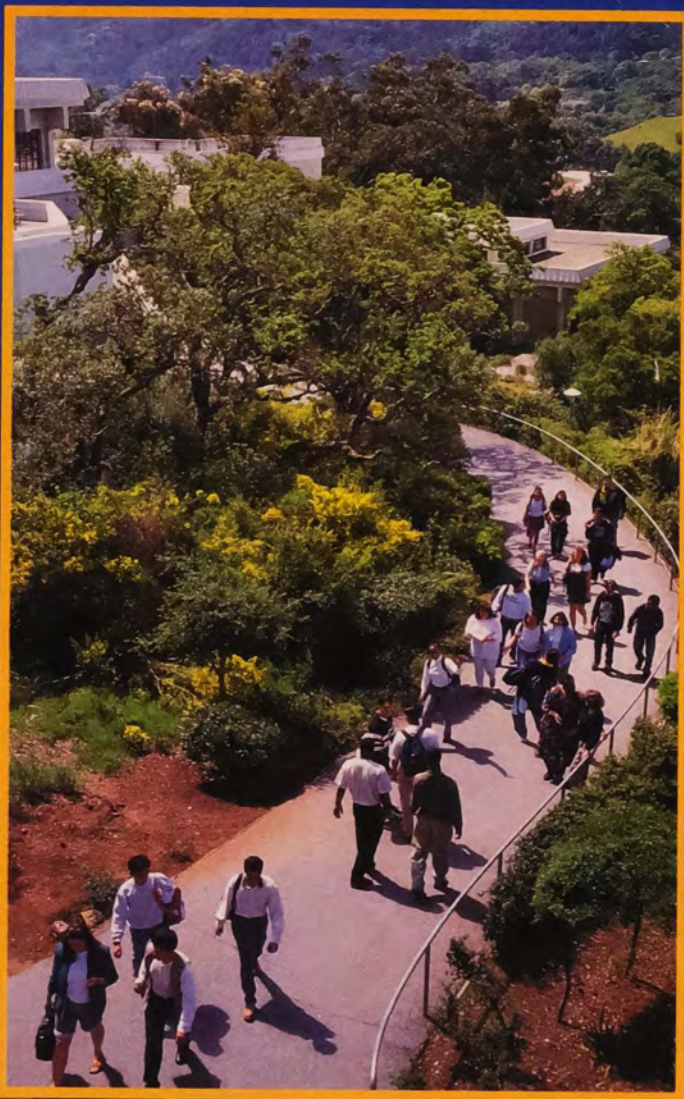
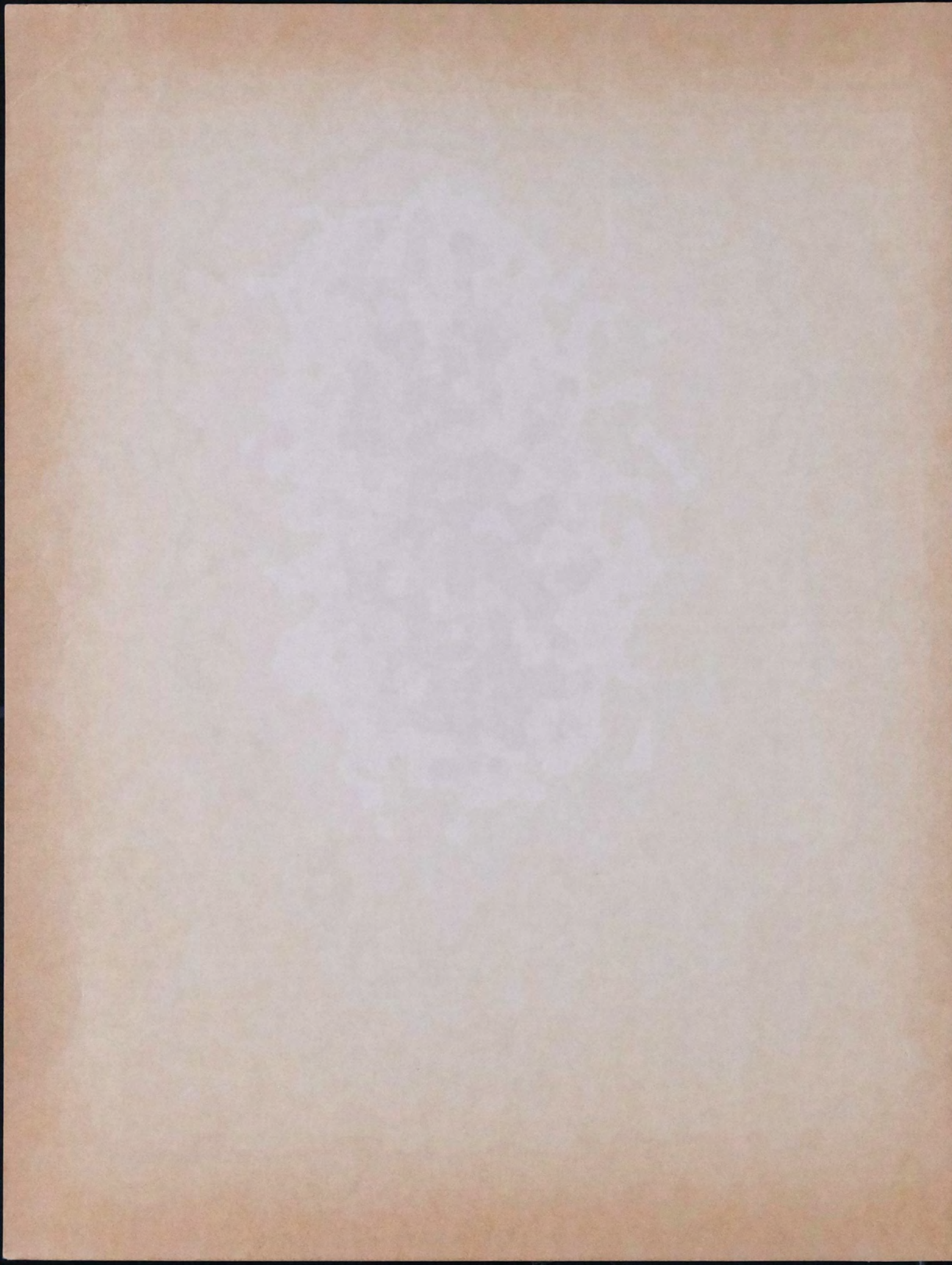




Cañada College

Catalog
1995-1996





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

ADMINISTRATION

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Basic and Applied Sciences Division

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Humanities Division

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Corporate & Community Education

BOARD OF TRUSTEES

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

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Helen Hausman, Vice President-Clerk

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Acknowledgements

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

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

It is the policy of this District that every course offered, unless otherwise indicated in this official College Catalog and the Schedule of Classes, shall be fully open to enrollment and participation by any person who meets the academic prerequisites of the course, and who is otherwise eligible for admission to and enrollment in the college.

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WELCOME TO CAÑADA COLLEGE

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

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

Our warmest wishes for your success at Cañada College!

About Cañada College...

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

Off-Campus Facilities

Menlo Park Center

The Menlo Park Center is a partnership between the Community Development Agency of Menlo Park and Cañada College. The Center is located at 1200 O'Brien Drive in Menlo Park. Housed in the same building as the Opportunities Industrialization Center West (OICW), the Menlo Park Center consists of a Workplace for Learning Resources Center, a state-of-the-art instructional computer classroom, a general purpose classroom and counseling/administrative offices.

Through the Menlo Park Center, open year-round, Cañada College offers regular credit bearing courses. Programs designed to help students improve communication and math skills needed for the workplace are offered, and courses in Office Technology and other areas leading to certificates and degrees are scheduled there. Custom-designed courses for businesses and industries located in the area are available as well.

Additional information about Cañada's Menlo Park Center may be obtained by telephoning (415) 325-6936.

Small Business Development and Job Training Center

Cañada College operates, in downtown Redwood City, a Center for Small Business Development and Job Training. Working in conjunction with both the California Trade and Commerce Agency and the West Valley-Mission Community College District in Santa Clara County, the center serves as a Small Business Outreach Site for southern San Mateo County. The center features for no-fee, or a very low cost, information, counseling, and conference/workshop support for existing small business owners and for individuals planning to begin a new business.

The job training component at the Redwood City Center features, at no cost to qualified persons, short-term intensive programs for college credit in communication, math and interrelationship skills needed in the workplace and training programs in Retailing and

Retail Sales and Business Information Systems. The training component provides a pool of employees who have the requisite communications, human relations, customer service and technical skills for successful employment in the local area. Additional information may be obtained by calling (415) 306-3186.

Accreditation

Cañada College is fully accredited by the Western Association of Schools and Colleges, which is affiliated with the federation of Regional Accrediting Commissions of Higher Education. Cañada College is also approved by the Office of the Chancellor of the California Community Colleges and Veterans Administration. Persons wishing to review the College's accreditation documentation may schedule an appointment to do so by contacting the Office of Admissions and Records at (415) 306-3121.

Instruction and Student Services

Cañada is a friendly and open campus. The college's classrooms are generally small by design and offer an opportunity for students to become personally acquainted with their instructors. Instructional offerings cover all of the broad and essential areas of human knowledge, including the arts, sciences, and humanities. Many occupational programs are offered as well. The Vice President of Instruction, whose office is located in Building 8, Room 310, is responsible for all instructional programs and welcomes suggestions.

The primary goal of Student Services is to provide support for students so that they will be successful at Cañada College. Student services are provided in an atmosphere designed to assist students in the realization of their personal and academic goals. Counseling and advising, career education, financial aid and other support services are available to all Cañada students. The Transfer Center assists those students planning to transfer to a four-year college or university, and the Health Center provides health education as well as direct service to students in need of physical care or psychological services.

The Vice President of Student Services is located in Building 8, Room 211.

Role of the Faculty and Students

Cañada College seeks the counsel of its faculty and students through a system of permanent committees and informal consultation. Standing and ad hoc committees are organized under the Academic Senate which operates through a Governing Council (elected by the faculty). Student members of committees are appointed by the Associated Student Government. Instructors, students, staff and administrators participate in curriculum development and the learning processes and in the general campus environment as full voting members of the various college committees which provide guidance and assistance to the President.

San Mateo County Community College District Mission Statement

Preamble:

The San Mateo County Community College District, recognizing each individual's right to education, provides the occasions and settings which enable students to develop their minds and their skills, engage their spirits, broaden their understanding of social responsibilities, and realize their individual potential. The District is committed to leadership by providing quality education and life-long learning in partnership with its community and its affiliated educational institutions. It actively participates in the economic, social and

cultural development of San Mateo County. In a richly diverse environment and with increasing awareness of its role in the global community, the District is dedicated to maintaining a climate of academic freedom in which a wide variety of viewpoints is cultivated and shared.

