networks.

>> CERTIFICATE PROGRAM <<

Core Requirements

	<i>Units</i>
*ENGL 800 Writing Development	3
*MATH 120 Intermediate Algebra	
<i>or</i>	
MATH 122/123 Intermediate Algebra I/II	5-6
BUS. 103 Intro. to Business Computer Systems	3
BUS. 430/431 Intro. to Microcomputer Applic. I/II	
<i>or</i>	
BUS. 440/441 Mac Skills for the Office Worker I/II	3
BUS. 444 Telecommunications	1.5
BUS. 446 Introduction to Local Area Networks	1.5
BUS. 450 PC Computer Maint. & System Upgrades	3
COMP 170 Programming in Pascal	3
COMP 189 Operating Systems Overview	3
COMP 190 Introduction to C Programming	3
COMP 680 Introduction to Database Programming	3
COMP 680 PC Network Administration & Management	3
COMP 680 LAN & WAN Config./Problem Determn.	3
COMP 680 Application Selection & Implementation	3
Total	41-42

>> A.S. DEGREE <<

	<i>Units</i>
Certificate Core Requirements	41-42
Additional General Education Requirements	
(*6 units of G.E. satisfied through core requirements)	12
P.E.	2
Electives (must select from Suggested Electives)	5-6

Suggested Electives

ART 314 Graphic Arts & Layout on the Macintosh	3
BUS. 101 Human Relations in Business	3
BUS. 415 Computer Keyboarding	3
BUS. 425 Basic DOS	1.5
BUS. 426 Advanced DOS	1.5
COMP 103 Intro. to Programming Using Pascal	3
COMP 155 BASIC Programming	3
COMP 162 FORTRAN Programming	3
COMP 430 Survey of Macintosh Applications	3
COOP 670 Occupational Cooperative Education	1-4
ELEC 110 Intro. to Fundamentals of Electronics	3
ELEC 160 Fundamentals of Computer Electronics	3

BUSINESS/OFFICE TECHNOLOGY

OPTION 1
ADMINISTRATIVE SUPPORT ASSISTANT
(modified)

In the CERTIFICATE program there were changes in the Core Requirements section

Core Requirements

	<i>Units</i>
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 and Procedures	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 or Cooperative Education)	3
Total	27

In the A.S. DEGREE program the Suggested Electives list was deleted.

	<i>Units</i>
Certificate Core Requirements	27
General Education Requirements	18
P.E.	2
Electives (may be any Business courses including 3 units of Coop Ed)	13

OPTION 2
ADMINISTRATIVE ASSISTANT/EXECUTIVE SECRETARY
(modified)

In the CERTIFICATE program there were changes
in the Core Requirements section.

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 and Procedures	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
<i>Electives (may be any Business course or</i>	
<i>Cooperative Education</i>	3
Total	33

In the A.S. DEGREE program the Suggested Electives list was deleted.

	Units
Certificate Core Requirements	33
General Education Requirements	18
P.E.	2
Electives (may be any Business courses including 3 units of Coop Ed)	7

OPTION 3
INFORMATION TECHNOLOGY SPECIALIST
(modified)

In the CERTIFICATE program there were changes in the
Core Requirements section and in Area A.

Core Requirements	Units
BUS. 101 Human Relations in Business	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
<i>BUS. 448 Using Microsoft Windows, Part I</i>	<i>1.5</i>
<i>BUS. 449 Using Microsoft Windows, Part II</i>	<i>1.5</i>
<i>BUS. 450 PC Maintenance & System Upgrades</i>	<i>3</i>
<i>BUS. 451 Adv. PC Maintenance & System Upgrades</i>	<i>3</i>
Electives (must select courses from Area A or B or C)	6
Total	33

Area A: Business/Office Technology

	Units
BUS. 100 Survey of Business	3
<i>BUS. 103 Introduction to Business Computer Systems</i>	<i>3</i>
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
<i>BUS. 415 Computer Keyboarding</i>	<i>3</i>
BUS. 416 Office Skills and Procedures	1-3
BUS. 438 DTP: Using PageMaker	3
<i>BUS. 440 Macintosh Skills for the Office Worker I</i>	<i>1.5</i>
<i>BUS. 441 Macintosh Skills for the Office Worker II</i>	<i>1.5</i>
<i>BUS. 452 Introductory CAD Applications</i>	<i>1.5</i>
<i>BUS. 454 Introduction to Harvard Graphics</i>	<i>1.5</i>
<i>BUS. 455 Intermediate Harvard Graphics</i>	<i>1.5</i>
<i>COOP 670 Cooperative Education</i>	<i>1-3</i>

(See the 93-95 catalog for Areas B and C.)

OPTION 4
PC OFFICE SUPPORT SPECIALIST
(new)

>> CERTIFICATE PROGRAM <<

(The PC Office Support Specialist option is for individuals who wish to develop skills used by office workers to install computer hardware and software, provide telephone support for other office workers, perform local area network administrative duties, and solve print problems in an office environment.)

Core Requirements

	Units
<i>BUS. 101 Human Relations in Business</i>	<i>3</i>
<i>BUS. 425 Basic DOS</i>	<i>1.5</i>
<i>BUS. 426 Advanced DOS</i>	<i>1.5</i>
<i>BUS. 430 Microcomputer Applications, Part I</i>	<i>1.5</i>
<i>BUS. 431 Microcomputer Applications, Part II</i>	<i>1.5</i>
<i>BUS. 440 Macintosh Skills for Office Workers I</i>	<i>1.5</i>
<i>BUS. 441 Macintosh Skills for Office Workers II</i>	<i>1.5</i>
<i>BUS. 444 Telecommunications</i>	<i>1.5</i>
<i>BUS. 446 Introduction to Local Area Networks</i>	<i>1.5</i>
<i>BUS. 448 Using Microsoft Windows, Part I</i>	<i>1.5</i>
<i>BUS. 449 Using Microsoft Windows, Part II</i>	<i>1.5</i>
<i>BUS. 450 PC Maintenance & System Upgrades</i>	<i>3</i>
<i>BUS. 451 Adv. PC Maintenance & System Upgrades</i>	<i>3</i>
<i>BUS. 460 LAN System Manager, 3.XX</i>	<i>1.5</i>
<i>BUS. 461 LAN Advanced System Manager, 3.XX</i>	<i>4</i>
<i>Electives (may be any Business course, COMP 190,</i>	
<i>and/or ELEC 100)</i>	<i>3</i>
Total	32.5

>> A.S. DEGREE <<

Certificate Core Requirements	32.5
General Education Requirements	18
P.E.	2
Electives	7.5

EARLY CHILDHOOD EDUCATION/ CHILD DEVELOPMENT

In the CERTIFICATE program there were changes in the Suggested Electives list.

Suggested Electives

	Units
+BUS. 430 Intro. to Microcomputer Applications I	1.5
+BUS. 440 Macintosh Skills for the Office Worker I	1.5
<i>(+Certificate only - units do not apply toward the 24 units required for licensing.)</i>	
COOP 670 Cooperative Education	1-4
COOP 672 Cooperative Education: Internship	1-3
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. 316 First Aid	.5
ECE. 317 Pediatric CPR	.5
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. 359 Working with Substance Exposed Children	1
ECE. 361 Violence Prevention Training	1
ECE. 380 Family Day Care Training	1-4
ECE. 680 Selected Topics	.5-3
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

FASHION DESIGN

OPTION 1 CUSTOM SEWING AND ALTERATIONS (modified)

In the CERTIFICATE program there were changes in the Suggested Electives list.

Suggested Electives

	Units
FASH 112 Knits and Wovens	3
FASH 113 Textiles	3
FASH 120 Advanced Techniques of Fit	3
FASH 121 Tech. of Sewing Specialty Fabrics	3
FASH 123 Intro. to The Fashion Industry	3
FASH 124 Art in Clothing	3
FASH 125 Alterations	3
FASH 127 Custom Dressmaking	3
FASH 128 Decorating with Fabrics	3
FASH 140 Basic Serging	1
FASH 141 Creative Serging	1
FASH 146 Designer Techniques	3
FASH 148 Personal Color Principles	3
FASH 150 History of Fashion	3
FASH 162 Pattern Design	3
FASH 164 Fashion Illustration	2
FASH 166 Fashion Entrepreneurship	3
FASH 168 Fashion Draping	2
FASH 350 Issues in Fashion	1-10
FASH 672 Cooperative Education: Internship	3
FASH 680 Selected Topics	1-3
FASH 695 Independent Study	1-3
BUS. 131 Money Management	3
ACTG 100 Accounting Procedures	3

In the A.S. DEGREE program there was a change in the number of units required for electives.