Mission

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

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

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

Statement on Academic Freedom

The San Mateo County Community College District is dedicated to maintaining a climate of academic freedom encouraging the sharing and cultivation of a wide variety of viewpoints. Academic freedom expresses our belief in inquiry, informed debate and the search for truth; academic freedom is necessary in order to provide students with a variety of ideas, to encourage them to engage in critical thinking and to help them understand conflicting opinions.

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

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

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

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

ACADEMIC CALENDAR - 1995/96

Summer Session-1995

June 19	Summer Intersession Begins
July 4	Holiday -Independence Day
July 28	6-Weeks Summer Session Ends
August 11	8-Weeks Summer Session Ends

Fall Semester -1995 (86 Total Days: 84 Instruction plus 2 flex)

August 17	Faculty Orientation Day (Flex Day)
August 18	Professional Growth Day (Flex Day)
August 21	First Day of Instruction
Sept. 1	Last Day to Add Semester Length Class
Sept. 1	Last Day to Drop with Eligibility for Partial Refund
September 4	Holiday -Labor Day
September 11	Census Day
September 15	Last Day to Drop Without Appearing on Record
October 13	Mid-Term Grade Reports Due
November 10	Holiday -Veteran's Day
November 11	Declared Recess
November 17	Last Day to Withdraw Semester Length Class
November 22	Recess-Evening Classes only
November 23	Holiday -Thanksgiving
November 24-25	Declared Recess
December 11-16	Final Examinations (Evening & Saturday Classes)
December 16	Evening Classes Close
December 14-20	Final Examinations (Day Classes)
December 20	Day Classes Close
December 21-January 12	Inter-Semester Recess

Spring Semester-1996 (89 Total Days: 87 Instruction plus 2 flex)

January 15	Holiday -Martin Luther King Jr.
January 16	Professional Growth Day (Flex Day)
January 17	First Day of Instruction
January 30	Last day to Add Semester Length Class
January 30	Last Day to Drop with Eligibility for Partial Refund
February 5	Census Day
February 9	Last Day to Drop Without Appearing on Record
February 15	Professional Growth Day (Flex Day)
	<i>no day or evening classes</i>
February 16	Holiday -Abraham Lincoln
February 17	Declared Recess
February 19	Holiday -George Washington
April 1-6	Spring Recess
April 5	Holiday
April 26	Last Day to Withdraw Semester Length Class
May 14-20	Final Examinations (Evening & Saturday Classes)
May 20	Evening Classes Close
May 22-29	Final Examinations (Day Classes)
May 27	Holiday -Memorial Day
May 29	Day Classes Close/Commencement

Note: Cañada College will be in recess on the evening of November 22, 1995 and will be in recess on the following Saturdays: September 2, November 11 and 25, 1995 and February 17 and April 6, 1996.

GENERAL INFORMATION/ POLICIES

Air Force ROTC

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

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

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

Business and Operations

The Business Office processes all monies for fees, distributes parking permits, distributes payroll and financial aid checks, and maintains records and accounts of student activities. It also coordinates the Scholarship Program and schedules facility use. Other services provided by the operations division include security, payroll, telephone, mail, and central duplicating.

Conduct

At Cañada the principle of personal honor is the basis for student conduct. The honor system rests on the sincere belief that the college student is mature and self-respecting, and can be relied upon to act as a responsible and ethical member of society. Each individual has the obligation of knowing and upholding college rules.

Regulations governing student conduct are subject to change by the Board of Trustees and, when applicable, by local, state and federal statutes. These rules are published in the Student Handbook.

Social or other functions using the name of Cañada College are thereby identified as college functions and become subject to the same high standards of conduct and of supervision, whether conducted on or off the campus.

Social or other functions for which no patrons are listed from the membership of the faculty are not college functions. Further, no off-campus organizations may use Cañada College's name or imply college sponsorship in any publicity or other information.

Continuing Education for Health Professionals-CEU's

Cañada College offers courses, lectures, conferences, and workshops which comply with the continuing education regulations of California's Board of Registered Nursing. Enrollment is open to all registered and licensed vocational nurses. A certificate of verified units/hours is issued to each participant upon completion of the offering. Cañada's BRN Provider Number is 03180. Students should contact the office of the Vice President of Instruction for additional information (306-3242).

Fines

Fines are assessed for failure to comply promptly with library and other campus regulations, and students are required to pay for careless or unnecessary damage to college property. Students delinquent in their financial obligations to the college will not receive

grade reports or other records of their work until such delinquencies have been adjusted to the satisfaction of the college authorities.

Lost and Found

Items found in any of the campus buildings are held for 30 days in the Bookstore (Building 2). Call 306-3313 to inquire about lost or found articles.

Parking

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

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

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

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

Visitor Parking Lot 4 is limited to one-hour parking only, except in spaces designated for disabled persons. Visitors on official business may request a temporary Visitor's Permit allowing them to park in Visitor or permit lots. They are available from the Business Office located in Building 8, Room 305. No staff or student parking is allowed in visitor Lot 4.

Special parking permits for disabled students, day and evening, are issued by the Business Office, Building 8, Room 305. For further information, call the Enable Center at 306-3490 or the Business Office at 306-3270.

Parking fees are not refundable unless an action of the college (e.g., class cancellation) prevents a student from attending class. During late registration, a grace period will be in effect in student parking lots only, in order to enable students to purchase a permit during the late registration period. Parking regulations are enforced at all times in staff lots and in other restricted areas.

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

Policy of Non-discrimination

Cañada College does not discriminate on the basis of race, color, national origin, sex (including sexual harassment), disability, or age in any of its policies, procedures, or practices, in compliance with

Title VI of the Civil Rights Act of 1964 (pertaining to race, color, and national origin), Title IX of the Education Amendments of 1972 (pertaining to sex), Section 504 of the Rehabilitation Act of 1973 (pertaining to age). This nondiscrimination policy covers admission and access to, and treatment and employment in, the College's programs and activities, including vocational education. Inquiries regarding the equal opportunity policies, the filing of grievances, or to request a copy of the grievance procedures covering discrimination complaints may be directed to:

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

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

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

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

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

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

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

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

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

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

Policy on Americans with Disabilities Act

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

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

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

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

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

Policy on Sexual Harassment

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

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

Policy on Drug-Free Campus

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

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

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

Política de No Discriminación

Cañada College no discrimina por razones de raza, color, nacionalidad, sexo (incluyendo una insinuación o agresión sexual), limitación física (o incapacidad), en sus leyes, procedimientos o prácticas, de acuerdo con el Título VI del Acta de Derechos Civiles de 1964

(perteneciendo a raza, color y nacionalidad), y el Título IX de las Enmiendas Educativas de 1972 (perteneciendo a sexo), y con el Artículo 504 del Acta de Rehabilitación de 1973 (perteneciendo a edad). Esta política de no-discriminación incluye admisión, acceso, tratamiento y empleo en los programas y actividades del colegio, incluyendo programas de profesiones técnicas (Vocational Education). Preguntas relacionadas a las políticas de Igualdad en Oportunidades, como presentar quejas de discriminación, o para solicitar una copia que explica el proceso como presentar quejas de discriminación, se pueden dirigir a:

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

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

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

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

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

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

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

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

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

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

ADA-Decreto para Americanos con Incapacidades

El 26 de Enero de 1992 el Decreto para Americanos con Incapacidades (ADA), que gobierna el acceso y utilidad de las comodidades públicas y facilidades comerciales, se hizo efectivo. Este decreto afectará el empleo, servicios públicos, transportación y los servicios de

comunicaciones telefónicas. Este estatuto literalmente abre las puertas a los individuos con incapacidades que han necesitado acceso a muchos efectos y servicios que el público trata normalmente con indiferencia como baños, agua para beber, lavanderías, máquinas cajetas automáticas (ATM), y así sucesivamente.

La ADA es diseñada para prohibir discriminación en contra de esos individuos con una incapacidad física o mental que limita una mayor actividad en la vida. Características físicas como ser zurdo, tener un propio estilo de vida, uso de drogas, etc., estos temas no son aplicados en el decreto (ADA). Muchas estructuras existentes requerirán alteraciones de diseño mayores y/o menores. Las normas para diseño accesible son delineadas en las "Normas de Accesibilidad del ADA para Edificios y Facilidades". Estas normas son muy similares a esas establecidas por el Instituto de Normas Nacional Americano (ANSI):

1. Proveer acceso general a las facilidades.
2. Proveer acceso específico a esas áreas dentro de una facilidad donde efectos y servicios son disponibles.
3. Proveer acceso a los baños.
4. Implementar algunas otras medidas necesarias para proveer acceso y funcionamiento.

Esto incluye todas las construcciones nuevas y existentes de las comodidades públicas y facilidades comerciales. Ambos los arrendadores y los arrendatarios serán responsables de obrar de acuerdo a la ley. Las comodidades públicas incluyen: facilidades de hospedaje, restaurantes, facilidades de entretenimiento, tiendas, establecimientos de servicio, transportación pública, museos, facilidades recreativas, facilidades educativas, centros de servicio social, facilidades deportivas y de ejercicio. Clubes privados y facilidades religiosas no están cubiertas por el decreto (ADA). Facilidades comerciales no son de uso residencial por una entidad privada cuyas operaciones afecten el comercio. Esto incluye todas las facilidades comerciales que ocupen una casa o apartamento.

Es requerido que cada facilidad conduzca un programa de evaluación propia relacionado a los mandatos del ADA. A personas con incapacidades y/o organizaciones que las representan se les debe proporcionar la oportunidad de participar en la evaluación para el desarrollo del plan transitivo. Este programa debería ser completado y archivado, a más tardar el 26 Enero de 1995. Pueden ocurrir condiciones especiales como una "desproporcionada alteración de costos" y puede ser revaluado por la oficina del Procurador General de Estados Unidos.

Infracciones al ADA pueden ser llevadas ante un juez por personas particulares o por el Procurador General de Estados Unidos. El juez puede otorgar a una persona particular daños monetarios, incluyendo gastos de abogado, como también fijar una pena civil en contra de la entidad ofensiva, de \$50,000 a \$100,000.

En conclusión, los requerimientos de la ADA serán vistos como una norma para diseño y construcción. Les da responsabilidad sobre esos (AEC) envueltos en el diseño, construcción y operaciones de estructuras comerciales y públicas. La ADA está abriendo muchas oportunidades en los campos del AEC para diseñadores, constructores y consultores. Para obtener las regulaciones adoptadas por el DOJ escriba a la oficina del Decreto para Americanos con Incapacidades, al siguiente domicilio:

Office on the Americans with Disabilities Act
Civil Rights Division
U.S. Department of Justice
Washington, D.C. 20530

o llame al: (202) 514-0301 (voz)
(202) 514-0381 (TDD)

Política Sobre la Persecución Sexual

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

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

Política Libre de Drogas

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

Estudiantes que sean encontrados violando las reglas de la Política libre de Drogas (en cualquier propiedad de el distrito) serán sujetos a medidas disciplinarias, incluyendo la posible cancelación de registración. El Centro de Salud de el colegio provee información concerniente a los riesgos de salud asociados con el uso de alcohol, narcóticos, drogas peligrosas o ilegales (estupefacientes). El Centro de Salud esta localizado en el edificio 5, oficina 213 - tel. 306-3309.