Certificate Core Requirements	29
General Education Requirements	18
P.E.	2
Electives	11

INTERIOR DESIGN

In the A.S. DEGREE program there were changes in the Core Requirements section.

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
INTD 192 Presentation Techniques	1
INTD 198 Quick Sketching Plus	1
INTD 193 Architectural Model Building	1
ART 201 Form and Composition	

or

ART 301 Design	
or	
ART 204 Drawing I	3
INTD 146 Interior Design Graphics	3
INTD 125 Detailing Interiors	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
	Total 40
General Education	18
P.E.	2
	Total 60

INTERIOR DESIGN/COMMERCIAL DESIGN
(EARNED A.S. DEGREE RECOMMENDED)
(modified)

In the CERTIFICATE program there were changes in the Suggested Electives list.

Suggested Electives

	Units
<i>INTD 193 Architectural Model Building</i>	1
<i>INTD 196 Reflected Ceiling Plans</i>	1
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 274 Remodeling Construction (<i>Spring</i> 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

INTERIOR DESIGN/COMMERCIAL DESIGN
(EARNED B.A. or B.S. DEGREE RECOMMENDED)
(modified)

In the CERTIFICATE program there were changes in the Core Requirements section.

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
<i>INTD 192 Presentation Techniques</i>	1
<i>INTD 198 Quick Sketching Plus</i>	1
<i>INTD 193 Architectural Model Building</i>	1
ART 201 Form and Composition	
or	
ART 301 Design	
or	

ART 204 Drawing I	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 340 Cabinetry and Furniture Design (Fall only)	3
INTD 330 Architectural Interior Detailing	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 156 Portfolio Preparation (Spring only)	3
INTD 672 Cooperative Education: Internship	1
INTD 271 Bath Design	3
INTD 360 CAD Applications for Interior Design (Fall only)	3
INTD 356 Residential/Commercial Construction (Fall only)	3
INTD 350 Commercial Design (Fall only)	3
INTD 351 Advanced Commercial Design (Spring only)	3
	Total 66

INTERIOR DESIGN/RESIDENTIAL DESIGN
(EARNED A.S. DEGREE RECOMMENDED)
(modified)

In the CERTIFICATE program there were changes in the Suggested Electives list.

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
<i>INTD 190 Architectural Lettering</i>	1
INTD 182 Interior Design Studio	1
INTD 271 Bath Design	3
INTD 274 Remodeling Construction (Fall only)	3
INTD 276 Advanced Kitchen & Bath Design (Spring only)	3
INTD 672 Cooperative Education: Internship	1-3
INTD 695 Independent Study	1-3

INTERIOR DESIGN/RESIDENTIAL DESIGN
(EARNED B.A. OR B.S. DEGREE RECOMMENDED)
(modified)

In the CERTIFICATE program there were changes in the Core Requirements section

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
<i>INTD 192 Presentation Techniques</i>	1
<i>INTD 198 Quick Sketching Plus</i>	1
<i>INTD 193 Architectural Model Building</i>	1
ART 201 Form & Composition	
or	

ART 204 Drawing I	
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 Interior Architectural 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	63

MANAGEMENT

(The General Management Certificate program is no longer offered.)

(The Public Administration Certificate program is no longer offered.)

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. **Letter grades are recommended for courses specifically required for the student's major.**

In the CERTIFICATE program there were changes in the Suggested Electives list.

(Note: LEGL 249 is NOT a prerequisite to all other legal courses in the Paralegal program.)

Suggested Electives

	Units
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 Property Law	3
LEGL 257 Bankruptcy	3
LEGL 258 Advanced Civil Litigation and Trial Prep.	3
LEGL 260 Advanced Legal Research & Writing	3
LEGL 264 Contracts	3
LEGL 268 Administrative Law	3
LEGL 270 Environmental Law	2
LEGL 282 Paralegal Career Forum	.5
LEGL 350 Paralegal Issues	1-3
LEGL 672 Cooperative Education: Internship	1-3
LEGL 680 Selected Topics	.5-3
LEGL 695 Independent Study	1-3
LEGL 880 Other Selected Topics	.5-3
BUS. 430 Microcomputer Applications, Part I	1.5
BUS. 431 Microcomputer Applications, Part II	1.5
BUS. 432 Microcomputer Word Processing	3

TRAVEL INDUSTRY/CAREERS

RETAIL and WHOLESALE travel Certificate and A.S. programs have been modified to reflect four separate certificate options as shown below.

OPTION 1 TOURISM/AIRLINE SALES

>> CERTIFICATE PROGRAM <<

Core Requirements (Recommended Sequence)

	Units
TOUR 700 Apollo Travel Industry Reference Proc.	3
TOUR 762 Airline Computer Reservation Training	3
TOUR 764 Domestic Air Tariff and Ticketing	3
TOUR 766 International Air Tariff and Ticketing	3
TOUR 774 Airport Procedures	3
TOUR 776 Airline General Office Skills	3
COOP 672 Cooperative Education: Internship	2
GEOG 150 World Regional Geography	3
BUS. 430 Microcomputer Applications, Part I	1.5
BUS. 431 Microcomputer Applications, Part II	1.5
BUS. 432 Microcomputer Word Processing	3
Total	29

>> A.S. DEGREE <<

	Units
Certificate Core Requirements	29
General Education Requirements	18
P.E.	2
Electives (may be any Tourism or Business courses)	11

OPTION 2
TOURISM/LEISURE TRAVEL SPECIALIST

>> CERTIFICATE PROGRAM <<

Core Requirements (Recommended Sequence)

	Units
TOUR 101 Selling Travel	3
TOUR 200 Marketing & Entrepreneurship for Tourism	3
TOUR 700 Apollo Travel Industry Reference Proc.	3
TOUR 762 Airline Computer Reservation Training	3
TOUR 764 Domestic Air Tariff and Ticketing	3
TOUR 766 International Air Tariff and Ticketing	3
TOUR 768 ARC Forms and Procedures	3
TOUR 770 F.I.T. Planning and Costing	3
COOP 672 Cooperative Education: Internship	2
GEOG 150 World Regional Geography	3
BUS. 430 Microcomputer Applications, Part I	1.5
BUS. 431 Microcomputer Applications, Part II	1.5
Total	32

>> A.S. DEGREE <<

	Units
Certificate Core Requirements	32
General Education Requirements	18
P.E.	2
Electives (may be any Tourism or Business courses)	8

OPTION 3
TOURISM/GROUP TRAVEL SPECIALIST

>> CERTIFICATE PROGRAM <<

Core Requirements (Recommended Sequence)

	Units
TOUR 101 Selling Travel	3
TOUR 200 Marketing & Entrepreneurship for Tourism	3
TOUR 700 Apollo Travel Industry Reference Proc.	3
TOUR 762 Airline Computer Reservation Training	3
TOUR 764 Domestic Air Tariff and Ticketing	3
TOUR 766 International Air Tariff and Ticketing	3
TOUR 772 Wholesale/Retail Group Tour Operations	3
TOUR 780 Corporate Travel and Event Planning	3
COOP 672 Cooperative Education: Internship	2
GEOG 150 World Regional Geography	3
BUS. 430 Microcomputer Applications, Part I	1.5
BUS. 431 Microcomputer Applications, Part II	1.5
Total	32

>> A.S. DEGREE <<

	Units
Certificate Core Requirements	32
General Education Requirements	18
P.E.	2
Electives (may be any Tourism or Business courses)	8

OPTION 4
TOURISM/CORPORATE TRAVEL SPECIALIST

>> CERTIFICATE PROGRAM <<

Core Requirements (Recommended Sequence)

	Units
TOUR 101 Selling Travel	3
TOUR 700 Apollo Travel Industry Reference Proc.	3
TOUR 762 Airline Computer Reservation Training	3
TOUR 764 Domestic Air Tariff and Ticketing	3
TOUR 766 International Air Tariff and Ticketing	3
TOUR 768 ARC Forms and Procedures	3
TOUR 778 Corporate Travel Procedures	3
TOUR 780 Corporate Travel and Event Planning	3
COOP 672 Cooperative Education: Internship	2
GEOG 150 World Regional Geography	3
BUS. 430 Microcomputer Applications, Part I	1.5
BUS. 431 Microcomputer Applications, Part II	1.5
Total	32

>> A.S. DEGREE <<

	Units
Certificate Core Requirements	32
General Education Requirements	18
P.E.	2
Electives (may be any Tourism or Business courses)	8

ANNOUNCEMENT OF COURSES

This section of the catalog addendum contains information regarding course additions, deletions and modifications. Below is an alphabetical listing of the courses contained in this section. The detailed information about new courses, modifications and deletions begins on page 20.

Accounting

ACTG 133 INTRODUCTION TO SPREADSHEETS FOR
MANAGERIAL ACCOUNTING

Art

ART 229 LANDSCAPE PAINTING

Astronomy

ASTR 101 ASTRONOMY LABORATORY

Business/Office Technology

BUS. 400 BUSINESS ENGLISH
BUS. 402 MACHINE TRANSCRIPTION
BUS. 403 LETTER FORMATS
BUS. 404 REPORT FORMATS
BUS. 405 SKILL BUILDING
BUS. 430 INTRODUCTION TO MICROCOMPUTER
APPLICATIONS I
BUS. 432 MICROCOMPUTER WORDPROCESSING
BUS. 434 MICROCOMPUTER SPREADSHEET
BUS. 436 MICROCOMPUTER DATABASE MANAGEMENT
BUS. 446 INTRODUCTION TO LOCAL AREA NETWORKS
BUS. 448 USING MICROSOFT WINDOWS, PART I
BUS. 449 USING MICROSOFT WINDOWS, PART II
BUS. 451 ADVANCED PC MAINTENANCE & SYSTEM
UPGRADES
BUS. 460 LAN SYSTEM MANAGAER 3.XX
BUS. 461 ADVANCED LAN SYSTEM MANAGER 3.XX
BUS. 470 ADVANCED LOTUS

Chemistry

CHEM 210 GENERAL CHEMISTRY I
CHEM 220 GENERAL CHEMISTRY II
CHEM 410 HEALTH SCIENCE CHEMISTRY I
CHEM 420 HEALTH SCIENCE CHEMISTRY II

Computer Science

COMP 189 OPERATING SYSTEMS OVERVIEW
COMP 190 INTRODUCTION TO C PROGRAMMING

Drama

DRAM 142 GREAT PLAYS: CLASSICAL & RENAISSANCE
DRAM 143 GREAT PLAYS: MODERN ERA
DRAM 300 PLAY PRODUCTION
DRAM 305 TECHNICAL PRODUCTION

Early Childhood Education/Child Development

ECE. 315 FIRST AID/CPR FOR CHILDREN
ECE. 316 FIRST AID FOR CHILDREN
ECE. 317 PEDIATRIC CPR
ECE. 359 WORKING WITH SUBSTANCE EXPOSED
CHILDREN: UNDERSTANDING & INTERVENTION

ECE. 361 VIOLENCE PREVENTION TRAINING:
TEACHING CHILDREN ALTERNATIVES
TO VIOLENCE

English

ENGL 100 READING & COMPOSITION

Fashion Design

FASH 117 FASHION IMAGE (CAN H.EC 20)
FASH 118 FLAT PATTERN DESIGN
FASH 120 ADVANCED TECHNIQUES OF FIT
FASH 123 INTRODUCTION TO THE FASHION INDUSTRY
FASH 124 ART IN CLOTHING
FASH 125 ALTERATIONS
FASH 127 CUSTOM DRESSMAKING
FASH 128 DECORATING WITH FABRIC
FASH 140 BASIC SERGING
FASH 141 CREATIVE SERGING
FASH 146 DESIGNER TECHNIQUES
FASH 162 PATTERN DESIGN
FASH 164 FASHION ILLUSTRATION
FASH 166 FASHION ENTREPRENEURSHIP
FASH 168 FASHION DRAPING
FASH 200 BEGINNING SEWING LABORATORY
FASH 202 ADVANCED SEWING LAB
FASH 350 ISSUES IN FASHION
H.EC 122 CONSTRUCTION OF CHILDREN'S CLOTHING
H.EC 129 UPDATE ON TECHNIQUES
H.EC 130 BURDA PATTERNS
H.EC 137 ANALYSES OF FITTING METHODS
H.EC 138 ORGANIZING YOUR SEWING
H.EC 139 WARDROBE PLANNING
H.EC 143 THE ART OF ACCESSORIZING
H.EC 144 FASHION DESIGNER TOUR
H.EC 145 CLOTHING SELECTION FOR FIGURE TYPES
H.EC 149 THEORY OF FABRIC PAINTING
H.EC 151 FASHION MERCHANDISING
H.EC 159 TECHNIQUES OF FITTING PANTS
H.EC 310 NUTRITION
H.EC 312 NUTRITION IN HEALTH AND DISEASE
H.EC 410 MANAGEMENT OF TIME AND RESOURCES
H.EC 416 CONSUMER DECISION MAKING

Interior Design

INTD 180 CONTRACT DESIGN
INTD 182 INTERIOR DESIGN STUDIO
INTD 193 ARCHITECTURAL MODEL BUILDING
INTD 276 ADVANCED KITCHEN & BATH DESIGN
INTD 330 INTERIOR ARCHITECTURAL DETAILING
INTD 340 CABINETRY AND FURNITURE DESIGN
INTD 350 COMMERCIAL DESIGN
INTD 351 ADVANCED COMMERCIAL DESIGN
INTD 356 RESIDENTIAL & COMMERCIAL
CONSTRUCTION
INTD 370 CONSTRUCTION ESTIMATING
INTD 420 HEALTHCARE DESIGN
INTD 431 CODES
INTD 433 PROPOSALS AND CONTRACTS
INTD 434 HEALTH CARE DESIGN FIELD PROJECT
INTD 436 HEALTH CARE DESIGN:
SMALL-SCALE PROJECT
INTD 438 HEALTH CARE DESIGN:
LARGE-SCALE PROJECT

Learning Center

- LCTR 100 EFFECTIVE TUTORING
 LCTR 138 FUNDAMENTALS OF THE RESEARCH PAPER
 LCTR 139 THE RESEARCH PAPER FROM A TO Z
 LCTR 810 STUDY SKILLS
 LCTR 820 BASIC SPELLING MASTERY
 LCTR 821 ADVANCED SPELLING MASTERY
 LCTR 822 GRAMMAR TROUBLE SPOTS
 LCTR 831 SENTENCE COMBINING ON THE MACINTOSH
 LCTR 832 PARAGRAPH WRITING ON THE MACINTOSH

Music

- MUS. 301 PIANO I
 MUS. 302 PIANO II
 MUS. 303 PIANO III
 MUS. 304 PIANO IV
 MUS. 491 MASTER CHORALE II

Paralegal

- LEGL 250 LEGAL RESEARCH AND WRITING
 LEGL 257 BANKRUPTCY
 LEGL 262 PARALEGALISM AND STUDY OF LEGAL ETHICS
 LEGL 268 ADMINISTRATIVE LAW
 LEGL 270 ENVIRONMENTAL LAW
 LEGL 274 FAMILY LAW PROJECTS

Physical Education

- ADAP 350 ADAPTIVE GENERAL CONDITIONING
 ADAP 351 WEIGHT TRAINING FOR THE PHYSICALLY LIMITED
 ADAP 353 FITNESS FOR THE DISABLED OLDER ADULT
 FITN 105 FITNESS FOR LIFE
 FITN 204 INTERMEDIATE/ADVANCED WEIGHT CONDITIONING
 INDV 252 BEGINNING/INTERMEDIATE TENNIS
 INDV 253 INTERMEDIATE TENNIS
 INDV 254 INTERMEDIATE/ADVANCED TENNIS
 INDV 255 ADVANCED TENNIS
 INDV 258 TENNIS DOUBLES PLAY
 P.E. 117 ADVANCED ASSISTANCE IN ADAPTIVE PHYSICAL EDUCATION
 P.E. 308 ATHLETIC INJURY CARE INTERNSHIP
 VARS 100 VARSITY BASEBALL
 VARS 101 BASEBALL CONDITIONING
 VARS 104 VARSITY BASEBALL
 VARS 110 VARSITY BASKETBALL
 VARS 111 BASKETBALL CONDITIONING
 VARS 114 VARSITY BASKETBALL
 VARS 140 VARSITY GOLF
 VARS 141 GOLF CONDITIONING
 VARS 150 VARSITY SOCCER
 VARS 151 SOCCER CONDITIONING
 VARS 154 VARSITY SOCCER
 VARS 170 VARSITY TENNIS
 VARS 171 TENNIS CONDITIONING

Physics

- PHYS 210 GENERAL PHYSICS I
 PHYS 220 GENERAL PHYSICS II
 PHYS 250 GENERAL PHYSICS
 PHYS 260 ELECTRICITY & MAGNETISM

PHYS 270 THERMODYNAMICS, LIGHT, MODERN PHYSICS

PHYS 405 APPLIED RADIOGRAPHIC PHYSICS

Radiologic Technology

- RADT 428 CLINICAL EDUCATION II
 RADT 430 PRINCIPLES OF RADIOGRAPHIC FILM PRODUCTION
 RADT 440 ADVANCED IMAGING MODALITIES & SPECIALIZED PROCEDURES
 RADT 448 CLINICAL EDUCATION IV
 RADT 458 CLINICAL EDUCATION V
 RADT 468 CLINICAL EDUCATION VI
 RADT 470 SPECIALIZED TECHNIQUES: MAMMOGRAPHY
 RADT 471 SPECIALIZED TECHNIQUES: FLUOROSCOPY