Privacy Rights of Students - Annual Notification

The Family Educational Rights and Privacy Act (Section 438, Public Law 93-380, as amended) requires educational institutions to provide: access to official educational records directly related to the student; an opportunity for a hearing to challenge such records on the grounds that they are inaccurate, misleading, or otherwise inappropriate; that the College must obtain the written consent of the student before releasing personally identifiable information about the student except to those persons and agencies specified by the Act; and that these rights extend to present and former students of Cañada.

Education records generally include documents and information related to admissions, enrollment in courses, grades and related academic information.

The Vice President of Student Services has been designated Records Officer, as required by the Act. Education records will be made available for inspection and review, during working hours, by currently and formerly enrolled students, within 5 days following completion and filing of a request form with the Records Officer.

If a student wishes to challenge any information in the educational record, the student shall review the matter with the Records Officer. During the informal proceedings the Records Officer may make such adjustments or changes not constituting interference or integrity of professional entries.

If these informal proceedings do not settle the dispute with the students records, the student may submit a request in writing to the Designated Officer, the Vice President of Student Services, on forms provided by that office. The Designated Officer will then assign the matter within 10 college calendar days to a Hearing Officer. The Hearing Officer will set a date for the hearing. At the conclusion of the hearing he/she will render his/her decision to the President of Cañada who will make the final decision on what action is to be taken.

The Act provides that Cañada may release certain types of Directory Information, unless the student submits in writing to the Records Officer that certain or all such information not be released without his/her consent. Directory Information at this College includes: (1) student name and city of residence, (2) participation in recognized activities and sports, (3) dates of attendance, (4) degrees and awards received, (5) the most recent previous educational agency or institution attended, (6) height and weight of members of athletic teams.

A copy of Cañada Policy, The Family Education Rights and Privacy Act, Section 438 (P.L. 93-380) and other pertinent information is available for review and inspection in the Admissions & Records Office, Building 8, Room 215, during normal working hours.

Student Right to Know and Campus Security Act

Campuses are required to publish and make available certain crime statistics. Anyone wanting this information should contact Campus Security, Building 13, Room 28, or call 306-3420.

Student Organizations

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

Student Appeals/Disciplinary Action

The Academic Standards Committee considers requests for waivers and exceptions with respect to college policies. It also reviews petitions for reinstatement submitted by students who have been dismissed from any of the three San Mateo County Community College District colleges. Students are required to complete and submit appropriate forms so that requests can be reviewed by the committee. The forms are available from the Admissions and Records Office.

The Vice President of Student Services is responsible for all student conduct, discipline, student grievances and all other matters of student decorum or complaint. For more information contact the Office of the Vice President of Student Services at 306-3234.

Transportation

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

STUDENT RESOURCES

Bookstore

Textbooks and supplies may be purchased from the Cañada College Bookstore. The telephone number is 306-3313. Store hours are

posted and are published in the Schedule of Classes for each term. For general and/or book information, contact Andra Morgan, Manager, or Jai Kumar in the bookstore.

Cooperative Agencies Resources for Education Program (C.A.R.E.)

C.A.R.E. is a unique educational program designed to assist the welfare recipient who desires job-relevant education. The C.A.R.E. Program is a cooperative effort involving Cañada College, the County Social Services and Employment Development Departments. C.A.R.E. Support Services include child care, transportation allowances, books, tutoring, counseling, and other related services.

Eligible Applicants:

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

For additional information, call 306-3300.

Extended Opportunity Programs & Services (EOPS)

EOPS is a program for economically disadvantaged students. California community colleges are required by law to establish programs and services directed to the identification, recruitment, retention, and intellectual and vocational stimulation of students impacted by economic, social or language disadvantages.

EOPS is designed to help students work towards a certificate or an AA/ AS degree, train for a career, or transfer to a four-year university. It also aims to instill students with a sense of identification and to prepare them for assuming responsible positions within their communities and within a larger society. EOPS provides the following:

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

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

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

Financial Aid

The financial aid program at Cañada College is dedicated to the concept that no individual should be denied an education solely for financial reasons. Any student applying for admission to Cañada College who has a financial need for assistance is urged to apply for aid.

The Financial Aid Office administers a program of grants, loans, and work-study programs which may be awarded to qualified students. Students are provided assistance when applying for California State Scholarships, College Opportunity Grants, Vocational Training Grants, and all other state and local awards.

Awards are based on need and availability of funds; determination of need is based upon a careful analysis of family income and assets,

liabilities, number of children, medical expenses, etc. Each application is evaluated on an individual basis with all special and extenuating circumstances taken into consideration. Students are advised that determination of eligibility is approximately an eight-week process from the time the application is determined complete. Students are strongly encouraged to observe application deadlines. Applications received after the established deadline will be considered subject to the availability of funds.

For detailed information regarding specific assistance programs, students should contact the Financial Aid Office, Bldg. 5, Room 207 between the hours of 8:00 a.m. and 4:30 p.m., Monday through Thursday.

Ability to Benefit

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

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

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

Health & Psychological Services

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

Quality voluntary health insurance is available to all students enrolled in a minimum of 4 units of credit. Coverage includes accident and health insurance with a major medical coverage. Dental insurance plans at reasonable cost are available to all students.

The *Office of Psychological Services* is located in Room 6-13 near the Library. Services provided include individual counseling, support groups, workshops, community referrals and consultations.

All Health and Psychological Services are free and confidential. They are available to both day and evening students on either a drop-in or appointment basis. For further information, call the Health Center 306-3309 or Psychological Services 306-3455.

Housing

The Office of Student Activities, Bldg. 5, Room 214, maintains a housing file for use by Cañada students. Most of these listings are rooms in private homes; a few are available on the basis of work in exchange for room and board. All arrangements are made between the owner and the student. Dormitories or college-sponsored housing

facilities are not available. Students should contact Joe Hudson, 306-3373, if they have a room or apartment to rent, or need housing.

Library

The Cañada College Library is housed in the westernmost section of the lower floor of the Campus Center. It is reached by an exterior stairway starting on the Cafeteria (third floor) level, passing The Learning Center (second floor) and continuing to the Library (first floor).

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

There are three service areas. The *Circulation/Reserve* book area contains restricted loan material as well as college catalogs. The *Reference/Periodical* area services the research needs of students. Shelves there are periodical and newspaper indexes, the microfilm collection, as well as a large variety of reference source material. The online public catalog provides access to a general collection of some 47,000 volumes arranged on open shelves in the *Reading Room*. Table and carrel seating for students is provided in this room, which affords a panoramic view of the wooded slopes of Skyline Ridge and is an inviting place for quiet study.

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

Students may borrow college library materials with their San Mateo County Peninsula Libraries Automated Network (PLAN) public library card. Students who live in San Mateo County and do not have a PLAN card may go to their local library and obtain the card. Also, they may come to the Cañada Library and register for a card. Proof of enrollment should be brought to the library.

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

Hours of Service:

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

Note: Hours are subject to change.

Scholarships

Cañada College provides a scholarship program to recognize and honor outstanding achievement and to provide students financial assistance when furthering their academic pursuits. A limited number of scholarships are available to continuing or transferring Cañada students. All applicants for scholarships will be considered for the general scholarship program. Awards are based on stated criteria of the donor(s), which usually include demonstrated academic achievement and promise, involvement in extra-curricular activities, and financial need.

Cañada's Scholarship Committee meets each spring to review applications and select recipients for the following academic year. Information and applications are available for a number of privately awarded scholarships. Deadlines are usually early in the year. Requests for applications and information should be directed to the Business Office, Building 8, Room 305. The application deadline is March 1 for the general scholarship program.

Student Activities

To gain the most from college life, students are encouraged to participate in Cañada clubs and activities, which offer many opportunities for making both social and educational contacts. The Office of Student Activities maintains a list of active clubs and organizations.

Student Government

All students enrolled at Cañada College are members of the Associated Students of Cañada College (ASCC). The elected student officers as follows represent the official voice of students on campus: President, Vice President, and ten Senators. The officers inform students about campus issues, administer student association monies, and represent student interests on Cañada's governing committees.

Student government provides a unique educational opportunity to learn by doing in the world of college governance. Participation is demanding and time consuming, but students have testified that their involvement was the most valuable learning experience they had at college, both educationally and socially.

The student government operates under the provisions of the State Education Code and the regulations of the Board of Trustees and Cañada College. It serves as a vehicle through which students can recommend and help effect changes at their college.

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

Student Publications

The *Student Handbook* contains information about student organizations, college services, college rules, student rights, student disciplinary due process procedures, and Cañada's staff and governance structure. The handbook is available in the Student Activities Office.

Veterans Affairs

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

After eligibility is determined, the veteran should bring a copy of his/her DD-214 (separation papers), the Certificate of Eligibility and Cañada registration receipt to the VA Clerk in the Office of Admissions and Records (Building 8, Room 215) for processing. Veterans who have previously attended college must have official copies of college transcripts on file in the Office of Admissions and Records. Eligible veterans have 10 years from the date of separation from

active duty to use their educational benefits. Interested students can visit or call (415) 306-3492 between 3:30 and 8:15 p.m., Monday through Thursday.

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

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

MATRICULATION

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

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

Admissions: Collects and analyzes information on each applicant, identifies students needing special services, and assists students to enroll in a program of courses to attain their educational goals.

Skills Assessment and Placement Testing: Measures students abilities in English, reading, mathematics, learning and study skills and assesses student's interests and values related to the world of work. In addition to helping students with course selection, assessment results are used to determine honors eligibility and to refer students to special support services.

Orientation: Acquaints students with College facilities, special programs, services, as well as academic expectations and procedures.

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

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

Each matriculated student is expected to:

- Express at least a broad educational intent at entrance and a willingness to declare a specific educational goal following the completion of 15 semester units of degree-applicable course work.
- Attend classes regularly and complete assigned course work.
- Cooperate in the development of a student educational plan within 90 days after declaring a specific educational goal, and subsequently abide by the terms of this plan or approved revision thereof, making continued progress toward the defined educational goal.

Cañada College may withhold matriculation services from students failing to cooperate in meeting the above expectations.

Each matriculated student is entitled to:

- Participate in the process of developing his/her student educational plan. A student who believes the College has not afforded him/her the opportunity to develop or implement this plan may file a complaint in the Office of the Vice President of Student Services, Building 8, Room 211.
- Be given equal opportunity to engage in the educational process regardless of sex, marital status, physical handicap, race, color, religion, or national origin. A student who alleges he/she has been subject to unlawful discrimination may file a grievance with the Vice President of Student Services, Building 8, Room 211.
- Challenge any prerequisite (see page 59 for procedures) on one or more of the following grounds:
 - prerequisite was not established by the adopted district process
 - prerequisite was established in violation of Title 5
 - prerequisite is discriminatory or applied in a discriminatory manner
 - student has the knowledge or ability to succeed despite not meeting the prerequisite
 - student will be delayed because prerequisite course has not been made reasonably available
- Obtain a waiver of any prerequisite or corequisite course for a particular term because the course is not available during that term.
- Request a waiver of any matriculation requirement on the basis of extraordinary circumstances.
- Review the matriculation regulations of the California Community Colleges and exemption criteria established by this District and file a complaint when he/she believes Cañada has engaged in any practice prohibited by these regulations. The regulations are available in the Office of the Vice President of Student Services, Building 8, Room 211.