Tourism

- TOUR 100 TRAVEL INDUSTRY REFERENCE MATERIALS
 TOUR 102 INTRODUCTION TO TOURISM SERVICES
 TOUR 103 TRAVEL DESTINATIONS/EUROPE
 TOUR 104 TRAVEL DESTINATIONS/WORLD
 TOUR 105 TRAVEL DESTINATIONS/NORTH AMERICA
 TOUR 200 MARKETING & ENTREPRENEURSHIP FOR TOURISM
 TOUR 700 APOLLO TRAVEL INDUSTRY REFERENCES
 TOUR 731 WHOLESALE/GROUP TOUR OPERATIONS
 TOUR 732 ADVANCED WHOLESALE GROUP TOUR OPERATIONS
 TOUR 755 TRAVEL DESTINATION UPDATES AND TIPS
 TOUR 760 APOLLO HOTEL SALES
 TOUR 761 APOLLO CAR SALES
 TOUR 762 AIRLINE COMPUTER RESERVATION TRAINING
 TOUR 764 DOMESTIC AIR TARIFF & TICKETING
 TOUR 766 INTERNATIONAL AIR TARIFF & TICKETING
 TOUR 768 ARC FORMS & PROCEDURES
 TOUR 770 F.I.T. PLANNING & COSTING
 TOUR 772 WHOLESALE GROUP TOUR OPERATIONS
 TOUR 774 AIRPORT PROCEDURES
 TOUR 776 AIRLINE GENERAL OFFICE SKILLS
 TOUR 778 CORPORATE TRAVEL PROCEDURES
 TOUR 780 CORPORATE TRAVEL & EVENT PLANNING

Below is the detailed information regarding new courses, modifications and deletions. For course modifications, only the specific changes and/or corrections are shown.

ACCOUNTING

New Course

ACTG 133 INTRODUCTION TO SPREADSHEETS FOR MANAGERIAL ACCOUNTING

Units (Grade Option) 1

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

Basic Skills Level: 1, M3

Course Prerequisites: None

Description: In this course students will learn to use spreadsheets to solve complex managerial accounting problems. Problems will include job and process cost accounting, contribution margin analysis as applied to product marketing decisions, cash budgets, capital investment decisions, and alternative choice decisions. Transfer: CSU.

ART

New Course

ART 229 LANDSCAPE PAINTING

Units (Grade Option) 2

Class Hours 1.5 lecture/1.5 lab hours/week

Basic Skills Level: OC

Course Prerequisites: Art 201 or Art 204, or equivalent

Description: This is a studio course in painting, with emphasis on working out of doors directly from nature. Students will study the basics of composition, color, light, and manipulation of space as pertains to the landscape. Transfer: CSU.

ASTRONOMY

Modified Course

ASTR 101 ASTRONOMY LABORATORY

Basic Skills Level: 1, M4

BUSINESS/OFFICE TECHNOLOGY

Modified Courses

BUS. 400 BUSINESS ENGLISH

Units (Grade Option) 1-3

Class Hours 1-3 lecture hours/week

BUS. 402 MACHINE TRANSCRIPTION

Concurrent enrollment in BUS. 432 is recommended.

BUS. 403 LETTER FORMATS

Prerequisites: BUS. 430 and 415 or equivalent

BUS. 404 REPORT FORMATS

Prerequisites: BUS. 430 and 415 or equivalent

BUS. 405 SKILL BUILDING

Prerequisites: BUS. 415 or equivalent

BUS. 430 INTRODUCTION TO MICROCOMPUTER APPLICATIONS I

Course Prerequisites: BUS. 415 or equivalent

BUS. 432 MICROCOMPUTER WORDPROCESSING

Course Prerequisites: BUS. 431 or equivalent

BUS. 434 MICROCOMPUTER SPREADSHEET

Units (Grade Option) 1-3

Prerequisites: BUS. 431 or equivalent

Open Entry/Open Exit. May be repeated for credit up to 3 units.

BUS. 436 MICROCOMPUTER DATABASE MANAGEMENT

Prerequisites: BUS. 431 or equivalent

BUS. 446 INTRODUCTION TO LOCAL AREA NETWORKS

Units (Grade Option) 1.5

Class Hours 1.5 lecture/2 By Arrangement hours/week

Prerequisites: BUS. 431

BUS. 448 USING MICROSOFT WINDOWS, PART I

Units (Grade Option) 1.5

Class Hours 1.5 lecture/2 By Arrangement hours/week

New Courses

BUS. 449 USING MICROSOFT WINDOWS, PART II

Units (Grade Option) 1.5

Class Hours 1.5 lecture/2 By Arrangement hours/week

Basic Skills Level: 1

Course Prerequisites: BUS. 448 or equivalent

Description: This course is a continuation of BUS. 448. Students will learn to set up the windows environment, using and manipulating Accessories, i.e., Calculator, Calendar, Cardfile, Clock, Notepad, Recorder, and PIF Editor, transferring data between applications, object linking and embedding, customizing windows, and customizing program groups. Transfer: CSU.

BUS. 451 ADVANCED PC MAINTENANCE & SYSTEM UPGRADES

Units (Grade Option) 3

Class Hours 3 lecture/2 By Arrangement hours/week

Basic Skills Level: 1

Course Prerequisites: BUS. 450

Description: This course is a continuation of BUS. 450. Students develop skills installing hardware and software, providing support for office workers, performing local area network administrative duties, and solving print problems in an office environment. Configurations and updates of hardware and operating systems for office workers will also be covered. Transfer: CSU.

BUS. 460 LAN SYSTEM MANAGER 3.XX

Units (Grade Option) 1.5

Class Hours 1.5 lecture/2 By Arrangement hours/week

Basic Skills Level: 1

Course Prerequisites: BUS. 446 or equivalent

Description: This course introduces students to the responsibilities of a local area network (LAN) system manager. The students will learn how to create new users, write login scripts, create directories on the network and implement an effective security structure using Novell Netware, Version 3.XX. Network printing and system backup procedures are covered also. This course is highly recommended for preparation for CNE certification. Transfer: CSU.

BUS. 461 ADVANCED LAN SYSTEM MANAGER 3.XX

Units (Grade Option) 1.5

Class Hours 1.5 lecture/2 By Arrangement hours/week

Basic Skills Level: 1

Course Prerequisites: BUS. 460 or equivalent

Description: This course is designed to provide advanced-level training for system managers. Students will learn to use advanced file server utilities to control and optimize the performance of the network, including remote management, advanced printing setup, and maintenance and customization using Novell, Version 3.XX. This course is highly recommended for preparation for CNE certification. Transfer: CSU.

BUS. 470 ADVANCED LOTUS

Units (Grade Option) 1.5

Class Hours 1.5 lecture/2 By Arrangement hours/week

Basic Skills Level: 1

Course Prerequisites: Bus. 434 or equivalent

Description: This course is an overview of the advanced business applications using Lotus 1-2-3. The topics include macros, graphs, database functions, and database query. Transfer: CSU.

CHEMISTRY**Modified Courses****CHEM 210 GENERAL CHEMISTRY I**

Course Prerequisites: CHEM 192 with grade of C or better or satisfactory completion of high school chemistry and two years of high school algebra or one year of high school geometry and one year of high school algebra or MATH 120 or equivalent course with a grade of C or better.

CHEM 220 GENERAL CHEMISTRY II

Course Prerequisites: CHEM 220 or 224 or equivalent course with grade of C or better

CHEM 410 HEALTH SCIENCE CHEMISTRY I (CAN CHEM 6)
(Grade Option)

Prerequisites: MATH 110 or equivalent

CHEM 420 HEALTH SCIENCE CHEMISTRY II (CAN CHEM 8)

Prerequisites: CHEM 410 or CHEM 210 or equivalent course with grade of C or better

COMPUTER INFORMATION SYSTEMS**Modified Course****COMP 190 INTRODUCTION TO C PROGRAMMING**

Basic Skills Level: 1

New Course**COMP 189 OPERATING SYSTEMS OVERVIEW**

Units 3

Class Hours 3 lecture/2 By Arrangement hours/week

Basic Skills Level: 1

Course Prerequisites: BUS. 103 or COMP 103 with a grade of C or better

Description: This course presents an overview of computer operating systems and their relationship to hardware and software environments. The history and evolution of computer architectures are presented as well as current PC usage and architectures. Operating systems studied include MS DOS, Unix, and Macintosh System 7. Transfer: CSU.

DRAMA**Modified Courses****DRAM 142 GREAT PLAYS: CLASSICAL AND RENAISSANCE**

Course Prerequisites: ENGL 100

DRAM 143 GREAT PLAYS: MODERN ERA (Also LIT. 143)

Course Prerequisites: ENGL 100

DRAM 300 PLAY PRODUCTION

Repeatability: Activity courses in visual and performing arts may be repeated if they are part of a sequenced transfer curriculum.

DRAM 305 TECHNICAL PRODUCTION

Repeatability: Activity courses in visual and performing arts may be repeated if they are part of a sequenced transfer curriculum.

**EARLY CHILDHOOD EDUCATION/
CHILD DEVELOPMENT****Deleted Course****ECE. 315 FIRST AID/CPR FOR CHILDREN**

New Courses**ECE. 316 FIRST AID FOR CHILDREN**

Units (Grade Option) 0.5

Class Hours 0.5 lecture hour/week

Basic Skills Level: 1

Course Prerequisites: None

Repeatability: 0

Description: This course focuses on the techniques required for First Aid and emergency care practices for young children. Certification is available upon completion.

ECE. 317 PEDIATRIC CPR

Units (Grade Option) 0.5

Class Hours 0.5 lecture hours/week

Basic Skills Level: 1

Course Prerequisites: None

Repeatability: 0

Description: This course focuses on the techniques required for pediatric cardiopulmonary resuscitation. Certification is available upon completion.

ECE. 359 WORKING WITH SUBSTANCE-EXPOSED CHILDREN: UNDERSTANDING AND INTERVENTION

Units (Grade Option) 1

Class Hours 1 lecture hour/week

Basic Skills Level: 1

Course Prerequisites: None

Description: This course is designed to generate an awareness of drug use before, during, and after pregnancy, and its impact on the developing child. It addresses educational implications through a comprehensive look at the physical, cognitive, and psycho-social development of substance-exposed children. It includes successful early intervention and classroom strategies beneficial for all children.

ECE. 361 VIOLENCE PREVENTION TRAINING: TEACHING CHILDREN ALTERNATIVES TO VIOLENCE

Units 1

Class Hours 1 lecture hour/week

Basic Skills Level: 1

Course Prerequisites: None

Description: This course is designed to generate an awareness of violence in our society and its impact on children's development. It includes teaching and caregiving strategies for adults who work with children chronically exposed to violence and stress. How positive experiences can contribute to children's resilience and coping skills and how teacher/parent/community partnerships might address issues related to violence are discussed also. Transfer: CSU.

ENGLISH**Modified Courses****ENGL 100 READING AND COMPOSITION (CAN ENGL 2)**

Corequisites: Concurrent enrollment in WRIT 802

FASHION DESIGN**Notes:**

The department designation was changed from H.EC to FASH for some courses.

Concurrent enrollment in FASH 200 is recommended for students enrolled in Fashion courses numbered 115 and below.

Concurrent enrollment in FASH 202 is recommended for students enrolled in Fashion courses numbered above 115.

Deleted Courses

H.EC 122 CONSTRUCTION OF CHILDREN'S CLOTHING
 H.EC 129 UPDATE ON TECHNIQUES
 H.EC 130 BURDA PATTERNS
 H.EC 137 ANALYSES OF FITTING METHODS
 H.EC 138 ORGANIZING YOUR SEWING
 H.EC 139 WARDROBE PLANNING
 H.EC 143 THE ART OF ACCESSORIZING
 H.EC 144 FASHION DESIGNER TOUR
 H.EC 145 CLOTHING SELECTION FOR FIGURE TYPES
 H.EC 149 THEORY OF FABRIC PAINTING
 H.EC 151 FASHION MERCHANDISING
 H.EC 159 TECHNIQUES OF FITTING PANTS
 H.EC 310 NUTRITION (see BIOL 310)
 H.EC 312 NUTRITION IN HEALTH AND DISEASE (see BIOL 312)
 H.EC 410 MANAGEMENT OF TIME AND RESOURCES
 H.EC 416 CONSUMER DECISION MAKING

Modified Courses**FASH 117 FASHION IMAGE (CAN H.EC 20)**

Basic Skills Level: 1

FASH 118 FLAT PATTERN DESIGN

Basic Skills Level: 1

Course Prerequisites: None

FASH 120 ADVANCED TECHNIQUES OF FIT

Class Hours 3 lecture hours/week

FASH 123 INTRODUCTION TO THE FASHION INDUSTRY

(department designation changed from H.EC to FASH)

FASH 124 ART IN CLOTHING

(department designation changed from H.EC to FASH)

FASH 125 ALTERATIONS

(department designation changed from H.EC to FASH)

Class Hours 3 lecture hours/week

FASH 127 CUSTOM DRESSMAKING

(department designation changed from H.EC to FASH)

Class Hours 3 lecture hours/week

FASH 128 DECORATING WITH FABRIC

(department designation changed from H.EC to FASH)

Class Hours 3 lecture hours/week

FASH 140 BASIC SERGING

(department designation changed from H.EC to FASH)

Class Hours 1 lecture hour/week

FASH 141 CREATIVE SERGING

(department designation changed from H.EC to FASH)

Class Hours 1 lecture hour/week

Course Prerequisites: FASH 140

FASH 146 DESIGNER TECHNIQUES

(department designation changed from H.EC to FASH)

Units (Grade Option) 3

Class Hours 3 lecture hours/week

Course Prerequisites: FASH 110, 111, 115

FASH 200 BEGINNING SEWING LABORATORY

(department designation changed from H.EC to FASH)

Units (Credit/No Credit) 1-2

Class Hours 3-6 lab hours/week

Course Prerequisite: Same as that of concurrent course

Co-requisite: Must be concurrently enrolled in a fashion design course numbered 115 or below

Repeatability: Up to a maximum of 2 units

FASH 202 ADVANCED SEWING LAB

(department designation changed from H.EC to FASH)

Units (Credit/No Credit) 1-2

Class Hours 3-6 lab hours/week

Course Prerequisite: Same as that of concurrent course

Co-requisite: Must be concurrently enrolled in a fashion design course numbered 115 or above

Repeatability: Up to a maximum of 2 units

New Courses**FASH 162 PATTERN DESIGN**

Units (Grade Option) 3

Class Hours 3 lecture hours/week

Basic Skills Level: 1

Course Prerequisites: FASH 118

Description: This course is a comprehensive study of pattern making and the drafting techniques used for creating more advanced garment design. Students will learn how to change clothing style lines and will master dart manipulation for creating various fashion designs. Concurrent enrollment in FASH 202 is recommended. Transfer: CSU.

FASH 164 FASHION ILLUSTRATION

Units (Grade Option) 2

Class Hours 2 lecture hours/week

Basic Skills Level: 1

Course Prerequisites: None

Description: This course is an overview of sketching for clothing design. Emphasis will be placed on perception development through specific drawing exercises to develop fashion figure proportions. Students will use croquis to create fashion sketches. Transfer: CSU.

FASH 166 FASHION ENTREPRENEURSHIP

Units (Grade Option) 3

Class Hours 3 lecture hours/week

Basic Skills Level: 1

Course Prerequisites: None

Description: This course is an overview of the fashion entrepreneurial opportunities for freelance or contract work. Establishing goals, recordkeeping, business promotion, and the advantages and disadvantages of self-employment will be examined. Students considering a small business relating to fashion, fabric, color, pattern work, and sewing will profit from this course. Transfer: CSU.

FASH 168 FASHION DRAPING

Units (Grade Option) 2

Class Hours 2 lecture hours/week

Basic Skills Level: 1

Course Prerequisites: None

Description: This course is an overview of designing clothing on a dress form; students will use this design process to create 3-dimensional patterns. The translation of fashion ideas from design principles, while draping with muslin, to finished garments will be examined also. Transfer: CSU.

FASH 350 ISSUES IN FASHION

Units (Grade Option) 1-10 (no more than 3 units per semester)

Class Hours 1 lecture hour/week per unit

Basic Skills Level: 1

Course Prerequisites: None

Repeatability: Up to a maximum of 10 units

Description: This modular approach to issues in Fashion covers diverse content that is of particular relevance to Fashion majors. Each module is self-contained. Specific modules are offered each semester and will be announced in the current schedule of classes. A limit of three of the modules apply toward the Fashion Design Certificate. Transfer: CSU.