Alternative Matriculation Procedures

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

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

Any student who wishes to challenge any requirement of matriculation should contact the Vice President of Services, Building 8, Room 211.

PLACEMENT TESTING

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

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

Usually, minimum scores specified in the first five items above allow students to enroll in English 100. Also, students who, during a given semester, enroll in only a physical activity course(s) which does not have reading, writing, and/or math prerequisites and which is offered through the Physical Education or other department are not required to take placement testing prior to enrolling in that course(s). These students are expected to take the placement tests prior to enrollment in other courses during subsequent semesters.

Placement test scores and other data/information are used to place students in courses that will best assure their initial success in college. Counselors discuss the results with students in making decisions about coursework although students do have the right to take courses higher than the levels indicated by the placement test scores.

As indicated, the placement process does not depend entirely on a test score. If students think that their test results do not reflect their true performance levels, they should see the appropriate division dean(s) for approval to reverse typical placement decisions. Also, there are exemption policies which students should investigate if they have reason to believe that they should be exempted from the testing process. For this information students should contact a Cañada counselor.

Students need to bring a photo ID (Passport/Drivers License), a #2 pencil, and social security number to the Placement Test which begins promptly as scheduled. Students should allow about three and 1/2 hours to complete the testing process. Students need to complete the Application for Admission form prior to taking the Placement Test.

COUNSELING

Each new, returning, or continuing student who wishes to earn a degree or vocational certificate from Cañada College or who intends to transfer to a college/university should consult with a counselor. The counselor will work with the student to plan an appropriate course sequence, discuss future directions, and advise additional classes or withdrawal from classes. Students pursuing degree, vocational, or transfer goals must have a counselor's signature on their petition to graduate, receive a certificate or certification for general education transfer. Students attending classes during the day or evening may request an appointment to see a counselor.

Drop-in counseling services are offered in the Career/Counseling Center. The day and evening counseling schedules are posted on the bulletin board outside the counseling offices in Building 5, Room 214. For more information, call 306-3385 (day) or 306-3100 (evening).

Career and Personal Development/Orientation

The counseling staff teaches courses in careers and life planning and personal development. These courses provide the framework for self-understanding, orientation to college, exploration and setting of occupational goals, and adjusting to college. First-time college students who enroll in 7 or more units at Cañada are strongly encouraged to take an orientation course to fulfill the college orientation requirement. Students may enroll in either CRER 137 or CRER 401 (for 1 unit). CRER 401 includes topics such as time management and study skills in addition to college policies and procedures, major and transfer requirements, and educational planning.

CRER 137 is a 3-unit career and life planning course which fulfills the college orientation requirement as well. For more information about these courses, students should contact their counselors.

Career Center

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

The Career Center's resources include job descriptions and requirements for over 20,000 occupations. Information is provided through pamphlet files, reference books, college/university catalogs, Peterson's College Selection Service available on the IBM-PC, and EUREKA

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

The Center is located in Building 5, Room 204. Call 306-3452 for more information and for hours of operation.

Cooperative Admissions Program (CAP)

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

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

Planning

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

The Counseling Office provides drop-in counseling services as well as scheduled appointments. A student may request a specific counselor by contacting the Office of Student Services (Bldg. 8, Room 211) or the Career Center Office (Bldg. 5, Room 204).

Evening students may use drop-in counseling services in the Career Center (hours are posted each term). During registration periods, the student may seek the help of any counselor available in the registration area. After late registration ends, the student may contact the evening counselor by calling 306-3100 after 4:30 p.m. The best time to see the counselor is during the semester when counselor time is more readily available. Any student seeking further information on counseling services may call 306-3385, from 8:00 a.m. to 4:30 p.m.

Transfer Center

One of Cañada Colleges top priorities is the transfer of qualified students to the four-year university of their choice. To this end, a Transfer Center has been established and located in the Student Center, Building 5, Room 211A. Transfer Center services are designed to ensure a smooth transition to a college or university. In addition to a large supply of applications, catalogs, and other resource materials, counselors and representatives from SFSU, SJSU, Hayward, UC Berkeley, and a number of private colleges/universities are available for student consultation. Contact the Transfer Center Coordinator at 306-3372 for information concerning hours of the Center.

ADMISSION & RECORDS

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

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

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

ADMISSION OF STUDENTS

Eligibility Requirements

Residency Determination

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

California Residents

Any California resident applying for admission to Cañada College must meet one of the following qualifications:

- Be a graduate of a high school.
- Be a non-high school graduate, 16 or 17 years of age, who has in his/her possession at the time of registration one of the following:
 - Formal certificate from California State Office of Education which indicates the student has passed the High School Proficiency Examination.
 - G.E.D., California High School Equivalency Certificate, with an average of 55 or above on all tests and a score of at least 50 on each test.
 - A formal, written document from the student's high school district indicating he/she is exempted from any further high school attendance.
- Be 18 years of age or older and, in the opinion of the President of Cañada College, be capable of profiting from the instruction offered.
- Be a 9th, 10th, 11th or 12th grade high school student whose admission is recommended by his/her high school principal and approved by the President of Cañada.

Non-Residents

Out-of-state residents may qualify for admission to Cañada College by meeting the following requirements:

- Be a graduate of a high school.

- Be 18 years of age or older and, in the opinion of the President of Cañada, capable of profiting from the instruction offered.
- Have an academic record or test scores which indicate a potential for success in a college credit program.
- Be a non-high school graduate, 16 or 17 years of age, who has passed the California High School Proficiency Examination or completed the G.E.D. examination series with an average of 55 or more on all tests and a score of at least 50 on each test.

International Student Program

This section pertains to residents of other countries who either possess or are seeking an F-1 student visa. Such individuals may qualify for admission to Cañada College by meeting the following requirements:

- Have completed the equivalent of an American High School education with satisfactory grades (normally a "B" or 3.0 average). Proof of equivalency is required at the time of application.
- Demonstrate sufficient command of English to profit from instruction at Cañada. A minimum score of 480 on the T.O.E.F.L. is required. Individuals admitted as international students may be required to enroll in intensive English courses.
- Present evidence of necessary funds to pay tuition, fees, and all living expenses while attending Cañada. See pages 14-15 for information on enrollment and other required fees.
- Provide evidence prior to registration of medical and hospitalization insurance coverage or enroll in the plan provided for international students by the insurance carrier approved by the San Mateo County Community College District. If a student carries his/her own insurance, the coverage must be equivalent to or greater than the amount provided by the SMCCCD plan.

Application for admission as an F-1 visa student must be made through the International Student Office. Special application deadlines apply. Call (415) 306-3494 for information.

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

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

International students are required to complete 12 units of coursework each semester in order to maintain full-time status.

Procedures

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

- File a written application for admission on forms supplied by the College.

- Obtain high school and college transcripts from all institutions they have attended. Students should bring these transcripts with them when they come to the campus for counseling. High school transcripts are not required if the applicant has not attended high school within the past five years.
- Take Placement tests and other specific examinations as required. (See page 11 for testing requirements.) Testing dates and times are listed in the Schedule of Classes for each term.

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

Transfer Students

Students transferring from another college or university may take courses at Cañada College. Students who have been dismissed by the community college most recently attended will not normally be admitted in the semester immediately following this dismissal. They may be admitted in a subsequent semester and will then be subject to the same regulations which apply to students dismissed from Cañada College.

Students in this category may petition the Office of Admissions and Records for immediate reinstatement if dismissal has resulted from unusual circumstances.

Concurrent Enrollment Program

Students currently attending high school may apply for concurrent enrollment in either day or evening courses at Cañada College provided that they maintain at least minimum daily attendance at high school. Prior academic performance must indicate a reasonable expectation of successful completion of college courses taken concurrently. *All academic credit earned by students in the Concurrent Enrollment Program is college credit and will appear as such on the students' Cañada College transcripts.*

All students applying for admission to the program are expected to have earned and to maintain a grade point average of 2.0 or higher in high school. Although every attempt will be made to enroll students in the courses of their choice, college policy gives first priority for enrollment to continuing college students (including continuing Concurrent Enrollment students) and to students who do not have a Bachelor's degree. Therefore, it is important to list an alternate course on the Concurrent Enrollment Program Application.

High school applicants will not be considered for enrollment in courses which are part of impacted programs, as determined by the college. Courses taken in the Concurrent Enrollment Program shall not take the place of equivalent courses offered by the high school of attendance. In all cases, the final decision on the admission of any student to any course rests with the college.

Admission Requirements for Concurrent Enrollment Program

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

- Concurrent Enrollment Program Authorization, properly completed and signed by the student's parents and high school principal or designee.
- Application for Admission (not required if concurrently enrolled last semester).
- An official copy of high school transcript(s) including all coursework completed to date.

The above material should be mailed or delivered to:

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

If an application is approved, the high school student is invited to come to the college campus to meet with a counselor/advisor and complete registration. Students who have not been California residents (as defined in the Education Code) before the beginning of the semester for which they are applying are required to pay non-resident tuition of \$118.00 per unit for all courses taken for college credit.

Open Enrollment

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

REGISTRATION

Touchtone (SMART)

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

Fees

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

All students enrolling in courses in any California Community College are required to pay \$13.00 per unit if they do not hold a Bachelor's or graduate degree. Students holding a Bachelor's or graduate degree are required to pay \$50.00 per unit. Non-resident tuition for out-of-state and international students is \$118 per unit. Non-resident students are required to pay a \$13 per unit enrollment fee.

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

Parking Permits (non-refundable; required of all students parking on campus):

- \$20 per semester or 75 cents per day
- \$10 per summer session or 75 cents per day

Books and Supplies: \$400 per semester (estimate)

Returned Check Fee: \$10 per returned canceled check.

The current estimate of annual expenses for International Students is \$12,000 (including \$495.00 for the San Mateo County Community College District medical and hospitalization plan).

Enrollment fees and tuition are due prior to the completion of registration. International students are required to pay their first semester tuition, enrollment fees and health fees at the time they are accepted for admission to the College.

There is a financial aid program at Cañada College which is dedicated to the concept that no individual be denied an education solely for financial reasons. Additional information may be found under Financial Aid (page 8) and Scholarships (page 9).

Student Representation Fee

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 will begin in Fall 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. If registering by telephone, this refusal must be submitted in writing prior to registration. Otherwise, written refusal must be submitted in person or by mail with the registration form.

Fee Payment: The \$1.00 fee will be assessed upon registration. 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).

Holds on Student Records

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

Refunds

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

- A student who withdraws from all classes on or before the last day to add semester-length courses shall be entitled to a full refund less a \$10 processing fee.
- A student who is enrolled exclusively in a short course and who withdraws from that course before the date equal to 10% of the length of the class shall be entitled to a full refund less a \$10 processing fee. (Students will be charged the \$10 processing fee only one time per semester, regardless of the number of transactions.)
- Students who reduce the number of units in which they are enrolled within the applicable refund period described above may be entitled to an enrollment fee refund without a processing fee.

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

Refunds are not issued automatically. Students may request a refund by calling (415) 306-3270 or by submitting a Refund Request Form to the Business Office, Building 8, Room 305. Hours are 8:00 a.m. to 3:30 p.m., Monday through Friday. All refunds must be requested within five academic years following the semester in which the refund was generated.

Non-Resident Students

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

- A student shall be entitled to a full refund if tuition has been collected in error.
- A student who withdraws from all classes prior to Friday of the fourth week of any semester, shall be eligible for a full refund of non-resident tuition, less a \$50 processing fee.
- A student who officially reduces his/her program prior to Friday of the fourth week of any semester shall be eligible to receive a full refund for the units dropped.
- A student who officially withdraws from all classes or reduces his/her program on or after Friday of the fourth week of any semester shall not be eligible for a refund.

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

Program Changes

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

A student may not add a new semester-length course after the tenth day of the semester except by written permission of the instructor and an endorsement from the Office of Admissions and Records.

Programs With Overlapping Times

Students may not register in two courses which meet at the same time or have overlapping times. Exceptions to this rule may be approved under circumstances of academic necessity (not scheduling convenience).

nience). In addition, approval requires submission of a documented plan describing how the student will make up missed class time under the instructor's supervision.

Unit Load Limitations

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

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

Course Repetition

The Board of Trustees of the San Mateo County Community College District has adopted a policy (District Rules and Regulations, Section 6.12) which permits a student to repeat certain courses for credit a maximum of three times (total of four class enrollments) within the SMCCCD.

These courses require increasing levels of student performance or provide significantly different course content each subsequent semester. Such courses will be designated as "may be repeated for credit" in the course description. Courses which are not so designated may not be repeated under this policy. Further information about this policy is available from Cañada College counselors, division offices and the Office of Instruction.

Audit Courses

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.

WITHDRAWAL

It is the responsibility of the student to withdraw from class by submitting an add/drop form to the Admissions Office. The following include important deadlines for withdrawal and explain the relationship between withdrawal and the assignment of a grade by the instructor:

A student may withdraw from a semester-length course during the first four weeks of instruction and no notation will be made on the student's academic record. In courses of less than a regular semester's duration, a student may withdraw prior to the completion of 30% of the period of instruction and no notation will be made on the student's academic record. Thereafter, a student may withdraw from a semester-length course, whether passing or failing, at any time through the last day of the fourteenth week of instruction and a "W" grade shall be noted on the student's record. In courses of less than a regular semester's duration, a student may withdraw prior to the completion of 75% of the period of instruction and a "W" grade shall be noted on the student's record.

Late Withdrawal

The academic record of a student who remains in class beyond the time periods set forth above must reflect an authorized symbol other than "W". However, after the end of the fourteenth week (or after 75% of the period of instruction in courses of less than a regular semester's duration), withdrawal may be authorized in the case of extenuating circumstances. Extenuating circumstances are defined as verified cases of accident, illness or other circumstances beyond the control of the student. Approved withdrawal, under the conditions set forth, shall be recorded as a "W." Petitions for late withdrawal may be obtained from the Office of Admissions & Records.

Military Withdrawal

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

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

GRADES AND SCHOLARSHIP

Academic Record Symbols and Grade Point Average

Grades from a grading scale shall be averaged on the basis of the point equivalencies to determine a student's grade point average. The highest grade shall receive four points, and the lowest grade shall receive zero points, using only the following evaluative symbols:

<i>Symbol</i>	<i>Definition</i>	<i>Grade Point</i>
A	Excellent	4
B	Good	3
C	Satisfactory	2
D	Passing, less than satisfactory	1
F	Failing	0
CR	Credit (at least satisfactory: C or better; units not counted in GPA)	
NC	No credit (less than satisfactory or failing; units not counted in GPA)	

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

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

I-Incomplete

This symbol is used in case academic work is not completed for cases involving unusual circumstances. The "I" shall not be used in the computation of grade point average.

IP-In Progress

This symbol is to be used in the student's permanent record to confirm enrollment and to indicate that the course extends beyond the normal end of the term. It indicates that work is "in progress" and that unit credit and a grade will be assigned when the course is completed. The "IP" shall not be used in the computation of grade point average.

RD-Report Delayed

This symbol is used only by the Office of Admissions and Records for the purpose of indicating that there has been a delay in reporting the grade due to circumstances beyond the student's control. It is to be replaced by a permanent symbol as soon as possible. The "RD" shall not be used in the computation of grade point average.

W-Withdrawal

(See Withdrawal Policy)

ACADEMIC STANDING

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

Scholastic Honors

A Dean's List of Students who achieve academic honors is published at the end of each semester containing the name of each student who has completed 12 units or more of work for a letter grade during that semester with a grade point average of 3.3.

Academic honors are awarded at graduation to students who have attained a 3.3 cumulative grade point average in all coursework. High honors are awarded to students who have attained a 3.5 average or above.

Grade Point Deficiency

The Academic Standards Policy is based on a cumulative grade point average of "C", the minimum standard of progress toward graduation or transfer.

All units and grade points are on a cumulative basis. At all times, a student must maintain a cumulative grade point total that is double the total units attempted ("C" average). If a student undertakes 12.5 units in one semester and 15.5 in a second semester, his or her cumulative units are 28, requiring a grade point level of 56. (Example: $56/28=2.00$ GPA.)

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

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

Academic Renewal

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

- A period of at least three years must have elapsed since the work to be alleviated was completed.
- The students seeking alleviation must have completed 9 units of work with a 3.5 cumulative grade point average, or 15 units with a 3.0 cumulative grade point average, or 21 units with a 2.5 cumulative grade point average, or 24 units with a 2.0 cumulative grade point average since the work to be alleviated was completed.
- A semester or quarter is defined as all work attempted during a single academic term. The terms need not be consecutive.

The substandard work being alleviated may have been completed at any college or university; however, the work upon which the application for alleviation is based must be completed at one of the three district colleges. The academic renewal policy will ordinarily be applied only when alleviation of prior work is necessary to qualify a student for admission to a program or transfer to another institution or for completion of a certificate program, or for graduation from the college.

Determination of the applicability of this policy will be made only following formal application to the Office of Admissions and Records. When academic work is alleviated, the permanent record shall be properly annotated in a manner to insure that all entries are legible and that a true and complete record is maintained.

Grade Alleviation

A student who has received a grade of D, F, or NC in a course may, with authorization, repeat the course once for purposes of grade alleviation. Upon satisfactory completion of the repeated course (grade A, B, or C) and upon petition to the Office of Admissions and Records, the student may have the grade of the repeated course used in computation of the grade-point average. The original grade will remain on the transcript, but will no longer affect the grade-point average. Course repetition completed at the other two colleges of the San Mateo County Community College District will be honored; course repetition involving work completed at a non-district institution may be honored. Students may apply for such consideration to the Office of Admissions and Records. Courses in which the student has received grades of A, B, C or CR are not subject to the provisions of this policy. Under unusual circumstances, a student may petition the Academic Standards Committee for permission to repeat a course more than once.

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

Probation

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

Academic probation based on grade point average: A student who has attempted at least 12 semester units, as shown by the official cumulative record, shall be placed on academic probation if the student has earned a grade point average below 2.0 in all units which were graded on the basis of the grading scale (see page 16).

Academic probation based on failure to maintain satisfactory progress: A student who has enrolled in a total of at least 12 semester units, as shown by the official cumulative record, shall be placed on academic probation when the percentage of all units in which a student has enrolled for which entries of W, I, and NC are recorded reaches or exceeds 50 percent.

The two probationary criteria described above will be applied in such a manner that a student may be placed on probation under either or both systems, and subsequently may be dismissed under either or both systems.

A semester in which a student completes an official "Leave of Absence" will not be included in the tabulation used to determine satisfactory academic progress as outlined above.

A probationary student may petition the Academic Standards Committee, in accordance with college procedures, for removal of his/her probationary status if it has resulted from unusual circumstances beyond the student's control.

Removal from Probation

A student placed on academic probation on the basis of grade point average shall be removed from probation when his/her cumulative grade point average is 2.0 or higher.

A student placed on academic probation on the basis of failure to maintain satisfactory progress shall be removed from probation when the percentage of units in this category drops below 50 percent.

Dismissal

A student on probationary status shall be subject to dismissal if in any two subsequent semesters either or both of the following criteria are applicable:

- The student's cumulative grade point average is less than 1.75 in all units attempted.
- The cumulative total of units in which the student has been enrolled for which entries of "W," "I," and "NC" have been recorded reaches or exceeds 50 percent.

Normally, a dismissed student must remain out of day and evening classes for one semester before petitioning Admissions and Records for reinstatement.

A dismissed student may present a written appeal to the Office of Admissions and Records requesting immediate reinstatement if dismissal has resulted from unusual circumstances. A registered student making such an appeal should remain in classes until the decision regarding reinstatement is made.

GRADES

Student Notification

The grade reports (available at the end of each semester) will contain a printed notation if the student is on probation or in dismissed status.

Grade Reports

Progress reports are available from the faculty at mid-semester. The mid-term deficiency notice is not made a part of a student's permanent record; it is for information purposes only. After the end of the semester, the final grade report is distributed by the Office of Admissions and Records. The final grade report becomes a part of the student's permanent record.

Change of Grade

An earned grade of A, B, C, D, F, W, CR, NC may be changed by the instructor within one year due to a "clerical error" on the part of the

instructor. Grades cannot be changed on the basis of a student completing course work subsequent to the assignment of the final grade.

Grade Option

Each division of the College may designate letter grade courses in which a student may elect to receive Credit/No Credit (i.e., Pass/Fail). Grade option courses allow students to explore various fields of study and to broaden their knowledge, particularly in fields outside their major, without jeopardizing their grade point average. Both methods of grading require the student to complete all assignments, exams, and/or class projects.

Students who elect the credit/no credit option are required to sign appropriate forms in the Office of Admissions and Records. This decision must be made within the first 30% of the class length and is irreversible.

Courses taken on a credit/no credit basis may or may not be applicable toward fulfillment of the major, the certificate or general education requirements. In addition, four-year colleges and universities vary widely in the number of units of "Credit" grades they will accept. Students should consult the catalog of the college to which they plan to transfer to determine what limitations apply.

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

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

ADDITIONAL INFORMATION

Advanced Placement

Cañada College will award credit based on Advanced Placement (AP) results from the College Board Entrance Examinations. Credit is usually given for test scores of 3 or above in each subject area except English 100 which requires a 4 or 5.