INTERIOR DESIGN**Modified Courses****INTD 180 CONTRACT DESIGN**

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

INTD 182 INTERIOR DESIGN STUDIO

Units (Grade Option) 1

Class Hours 3 lab hours/week

INTD 276 ADVANCED KITCHEN & BATH DESIGN

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

INTD 330 INTERIOR ARCHITECTURAL DETAILING

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

INTD 340 CABINETRY AND FURNITURE DESIGN

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

INTD 350 COMMERCIAL DESIGN

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

INTD 351 ADVANCED COMMERCIAL DESIGN

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

INTD 356 RESIDENTIAL & COMMERCIAL CONSTRUCTION
Class Hours 3 lecture/2 By Arrangement studio hours/week

INTD 370 CONSTRUCTION ESTIMATING
Course Prerequisites: INTD 274

INTD 420 HEALTHCARE DESIGN
Course Prerequisites: None

INTD 431 CODES
Units (Grade Option) 3
Class Hours 3 lecture hours/week
Course Prerequisites: None

INTD 433 PROPOSALS AND CONTRACTS
Units (Grade Option) 3
Class Hours 3 lecture hours/week
Course Prerequisites: None

INTD 434 HEALTH CARE DESIGN FIELD PROJECT
Prerequisites: None

INTD 436 HEALTH CARE DESIGN: SMALL-SCALE PROJECT
Course Prerequisites: INTD 425 or equivalent; concurrent enrollment in INTD 672 for 2 units required

INTD 438 HEALTH CARE DESIGN: LARGE-SCALE PROJECT
Course Prerequisites: INTD 436 or equivalent; concurrent enrollment in INTD 672 for 2 units required

New Course

INTD 193 ARCHITECTURAL MODEL BUILDING
Units (Grade Option) 1
Class Hours 1 lecture hour/week
Basic Skills Level: 1
Course Prerequisites: ARCH 110
Description: This course is an overview of three distinct uses of architectural models: as learning tools to assist students in honing their ability to think/visualize in three dimensions, as design tools to aid the designer in developing and refining ideas and making decisions for a specific design project, and as a presentation technique to aid in communicating and selling ideas to clients. Presentation techniques will be examined also. Transfer: CSU.

LEARNING CENTER

New Courses

LCTR 100 EFFECTIVE TUTORING
Units 1
Class Hours 1 lecture/1 lab hours/week
Basic Skills Level: 1
Course Prerequisites: None
Description: This course will explore a variety of strategies for improving peer tutoring. Assignments will focus on developing communication and study skills, course specific tutoring expertise, and techniques for working with students from diverse

cultural backgrounds, students who have learning disabilities, and students with physical limitations, as well as students at academic risk. Transfer: CSU.

LCTR 138 FUNDAMENTALS OF THE RESEARCH PAPER
Units 1

Class Hours 3 lab hours/week
Basic Skills Level: 1
Course Prerequisites: None
Description: This Macintosh-based course will guide students through preparation for the process of researching and writing a research paper. The course takes the student through five stages, from an introduction to the types of research papers through documentation, including library use and three methods of documentation. The course may be taken either as preparation for future research paper assignments, or in conjunction with a current research assignment in another class. Transfer: CSU.

LCTR 139 THE RESEARCH PAPER FROM A TO Z
Units 2

Class Hours 6 lab hours/week
Basic Skills Level: 1
Course Prerequisites: None
Description: This Macintosh-based course will guide students through the entire process of researching and writing a research paper. The course takes the student through nine stages, from an introduction to the types of research papers, through final revisions, including library use and three methods of documentation. The course may be taken either as preparation for future research paper assignments, or in conjunction with a current research assignment in another class. Transfer: CSU.

LCTR 810 STUDY SKILLS

Units (Credit/No Credit) 1
Class Hours 3 lab hours/week
Basic Skills Level: OC
Course Prerequisites: None
Description: Through the use of computer programs, students will learn to apply study skills including improved time management, efficient textbook reading and note taking, to develop memory and concentration techniques, and to demonstrate test taking efficiency. Units do not apply toward AA/AS degree.

LCTR 820 BASIC SPELLING MASTERY

Units (Credit/No Credit) 1
Class Hours 3 lab hours/week
Basic Skills Level: OC
Course Prerequisites: None
Description: Students are provided with computer assisted instruction in spelling commonly misspelled words. The course focuses on basic mastery of common phonetic spelling patterns, commonly misunderstood spelling rules, the appropriate use of affixes, and understanding etymologies. Units do not apply toward AA/AS degree.

LCTR 821 ADVANCED SPELLING MASTERY

Units (Credit/No Credit) 1
Class Hours 3 lab hours/week
Basic Skills Level: OC
Course Prerequisites: None
Description: Students are provided with computer-assisted instruction in spelling commonly misspelled words, at a higher

level than LCTR 820. The course focuses on mastery of common phonetic spelling patterns, commonly misunderstood spelling rules, the appropriate use of affixes, and understanding etymologies. Units do not apply toward AA/AS degree.

LCTR 822 GRAMMAR TROUBLE SPOTS

Units (Credit/No Credit) 1
Class Hours 3 lab hours/week
Basic Skills Level: OC
Course Prerequisites: None

Description: This Macintosh-based course will help students recognize and correct the most common errors in punctuation, sentence structure, and grammar. The course takes the student through ten troublesome areas with explanations, examples, and exercises. The course is recommended for students at any level whose writing would benefit from a focused review of these common "trouble spots." Units do not apply toward AA/AS degree.

LCTR 831 SENTENCE COMBINING ON THE MACINTOSH

Units (Credit/No Credit) 1
Class Hours 3 lab hours/week
Basic Skills Level: OC
Course Prerequisites: None

Description: This Macintosh based course will help students develop their ability to write clear, correctly punctuated sentences. While suitable for English 801 students, the course is especially recommended for students whose writing could benefit from a more sophisticated understanding of the English sentence. Units do not apply toward AA/AS degree.

LCTR 832 PARAGRAPH WRITING ON THE MACINTOSH

Units (Credit/No Credit) 1
Class Hours 3 lab hours/week
Basic Skills Level: OC
Course Prerequisites: None

Description: This Macintosh based course will help students write well organized and well developed paragraphs. The course takes the student through eleven paragraph types, covering the following rhetorical modes: narration, description, persuasion, and eight expository modes. Hidden questions, or prompts, guide students in developing content and organization. Appropriate transitional devices are suggested for each kind of paragraph. Units do not apply toward AA/AS degree.

Music

Modified Courses

MUS. 301 PIANO I

Class Hours 2 lecture/1 lab/3 By Arrangement hours/week
Repeatability: 0

MUS. 302 PIANO II

Class Hours 2 lecture/1 lab/3 By Arrangement hours/week
Repeatability: 0

MUS. 303 PIANO III

Class Hours 2 lecture/1 lab/3 By Arrangement hours/week
Repeatability: 0

MUS. 304 PIANO IV

Class Hours 3 lab/3 By Arrangement hours/week
Repeatability: Activity courses in visual and performing arts may be repeated if they are part of a sequenced transfer curriculum.

New Course

MUS. 491 MASTER CHORALE II

Units 0.5
Class Hours 1.5 lab hours/week
Basic Skills Level: 1
Course Prerequisites: Previous choral experience and ability demonstrated by audition.
Repeatability: Activity courses in visual and performing arts may be repeated if they are part of a sequenced transfer curriculum.
Description: This course focuses on rehearsal and performance of oratorios and other choral literature. Participation in performances is required. Transfer: CSU.

PARALEGAL

Modified Courses

LEGL 250 LEGAL RESEARCH AND WRITING

Basic Skills Level: 3

LEGL 257 BANKRUPTCY

(title change only)

LEGL 262 PARALEGALISM AND STUDY OF LEGAL ETHICS

Basic Skills Level: 3

New Courses

LEGL 268 ADMINISTRATIVE LAW

Units (Grade Option) 3
Class Hours 3 lecture hours/week
Basic Skills Level: 2
Course Prerequisites: LEGL 249

Description: This course is an overview of the fundamentals of administrative law system—how it developed, what it is intended to do, and how it works. Federal cases; issues in administrative law such as those that apply to tax, welfare, and environmental law; as well as workers' compensation and social security will be examined. Transfer: CSU.

LEGL 270 ENVIRONMENTAL LAW

Units (Grade Option) 2
Class Hours 2 lecture hours/week
Basic Skills Level: 2
Course Prerequisites: LEGL 249 or concurrent enrollment

Description: This course is an overview of the fundamentals of environmental law. Ecological considerations, common law origin of environmental regulations, implementing environmen-

tal policy, and the constitutional basis for environmental regulatory statutes will be examined. Transfer: CSU.

LEGL 274 FAMILY LAW PROJECTS

Units (Grade Option) 3

Class Hours 3 lecture hours/week

Basic Skills Level: 3

Course Prerequisites: Legl 254

Description: This course is an overview of the skills needed to prepare documents and forms commonly found in family law (divorce) matters. Potential examples are petitions, responses, orders to show cause, responsive declarations, income and expense declarations, pretrial statements, disclosure statements, discovery judgments, marital settlement agreements, and support calculations. Transfer: CSU.

PHYSICAL EDUCATION

Note:

Activity courses in a given P.E. subject may be repeated for a total of 3 times. Repeatability of 3 indicates that the course may be taken a total of four times (the original enrollment plus three additional enrollments.)

Banked - Courses No Longer Offered

ADAP 353 FITNESS FOR THE DISABLED OLDER ADULT

INDV 252 BEGINNING/INTERMEDIATE TENNIS

INDV 253 INTERMEDIATE TENNIS

INDV 255 ADVANCED TENNIS

INDV 258 TENNIS DOUBLES PLAY

P.E. 117 ADVANCED ASSISTANCE IN ADAPTIVE PHYSICAL EDUCATION

VARS 100 VARSITY BASEBALL

VARS 101 BASEBALL CONDITIONING

VARS 110 VARSITY BASKETBALL

VARS 111 BASKETBALL CONDITIONING

VARS 141 GOLF CONDITIONING

VARS 150 VARSITY SOCCER

VARS 151 SOCCER CONDITIONING

VARS 171 TENNIS CONDITIONING

Modified Courses

ADAP 350 ADAPTIVE GENERAL CONDITIONING

Repeatability: 1

ADAP 351 WEIGHT TRAINING FOR THE PHYSICALLY LIMITED

Repeatability: 1

FITN 105 FITNESS FOR LIFE

Units 2

Repeatability: 3 up to maximum of 8 units

FITN 204 INTERMEDIATE/ADVANCED WEIGHT CONDITIONING

Course Prerequisites: None

Repeatability: 2 up to maximum of 3 units

INDV 254 INTERMEDIATE/ADVANCED TENNIS

Units (Grade Option) 0.5-1

Class Hours 1.5-3.0 lab hours/week

Repeatability: 2

VARS 140 VARSITY GOLF

Class Hours 10 lab hours/week

Repeatability: 3 up to maximum of 12 units

VARS 170 VARSITY TENNIS

Units 3

Class Hours 10 lab hours/week

Repeatability: 3 up to maximum of 12 units

New Courses

P.E. 308 ATHLETIC INJURY CARE INTERNSHIP

Units (Grade Option) 2

Class Hours 6 lab hours/week

Basic Skills Level: OC

Course Prerequisites: None

Repeatability: 3 up to maximum of 8 units

Description: Under the direct supervision of the college athletic trainer, students gain hands-on experience and instruction in the prevention and management of athletic injuries. Career opportunities and preparation for transfer to athletic training or other allied health professions are emphasized. Transfer: CSU.

VARS 104 VARSITY BASEBALL

Units 3

Class Hours 10 lab hours/week

Basic Skills Level: OC

Course Prerequisites: Demonstrated ability

Repeatability: 3 up to maximum of 12 units

Description: This course consists of intercollegiate competition in the Coast Conference and participation in regional tournaments, Northern California playoffs and the State CC championships when qualified. Transfer: CSU, UC.

VARS 114 VARSITY BASKETBALL

Units 3

Class Hours 10 lab hours/week

Basic Skills Level: OC

Course Prerequisites: Demonstrated ability

Repeatability: 3 up to maximum of 12 units

Description: This course consists of intercollegiate competition in the Coast Conference and participation in regional tournaments, Northern California playoffs and the State CC championships when qualified. Transfer: CSU, UC.

VARS 154 VARSITY SOCCER

Units 3

Class Hours 10 lab hours/week

Basic Skills Level: OC

Course Prerequisites: Demonstrated ability

Repeatability: 3 up to maximum of 12 units

Description: This course consists of intercollegiate competition in the Coast Conference and participation in regional tournaments, NorCal playoffs and the State conference championships when qualified. Transfer: CSU, UC.

PHYSICS

Modified Courses

PHYS 210 GENERAL PHYSICS I (CAN PHYS 2)

(Grade Option)

Course Prerequisites: MATH 130 or equivalent with grade of C or better

PHYS 220 GENERAL PHYSICS II (CAN PHYS 4)

(Grade Option)

Basic Skills Level: 1, M6

Course Prerequisites: PHYS 210 with grade of C or better

PHYS 250 GENERAL PHYSICS (CAN PHYS 8)

Course Prerequisites: PHYS 210 or equivalent with grade of C or better; and MATH 251 with grade of C or better

PHYS 260 ELECTRICITY & MAGNETISM (CAN PHYS 12)

Course Prerequisites: PHYS 250 or equivalent course with grade of C or better and MATH 252 or equivalent course with grade of C or better

PHYS 270 THERMODYNAMICS, LIGHT, MODERN PHYSICS (CAN PHYS 14)

Course Prerequisites: PHYS 250 or equivalent course with grade of C or better and MATH 252 or equivalent course with grade of C or better

PHYS 405 APPLIED RADIOGRAPHIC PHYSICS

(title change)

Basic Skills Level: 2, M4

Course Prerequisites: MATH 110 or equivalent course and an introductory course in physical science such as CHEM 192, 410 or equivalent

RADIOLOGIC TECHNOLOGY

Modified Courses

RADT 428 CLINICAL EDUCATION II

Units (Credit/No Credit) 5.5

Class Hours: 16 lab hours/week for 21 weeks; total 360 hours

Basic Skills Level: 2

Course Prerequisites: Successful completion of RADT 418 and concurrent enrollment in RADT 420

RADT 430 PRINCIPLES OF RADIOGRAPHIC FILM PRODUCTION

Class Hours 3 lecture/1.5 lab/6 By Arrangement hours/week

Basic Skills Level: 2, M4

RADT 440 ADVANCED IMAGING MODALITIES & SPECIALIZED PROCEDURES

Basic Skills Level: 2, M4

Course Prerequisites: RADT 410, 420, and 430 with grades of C or better or certification as a Radiologic Technologist

RADT 448 CLINICAL EDUCATION IV

(Credit/No Credit)

Class Hours: 24 lab hours/week for 18 weeks; total 432 hours

Basic Skills Level: 2

Prerequisites: Successful completion of RADT 438

RADT 458 CLINICAL EDUCATION V

(Credit/No Credit)

Class Hours: 24 lab hours/week for 20 weeks; total 480 hours

Basic Skills Level: 2

Course Prerequisites: Successful completion of RADT 448

RADT 468 CLINICAL EDUCATION VI

Units (Credit/No Credit) 3.5

Class Hours 40 lab hours/week for 4 weeks and 24 lab hours/week for 2 weeks

New Courses

RADT 470 SPECIALIZED TECHNIQUES: MAMMOGRAPHY

Units (Grade Option) 1.5

Class Hours 1.5 lecture hours/week

Basic Skills Level: 2

Course Prerequisites: Enrollment in the Radiologic Technology program or certification as a Radiologic Technologist

Description: This course covers the curriculum mandated by the California Department of Health Services, Radiologic Health Branch. It satisfies requirements for qualifications and continuing education provisions for persons who perform mammographic x-ray procedures.

RADT 471 SPECIALIZED TECHNIQUES: FLUOROSCOPY

Units (Grade Option) 2

Class Hours 2 lecture hours/week

Basic Skills Level: 2

Course Prerequisites: Certification as Radiologic Technologist
Description: This course covers the curriculum mandated by the California Department of Health Services, Radiologic Technology Branch. It satisfies requirements for qualifications and continuing education provisions for persons who perform fluoroscopic x-ray procedures.

TOURISM

Deleted Courses

TOUR 100 TRAVEL INDUSTRY REFERENCE MATERIALS

TOUR 103 TRAVEL DESTINATIONS/EUROPE

TOUR 104 TRAVEL DESTINATIONS/WORLD

TOUR 105 TRAVEL DESTINATIONS/NORTH AMERICA

TOUR 731 WHOLESALE/GROUP TOUR OPERATIONS

TOUR 732 ADVANCED WHOLESALE GROUP TOUR OPERATIONS

TOUR 755 TRAVEL DESTINATION UPDATES AND TIPS

Modified Course**TOUR 200 MARKETING & ENTREPRENEURSHIP FOR TOURISM**
(title change only)**New Courses****TOUR 102 INTRODUCTION TO TOURISM SERVICES**

Units 3

Class Hours 3 lecture hours/week

Basic Skills Level: 1

Course Prerequisites: None

Description: This course is an overview of the private, profit and nonprofit tourism industry services. Domestic and international suppliers and internal and external sales distribution channels and their business, economic, and political implications will be explored. Consumer leisure and commercial travel behaviors and products are examined also. This course is recommended for students who wish to pursue a Bachelor's degree in tourism management. Transfer: CSU.