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

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

Advanced Placement credit will be posted on the students record upon receipt of official examination results and a completed request to have units posted by the Office of Admissions and Records.

Credit by Examination

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

- The student is registered at Cañada and in good standing, with a GPA of 2.0 or better.
- The student can demonstrate that he/she is qualified, through previous training or instruction, to successfully complete such examination.
- The course has been so designated by the Division Dean in consultation with appropriate members of the division faculty.
- The course for which credit is desired is listed on Cañada's approved credit by exam list.

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

A maximum of 12 units toward an Associate Degree or 6 units toward a Certificate may be earned for courses for which credit has been earned by examination. Credits earned by examination cannot be used to satisfy the 12 unit residence requirement for the Associate Degree or Certificate of Completion.

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

Attendance Regulations

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

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

Students dropped from any class for non-attendance may appeal in writing to the Division Dean within five college calendar days of such drop if they think their absences should be excused and reinstatement in class can be justified. Students may, with the permission of the instructor, remain in class while their appeal is being reviewed. A recommendation regarding the appeal will be forwarded to the instructor whose subsequent decision is final.

Emergency Leave of Absence

A student who finds it necessary to withdraw from all enrolled courses at any time after registration must obtain a petition for semester leave of absence. This petition may be obtained from the Health Center if the emergency is of a medical nature. A petition for non-medical emergency leave of absence may be obtained from the Office of Admissions and Records. It is the student's responsibility to complete the petition process. The leave of absence shall only be used when verified circumstances beyond the student's control force a complete withdrawal from all courses. Withdrawals resulting from an approved leave will not be included in the determination of the student's academic progress.

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

AA/AS Degree and Certificate Applications

The Office of Admissions and Records processes all petitions and determines eligibility for the Associate in Arts and Associate in Science Degrees and Certificates offered at Cañada College. Eligible graduating candidates must file an application for the appropriate degree or certificate according to deadlines published in the Schedule of Classes and do the following:

- demonstrate completion of at least 54 or more semester units to be in candidate status;
- arrange for all transcripts from other colleges to be placed on file with the Office of Admissions and Records prior to the specified deadline (see Academic Calendar on page 4).

Transcripts

Official transcripts will be sent to employers, colleges and other institutions upon a student's written request. Requests are generally processed within 7-10 working days. Only courses taken at Cañada College, CSM, and/or Skyline appear on the transcript; transcripts from high schools and other colleges will not be forwarded. The first two transcripts are free. Each additional transcript costs \$3.00. Usually, the college will not issue official transcripts directly to a student.

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

Units of Work And Credit

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

SPECIAL INSTRUCTIONAL PROGRAMS

INTERNATIONAL/INTERCULTURAL EDUCATION

A major focus of the instructional program is the internationalization of education. An international/intercultural dimension in academic and vocational courses involves adapting comparative international approaches, encouraging development of intercultural communication skills, infusing disciplines with non-Western materials and advancing the role of foreign language in an integrated curriculum. Today's students need to gain knowledge of international relations and specific cultures. Many students need to gain knowledge of international business and trade customs, important for professional opportunities. Instructors in numerous courses across disciplines include topics/issues of international/intercultural concern.

In order to internationalize the college environment, special forums are conducted each year to which all faculty, staff and students are invited. Forum topics range from U.N. involvement in Bosnia to social injustices in Africa. Planning is in progress to form a special degree/certificate program(s) emphasizing international/intercultural considerations. Those which should be in place soon will be in areas of business and the social sciences.

Contributing to the environment at Cañada College is a growing number of international students whose enrollment is encouraged. Housing provisions have been made for these students, and special admissions/counseling assistance is made available to them.

Cañada College students can earn college credit while studying abroad, further enriching their educational experience. Any student who has completed at least 12 units of college credit is eligible to participate. All courses are transferable to four-year institutions. Transportation, housing and meals are offered at reasonable cost. For more information and brochures regarding the District's Study Abroad Program, students should contact contact Gil Workman at 306-3280 or call the programs 24-hour hotline at 574-6595. Students may also obtain information at Cañada's International/Intercultural Center located in Building 8, outside Room 206.

ADAPTIVE PHYSICAL EDUCATION

The Adaptive Physical Education Program through the Basic & Applied Sciences division offers an individualized approach to Adaptive P.E., providing classes in weight training and general conditioning. The focus of the Adaptive P.E. Program is the promotion of optimum physical fitness; this program provides the students with appropriate knowledge and skills for their lifelong fitness pursuits. Based upon a physician's recommendation, each student is given an individualized exercise program tailored to his/her specific physical abilities and limitations. Improvement in muscular strength, flexibility, balance, coordination, and cardiovascular endurance is the primary goal of the general conditioning classes. Emphasis is placed also upon providing enjoyable, positive experiences in order to enhance self-image and social interaction, with independence and mainstreaming (where possible) as a long-range goal. Students should call Barbara McCarthy at 306-3473 for more information.

ATHLETICS

Cañada College sponsors sports within the Coast Conference for the benefit of those students interested in team competition. Cañada College adheres to the California State Athletic Code and the Coast Conference eligibility rules and regulations. Final eligibility deci-

sions rest with the Coast Conference Commissioner or the California State Athletic Commission.

No student may represent his/her college in any athletic contest unless he/she is enrolled in and is passing at all times a minimum of 12 units of work. In order for incoming students to be eligible to participate in athletic activities, 9 of the 12 units in a semester and 18 of 24 units in a year shall be attempted in courses counting toward graduation, remediation, transfer, and/or certification as defined by the college catalog and shall be consistent with the student athlete's educational plan. By the second semester of attendance, the student shall have on file an individual education plan. Certain courses may be repeated and may be counted towards the minimum 12 units of work required for athletic eligibility. Any student desiring athletic eligibility should contact the Director of Athletics, Bruce Edmonds, 306-3212.

COOPERATIVE EDUCATION - WORK EXPERIENCE

Through the Cooperative Education offerings, students earn college credit by improving their skills and gaining knowledge on a paid or on a volunteer assignment. Students work with instructors and job supervisors to establish measurable learning objectives appropriate for their jobs. Credit is earned toward an associate degree or certificate when these objectives are successfully accomplished. Students must be enrolled in seven units (including the Cooperative Education course) in order to earn Cooperative Education/Work Experience credit.

Students who have jobs related to their occupational goals may earn one unit of credit for each 75 hours of paid work (about 5 hours per week per semester) with a maximum of four units per semester for a total not to exceed 16 units while enrolled in a community college. Students in volunteer jobs with non-profit organizations may earn one unit of credit for each 60 hours of work (about 4 hours per week per semester).

DISABLED STUDENT PROGRAM

The Disabled Student Program offers a range of services to students with varying disabilities, including physical and learning disabilities. The program encourages the active participation of disabled students by serving as an information, counseling and academic center. Any student with severe mobility or health impairment is encouraged to seek the services of the Disabled Student Program. Through supportive services, an individual can meet his/her academic, social and personal goals while attending Cañada College. Interested students should contact the Disabled Student Office for more information (Bldg. 3, Room 117).

The Learning Achievement Program is designed to meet the needs of students with particular learning disabilities. After assessment, an IEP (Individualized Educational Plan) is developed for each student. Courses in reading, study skills, writing and math are offered through the program. In addition, tutorial assistance in numerous academic and vocational subject areas is provided through peer tutors approved by Cañada instructors and trained at the College. Adults with possible learning disabilities or diagnosed learning disabilities should contact the Learning Achievement Program at 306-3421.

Supportive Services include:

- Individualized counseling, vocational referral and information;
- Elevator keys and handicapped parking permits (available through

- the Business Office, Building 8, Room 305);
- Coordination of services with high schools, agencies and the California Department of Rehabilitation;
 - Readers and Note-Takers;
 - Audio-visual equipment including tape recorders, tapes and Lexicon, adapted voice-actuated computer equipment for those students interested in the Computer Information Program;
 - Special equipment for the visually impaired student including Braille slates, paper and canes;
 - Interpreters for the deaf and hard of hearing; and
 - Tutoring on a one-to-one basis for students in need of special assistance in academic classes.

Physically limited students who drive themselves to campus need to register with Cañada's Disabled Student Office for authorization to attain an official Cañada College Handicapped Parking Permit. These handicapped permits must be re-authorized each semester. There is no charge for a handicapped permit, but it is valid only when displayed with a current semester's parking permit. Students without official permits who park in handicapped parking spaces will be ticketed by Campus Security.

ENGINEERING CENTER

The Engineering Center at Cañada College (located in Bldg. 16, Room 106) provides advanced laboratory facilities for the transfer engineering program. This center provides Computer Aided Design (CAD) Systems for use by the students in their design course, and in other courses as required. In addition, a number of other software packages are used to allow students to explore the use of computers in all of their engineering courses. The Engineering Center also houses the materials science laboratory for use in ENGR 270, Materials Science. Adjacent to the Engineering Center, in Bldg. 16, Room 108, is a study room open during the day, Monday through Friday, for the use of engineering and science students.

JTPA

The Job Training Partnership Act (JTPA), a federal training-for-jobs program, provides financial assistance for study related to specific job skills training. The JTPA project at Cañada College is a county-wide project serving economically disadvantaged persons and laid off workers who will benefit from learning new skills for employment. Through the project, eligible students may receive assistance for college-level study on all three SMCCCD campuses as well as Cañada's Menlo Park Center. Studies include computer literacy and encompass more than twenty-five career areas such as Early Childhood Education, Paralegal studies, Medical Assisting, and Office Technology and Information Systems.

JTPA/Cañada works in close partnership with the State of California Employment Development Department (EDD) and the County of San Mateo Office of Job Training and Economic Development (JTED). For more information, contact the JTPA/Cañada office at (415) 306-3186.

LEARNING CENTER (LCTR)

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

degree credit courses which have been articulated with the CSU system are transferable.

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

Also incorporated within the center are the Computer Center, Listening Lab, Math Lab, Tutorial Services and the Writing Lab. These programs are coordinated with both related classroom offerings and the individualized LCTR programs. Media/Audio Visual services to assist instructors are located in the Center as well.

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

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

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

The **Tutorial Services** program provides group tutorial assistance in Cañada courses. Student tutors, recruited from a wide range of academic and vocational areas, must enroll in LCTR 100 for training unless they have previous experience tutoring in college subject areas. All participating tutees must enroll in LCTR 698 (no fee, no credit) and must remain enrolled in the course in which they receive assistance.

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

The **Language Skills Center** will open in the Learning Center in Spring, 1996. It will provide for second language learners an open-entry, individualized classroom where students can work at their own pace focusing on improving their skills in specific areas of the English language.

Media/Audio Visual services are located also in the Learning Center. Services in support of faculty include taping teleconferences and other broadcasts, ordering and delivering audio-visual equipment to classrooms, and repairing audio-visual equipment.

Learning Center hours:

Monday-Thursday 8:00 a.m. - 8:00 p.m.
Friday 8:00 a.m. - 3:00 p.m.