TOUR 700 APOLLO TRAVEL INDUSTRY REFERENCES

Units (Grade Option) 3

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

Basic Skills Level: 1

Course Prerequisites: None

Description: This course covers the automated procedures used throughout the travel industry to locate and book car rentals, hotels, tours, cruises, Amtrak, and international rail. An overview of major reference materials and manual procedures used in booking hotels, package tours, and cruises will be presented also.

TOUR 760 APOLLO HOTEL SALES

Units (Credit/No Credit) 0.5

Class Hours 0.5 lecture hours/week

Basic Skills Level: OC

Course Prerequisites: None

Description: This course is an overview of the Apollo computer system used for world-wide hotel sales. The use of the hotel index with descriptions, booking information, and methods used for modifying bookings will be examined also. Transfer: CSU.

TOUR 761 APOLLO CAR SALES

Units (Credit/No Credit) 0.5

Class Hours 0.5 lecture hours/week

Basic Skills Level: OC

Course Prerequisites: None

Description: This course is an overview of the Apollo computer system used for world-wide car rental listings and sales. The use of the car index, rental listings, booking information, and methods used for modifying bookings will be examined also. Transfer: CSU.

TOUR 762 AIRLINE COMPUTER RESERVATION TRAINING

Units (Grade Option) 3

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

Basic Skills Level: 1

Course Prerequisites: None

Description: This course is designed to provide "hands-on" training using the Apollo computerized airline database sys-

tem. 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.

TOUR 764 DOMESTIC AIR TARIFF AND TICKETING

Units (Grade Option) 3

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

Basic Skills Level: 1

Course Prerequisites: None

Description: Students will use the Official Airline Guide and the Apollo computerized database 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. Concurrent enrollment in TOUR 762 is recommended.

TOUR 766 INTERNATIONAL AIR TARIFF AND TICKETING

Units (Grade Option) 3

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

Basic Skills Level: 1

Course Prerequisites: TOUR 764

Description: This course consists of international geography, international air tariff rules, fare construction principles, the mileage system, high 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 768 ARC FORMS AND PROCEDURES

Units (Grade Option) 3

Class Hours 3 lecture hours/week

Basic Skills Level: 1

Course Prerequisites: TOUR 764

Description: In this course students learn to use the Apollo computerized database, reference materials for itinerary preparation, sales techniques and reservation procedures, and ARC forms for reporting sales. Other topics include credit sales procedures, insurance forms, and MCOs. It is recommended that students take this course during their last semester of training.

TOUR 770 F.I.T. PLANNING AND COSTING

Units (Grade Option) 3

Class Hours 3 lecture hours/week

Basic Skills Level: 1

Course Prerequisites: TOUR 700

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 766 may be taken concurrently.

TOUR 772 WHOLESALE GROUP TOUR OPERATIONS

Units (Grade Option) 3
Class Hours 3 lecture hours/week
Basic Skills Level: 1
Course Prerequisites: TOUR 700

Description: This course is an overview of packaging group tours for retail or wholesale. Topics include researching itineraries, negotiating with suppliers, tour costing, tour marketing, writing tour brochures, in-house operations, dispatching, and escorting your own tours for fun and profit.

TOUR 774 AIRPORT PROCEDURES

Units (Grade Option) 3
Class Hours 3 lecture/2 By Arrangement lab hours/week
Basic Skills Level: 1
Course Prerequisites: TOUR 762 and TOUR 764; TOUR 764 may be taken concurrently.

Description: This course is an overview of customer service skills required for airport flight departures and arrivals. Procedures for airport check-in, flight over booking, handling baggage, handling irate customers, ticket reissues, cancelled flights, and flight emergencies will be examined also.

TOUR 776 AIRLINE GENERAL OFFICE SKILLS

Units (Grade Option) 3
Class Hours 3 lecture hours/week
Basic Skills Level: 1
Course Prerequisites: TOUR 774

Description: This course is an overview of customer service skills required for airline local sales offices. Competitive price tracking and matching, coordination of sales promotion presentations, promotional advertising, press releases, planning and booking travel agent familiarization trips, groups sales contracts, and sales tracking will be examined.

TOUR 778 CORPORATE TRAVEL PROCEDURES

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

Description: In this course office procedures, policies, and business practices typical of corporate travel services used by travel agency in-plant operations and by a separate department of a corporation are covered. Topics include deregulation and evolution of corporate travel departments, the end of the 80/20 rule, bidding for corporate accounts, and basic financial management and corporate travel payment systems.

TOUR 780 CORPORATE TRAVEL AND EVENT PLANNING

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

Description: This course is an overview of tourism for corporate groups in contemporary society. Topics covered include the tourism system, management, and impact—economic, social, and cultural. Students will learn how to package incentive travel for corporate groups.

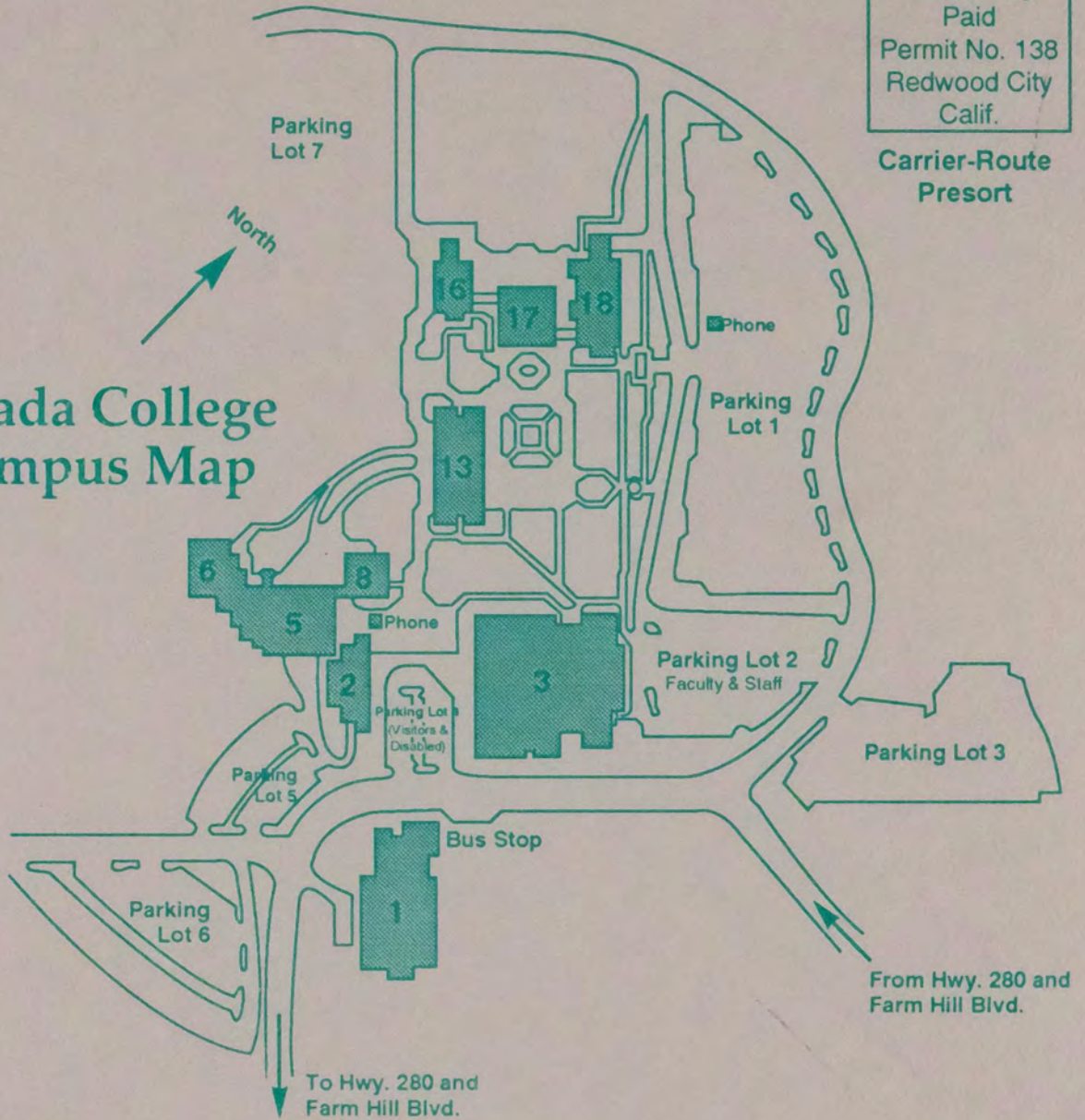
Notes



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Cañada College Campus Map



- Lot 1 Student Parking
- Lot 2 Faculty & Staff Parking
- Lot 3 Student Parking
- Lot 4 Visitor & Disabled Parking
- Lot 5 Faculty & Staff Parking
- Lot 6 Student Parking
- Lot 7 Student Parking