(Summer session hours may vary; contact the Learning Center at 306-3348 for specific summer hours.) Also, certain areas may not be

available to students during all hours of operation. Please check posted hours for specific LCTR areas.

PERFORMING ARTS

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

TECHNICAL PREPARATION (TECH PREP)

Tech Prep articulation agreements have been approved by local high schools, San Mateo County Regional Occupational Programs (ROP), and Cañada College in the following occupational areas: Office Technology, Early Childhood Education, Fashion Design, and Travel Careers. Other approved articulation agreements exist at the College of San Mateo and Skyline College.

The articulation agreements will be honored at any of the three colleges in the San Mateo County Community College District. Students may be granted from one to six college units after enrolling in and successfully completing twelve units with a GPA of 2.0 or better in the approved Tech Prep programs. See your college counselor for more information.

EDUCATIONAL PROGRAM PLANNING

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

Cañada College offers Certificates of Completion for specialized training in some areas. AA/AS degrees are offered also in many occupational programs as well as in academic areas. Students planning to transfer may find general information regarding the state colleges and universities and the University of California in the next section.

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.

DEGREE CREDIT & NON-DEGREE CREDIT COURSES

The State of California has legislated a series of reforms designed to strengthen the community colleges. One of these reforms mandated a comprehensive review of the standards of instruction in each course in the curriculum. Each course was classified as "degree credit" or "non-degree credit". A course offered for "non-degree credit" cannot be counted toward certificate completion, graduation or transfer. The

following notation is placed at the end of the course description for all non-degree credit courses: "Units do not apply toward the AA/AS degree."

CERTIFICATE PROGRAMS

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

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

Certificate programs are reviewed and updated frequently with the aid of Advisory Committees. If a student breaks continuity in attendance at Cañada College for one or more semesters, he/she needs to meet the requirements in effect at the time attendance is resumed.

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

ASSOCIATE IN ARTS & ASSOCIATE IN SCIENCE DEGREES AND CERTIFICATE PROGRAMS

<i>Area of Study</i>	<i>AA /AS</i>	<i>Certif.</i>	<i>Transf.</i>
Accounting	•	•	•
Anthropology	•		•
Art	•		•
Biology	•		•
Business Administration	•	•	•
Business/Office Technology			
Administrative Support Assist.	•	•	
Administrative Assistant/ Executive Secretary	•	•	
Information Technology Spec.	•	•	
PC Office Support Specialist	•	•	
Chemistry	•		•
Computer Information Systems	•	•	•
Custom Sewing & Alterations	•	•	
Drama	•		•
Early Childhood Education	•	•	•
Economics	•		•
Engineering	•		•
English	•		•
Fashion Design	•	•	•
Foreign Language	•		•
Geography	•		•
History	•	•	
Interior Design	•	•	•
Commercial Design		•	
Residential Design		•	
Kitchen & Bath Design		•	
Liberal Arts	•		
Mathematics			•
Microcomputer Specialist	•	•	
Music	•		•
Paralegal	•	•	
Philosophy	•		•
Physical Education	•		•
Physics	•		•
Political Science	•		•
Psychology	•		•
Radiologic Technology	•		•
Sociology	•		•
Speech	•		•
Tourism	•		
Airline Sales		•	
Corporate Travel Specialist		•	
Group Travel Specialist		•	
Leisure Travel Specialist		•	
University Studies	•		•

ASSOCIATE DEGREE (AA/AS) REQUIREMENTS

Graduation from Cañada College with the Associate in Arts or Associate in Science degree is based upon the completion of 60 units of lower division college work, including the requirements A through G listed below. An application for the degree must be filed in the Office of Admissions and Records. Students should refer to the Schedule of Classes for deadline dates.

A. Residence

A minimum of 12 units of the 60 units must be completed at Cañada College.

B. Scholarship

A minimum overall grade point average of 2.0 (C) for the last 60 units and a grade point average of 2.0 in the major must be attained.

C. Competency Requirements

English

1. Reading

- Score of 11.0 or better on the Reading Placement Exam or
- Satisfactory completion of Engl 100 or
- Satisfactory completion of Reading 802

2. Writing

- Eligibility for Engl 100, as determined by English Placement exam or
- Satisfactory completion of Engl 100 or
- Satisfactory completion of English 800

Mathematics

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

or

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

Computer Literacy

- Satisfactory completion of a minimum of 1.5 units of:
ACTG 190 or 192; ART 314; BUS.103, 430, 431, 440, 441, 448, 449, 472, or 474; COMP 101, 103, 155, 162, 170, 190, 231, 450, 455, or 460; HSCI 350, INTD 362; or TOUR 700, 762, or 764
- A passing score on a computer literacy test (both written and hands-on)

D. Major

A major consists of a minimum of 18 semester units in a specified field of study. A field of study is understood to be a specific subject with supporting subjects which are intended to balance the training needed in preparation for a major or a particular occupation. All students must complete coursework in their major field of study with a grade point average of 2.0 or better. A minimum of twelve units of coursework in the major field must be completed at Cañada College.

E. General Education

The purpose of General Education is to foster the preservation, communication and development of knowledge, the cultivation of wisdom, and the understanding of values that will help ensure the survival of humankind and improve the quality of human life. In

support of this purpose, the General Education requirement seeks not only to prepare students who are knowledgeable and well-informed, but to engender in them:

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

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

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

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

Specific General Education unit requirements

Associate in Arts Degree
21 units minimum

Associate in Science Degree
18 units minimum

F. Ethnic Studies

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

G. Physical Education

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

- graduates of community colleges or other accredited colleges and universities
- veterans with one or more years of service
- persons excused for medical reasons

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

SECOND ASSOCIATE DEGREE

To qualify for an additional associate degree at Cañada College, a student must (1) complete a minimum of 12 units for the degree at Cañada College after the awarding of the previous degree and (2) comply with the appropriate general education requirements for the second degree. In addition, 50 per cent of the major course units must have been completed at Cañada College.

PROGRAM PLANNING FORMS

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

Name _____
Last First Middle Social Security Number

Currently enrolled at Cañada? Yes _____ No _____ Major _____

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

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

	Major Courses	Units
A. RESIDENCE A minimum of 12 units must be completed at Cañada College ()		
B. SCHOLARSHIP A minimum overall G.P.A. of 2.0 (C) for the last 60 units and a G.P.A of 2.0 in the major ()		
C. BASIC COMPETENCY REQUIREMENTS		
ENGLISH		
1. Reading		
a. 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 ()		
MATH (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 ()		
COMPUTER LITERACY		
1. Satisfactory completion of a minimum of 1.5 units of Actg 190 or 192; or Art 314; or Bus. 103, 430, 431, 440, 441, 448, 449, 472, or 474; or Comp 101, 103, 155, 162, 170, 190, 231, 450, 455 or 460; or Hsci 350; or Intd 362; or Tour 700, 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 ()	Total Units	_____
ASSOCIATE IN SCIENCE (A.S.) DEGREE GE 18 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 ()	<input type="checkbox"/>	

Note: Although a course may be listed in more than one area, a student can use a single course to satisfy only one subject area.

GE AREA A : LANGUAGE AND RATIONALITY 6-9 units required <i>Units in each category (1 and 2) are required.</i>		GE AREA A: 6-9 units
(1) English Composition A.A. DEGREE 6 units () Engl 800 100 110 165 A.S. DEGREE 3 units () Engl 800 100 Tr _____	(2) Communication and Analytical Thinking 3 units required Bus. 115 Comp155 162 170 Engl 165 Mus. 132 Phil 103 200 Spch 100 105 120	Math 110 111 112 115 120 121 122 123 125 130 140 200 219 220 241 251 410 PISc 103
		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		GE AREA B: 3 units
Physical Science Astr 100 101 Chem 110 210 224 410 Engr 100 Geog 100 Geol 100 110 NSci 100 Ocen 100 Phys 210 250 260	Life Science Anat 250 Anth 125 Biol 100 110 111 130 225 230 240 310 Boty 112 145 HSci 104 105 106 108 Tr _____ Tr _____	NSci 100 Paln 110 Psio 260 In Progress Completed <input type="checkbox"/> GEB <input type="checkbox"/>

GE AREA C: HUMANITIES 3 units required + Indicates Ethnic Studies course		GE AREA C: 3 units
Arts Art 101 102 103 201 204 214 301 Dram 101 102 140 Intd 115 150 320+ 321+ 322+ Mus. 100 131 202	Languages Fren 130 140 161 Span 130 131 132 140 161 Philosophy Hist 205 Phil 100 160 175 190 240 300 310 320	Literature Dram 142 143 144 151 152 Engl 110 Lit. 101 111 142 143 144 151 152 200 231 232 233 251 252+ 266+301 302 371+372+ 375+431 441 442 Spch 111 112 Tr _____
Development of Cultures Hist 100 101 451+ 452+ Tr _____		In Progress Completed <input type="checkbox"/> GEC <input type="checkbox"/>

GE AREA D: SOCIAL AND BEHAVIORAL SCIENCES 3 units required + Indicates Ethnic Studies course		GE AREA D: 3 units
American Institutions Econ 230 Hist 102 201 202 242+ 421 422+ PISc 205* 210	State/Local Institutions Hist 310 315 PISc 205* 310	Social Institutions Anth 105 110 360+ 370+ Econ 100 102 Geog 110 120 150 PISc 130 150
Tr _____		PISc 100 106+ 110 112 201 300 340 Soci 100 105+ 141 254 SoSc 100+ 250 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		GE AREA E: 3 units
Anth 360 370 Hist 242 422 451 452 Intd 320 321 322	Lit. 252 266 371 372 375 Psyc 106 Soci 141 SoSc 250 Tr _____	In Progress Completed <input type="checkbox"/> GEE <input type="checkbox"/>

THE ASSOCIATE IN ARTS DEGREE: LIBERAL ARTS MAJOR

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

REQUIREMENTS FOR AA DEGREE IN LIBERAL ARTS

- Residence (minimum of 12 units at Cañada) 60 units
- Scholarship 2.0 G.P.A.
- Basic Competency Computer Literacy, Mathematics, Reading, Writing
- Major - Liberal Arts Minimum 18 units (see below)
- General Education Minimum 21 units (see below)
- Physical Education 2 units

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

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

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

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

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

AREA C: Humanities **6 units**

Choose one course from ARTS and one course from HUMANITIES. Courses must be from at least two disciplines.

^ Indicates Ethnic Studies course.

C1 ARTS

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		

C2 HUMANITIES

Engl	110				
Fren	130	140	161	162	
Hist	100	101	205	451^	452^
Lit.	101	105	111	142	143
	144	151	152	200	231
	232	233	251	252^	266^
	301	302	371^	372^	375^
	431				

Phil	100	160	175	190	240
	300	310	320		
Span	130	131	132	140	161
	162				
Spch	111	112			

Tr _____

Tr _____

Minimum **6 Total**

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

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

^ Indicates Ethnic Studies course.

D1 AMERICAN INSTITUTIONS

Econ	230				
Hist	102	201	202	242^	421
PISc	205§	210			

D3 SOCIAL INSTITUTIONS

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^	254	
SoSc	250^				

D2 STATE/LOCAL INSTITUTIONS

Hist	310	315			
PISc	205§	310			

Tr _____

Tr _____

Minimum **6 Total**

AREA E: ETHNIC STUDIES **3 units**

Anth	360	370			
------	-----	-----	--	--	--

Hist	242	422	451	452	
Intd	320	321	322		
Lit.	252	266	371	372	375

Psyc	106				
Soci	141				
SoSc	250				

Tr _____

Tr _____

Minimum **3 Total**

AREA F: LIFELONG UNDERSTANDING AND SELF-DEVELOPMENT **3 units (maximum 1 unit from F2)**

F1 Biol	310	312			
Crer	137				
HSci	104	105	106		
	108	430			
Psyc	340				

F2 Adap	350	351			
Danc	140	205	210	215	
	220	230	350		
Fitn	105	140	151	201	
	204	210	306	320	
	332	340			
Hsci	430				

Indv	120	161	164	166	
	251	252	254	256	
P.E.	115	116			
Team	105	111	115	141	
	143	148	151	171	
	174				

Tr _____

Tr _____

Minimum **none Total**

AREA G: ELECTIVES **3 units**

Selection of three additional units from Areas A - F.

Total

ASSOCIATE IN ARTS DEGREE - CALIFORNIA STATE UNIVERSITY STUDIES MAJOR

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

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

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

REQUIREMENTS FOR AN AA DEGREE IN UNIVERSITY STUDIES

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

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

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

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

AREA A: Communication in the English Language & Critical Thinking 9 units

Select at least one course from each subsection.

A1 ORAL COMMUNICATION <input type="checkbox"/>	A2 WRITTEN COMMUNICATION <input type="checkbox"/>	A3 CRITICAL THINKING <input type="checkbox"/>	
Spch 100 105 120	Engl 100	Engl 165 Phil 103 200 PISc 103	
Minimum		9	Total <input type="checkbox"/>

AREA B: Natural Science & Mathematics 9 units

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

B1 PHYSICAL SCIENCE <input type="checkbox"/>	B2 LIFE SCIENCE <input type="checkbox"/>	B3 LAB COURSE <input type="checkbox"/>	
Astr 100 101*	Anat 250*		
Chem 110 111* 210* 224* 410*	Anth 125		
Geog 100	Biol 100 110* 111* 130		
Geol 100*	225* 230* 240*		
NSci 100	Boty 112* 145	B4 MATH CONCEPTS <input type="checkbox"/>	
Ocen 100	NSci 100	Math 125 130 140 200 219	
Phys 210* 250* 260*	Paln 110	220 241 251	
	Psi0 260*		
Minimum		9	Total <input type="checkbox"/>

AREA C: Arts, Literature, Philosophy, and Languages 9 units

Choose at least one course from the Arts and one course from the Humanities. Courses must be from at least two disciplines. English 110 should be taken. •Ethnic Studies course.

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

Minimum 9 Total

AREA D: SOCIAL & BEHAVIORAL SCIENCES 9 units

Must include one course from D1 and one course from D2 to satisfy the U.S. History, Constitution & American Ideals requirement.

§Fulfills American Institutions and State/Local Institutions for International Students only.

• Ethnic Studies course

D1 AMERICAN INSTITUTIONS <input type="checkbox"/>		D3 SOCIAL INSTITUTIONS <input type="checkbox"/>		Psyc 100 106• 110 112 201
Econ 230		Anth 105 110 360• 370•		202 300 340
Hist 102 201 202 242• 421		Econ 100 102		Soci 100 105 141• 254
PISc 205§ 210		Engr 100		SoSc 250•
D2 STATE/LOCAL INSTITUTIONS <input type="checkbox"/>		Geog 110 120 150		
Hist 310 315		Hist 422•		
PISc 205§ 310		PISc 130 150		

Minimum 9 Total

AREA E: LIFELONG UNDERSTANDING AND SELF-DEVELOPMENT 3 units

E1 Biol 310 312		E2 Adap 350 351		Indv 120 161 164 166
Crer 137		Danc 140 205 210 215		251 252 254 256
HSci 104 105 106		220 230 350		P.E. 115 116
108 430		Fitn 105 140 151 201		Team 105 111 115 141
Psyc 340		204 210 306 320		143 148 151 171
		332 340		174
		Hsci 430		

Minimum 3 Total

AREA G: Preparation for Major or Electives Units required

Transferable courses to meet the minimum 60 units degree requirement. Total

ETHNIC STUDIES

Selection of one course from either Area C or D above that has an (•) after the course number. Total

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	OC	Units Completed
<input type="checkbox"/>	<input type="checkbox"/>	<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	PS	Units Completed
<input type="checkbox"/>	<input type="checkbox"/>	<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	
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	
Humanities	Humanities (continued)
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 130 140 161 162	Hist 100 101 205 451 452 Phil 100 160 175 190 240 300 310 320 Span 130 131 132 140 161 162 Spch 111 112
Tr _____	Tr _____

AREA C

In Progress	ART	Units Completed
<input type="checkbox"/>	<input type="checkbox"/>	<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 Pisc 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 (max. 1 unit from E2)

E1	E2	Indv
Biol 310 312 Crer 137 HSci 104 105 106 108 430 Psyc 340	Adap 350 351 Danc 140 205 210 215 220 230 350 Fitn 105 140 151 201 204 210 306 320 332 340 Hsci 430	120 161 164 166 251 252 254 256 115 116 105 111 115 141 143 148 151 171 174
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 _____

32 INTERSEGMENTAL GENERAL EDUCATION TRANSFER CURRICULUM

Student's Name _____
Last First Middle SSN Birthdate

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

AREA 1 - ENGLISH COMMUNICATION CSU - 3 courses required, one from each group below. UC - 2 courses required, one each from Group A and B. Group A: English Composition - one course; 3 semester units Engl 100 Course from other college _____ Advanced Placement _____ Group B: Critical Thinking-English Composition - one course; 3 semester units Engl 165 Course from other college _____ Group C: Oral Communication (CSU requirement only) - one course; 3 semester units Spch 100 Course from other college _____	<u>Completed</u>
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AREA 2 - MATHEMATICAL CONCEPTS AND QUANTITATIVE REASONING One course; 3 semester units Math 125, 200, 219, 220, 241, 242, 251, 252, 253, 275 Course from other college _____ Advanced Placement _____	<u>Completed</u>
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AREA 3 - ARTS AND HUMANITIES Three courses, with at least one from the Arts and one from Humanities; 9 semester units <table style="width: 100%; border: none;"> <tr> <td style="width: 30%;">Group A: Arts</td> <td style="width: 30%;">Art 101, 102, 103 Mus. 100, 131, 202</td> <td style="width: 30%;">Dram 101, 102, 140 Lit. 441, 442</td> </tr> </table> <table style="width: 100%; border: none; margin-top: 10px;"> <tr> <td style="width: 30%;">Group B: Humanities</td> <td style="width: 30%;">Dram 142, 143, 144, 151, 152 Hist 100, 101, 102, 201, 202, 205, 242, 310, 421, 422, 451, 452 Lit. 143, 144, 151, 152, 200, 231, 232, 233, 251, 252, 266, 301, 302, 371, 372, 375, 431 Phil 100, 160, 175, 190, 240, 300, 310, 320</td> <td style="width: 30%;">Engl 110 Fren 130, 140, 161, 162 Lit. 101, 105, 111, 142, Span 130, 140</td> </tr> </table> Course(s) from other college(s) _____ Advanced Placement _____	Group A: Arts	Art 101, 102, 103 Mus. 100, 131, 202	Dram 101, 102, 140 Lit. 441, 442	Group B: Humanities	Dram 142, 143, 144, 151, 152 Hist 100, 101, 102, 201, 202, 205, 242, 310, 421, 422, 451, 452 Lit. 143, 144, 151, 152, 200, 231, 232, 233, 251, 252, 266, 301, 302, 371, 372, 375, 431 Phil 100, 160, 175, 190, 240, 300, 310, 320	Engl 110 Fren 130, 140, 161, 162 Lit. 101, 105, 111, 142, Span 130, 140	<u>Completed</u>
Group A: Arts	Art 101, 102, 103 Mus. 100, 131, 202	Dram 101, 102, 140 Lit. 441, 442					
Group B: Humanities	Dram 142, 143, 144, 151, 152 Hist 100, 101, 102, 201, 202, 205, 242, 310, 421, 422, 451, 452 Lit. 143, 144, 151, 152, 200, 231, 232, 233, 251, 252, 266, 301, 302, 371, 372, 375, 431 Phil 100, 160, 175, 190, 240, 300, 310, 320	Engl 110 Fren 130, 140, 161, 162 Lit. 101, 105, 111, 142, Span 130, 140					

AREA 4 - SOCIAL AND BEHAVIORAL SCIENCES At least two courses, from at least two disciplines; 9 semester units <table style="width: 100%; border: none;"> <tr> <td style="width: 30%;">Anth 105, 110, 360, 370 Hist 102, 201, 202, 242, 310, 421, 422 Psc 100, 106, 201, 202, 300, 340</td> <td style="width: 30%;">Econ 100, 102, 230 PISc 130, 150, 210 SoSc 250</td> <td style="width: 30%;">Geog 110, 120, 150 Soci 100, 105, 141, 254</td> </tr> </table> Course(s) from other college(s) _____ Advanced Placement _____	Anth 105, 110, 360, 370 Hist 102, 201, 202, 242, 310, 421, 422 Psc 100, 106, 201, 202, 300, 340	Econ 100, 102, 230 PISc 130, 150, 210 SoSc 250	Geog 110, 120, 150 Soci 100, 105, 141, 254	<u>Completed</u>
Anth 105, 110, 360, 370 Hist 102, 201, 202, 242, 310, 421, 422 Psc 100, 106, 201, 202, 300, 340	Econ 100, 102, 230 PISc 130, 150, 210 SoSc 250	Geog 110, 120, 150 Soci 100, 105, 141, 254		

AREA 5 - PHYSICAL AND BIOLOGICAL SCIENCES At least two courses, one from Physical Science and one from Biological Science; 7 - 9 semester units. One course must have a lab (indicated by *). <table style="width: 100%; border: none;"> <tr> <td style="width: 30%;">Group A: Physical Science</td> <td style="width: 30%;">Astr 100/101* NSci 100 Ocen 100 Phys 210*, 220*, 250*, 260*, 270*</td> <td style="width: 30%;">Chem 210*, 220* Geog 100 Geol 100*</td> </tr> </table> <table style="width: 100%; border: none; margin-top: 10px;"> <tr> <td style="width: 30%;">Group B: Biological Science</td> <td style="width: 30%;">Anat 250* NSci 100</td> <td style="width: 30%;">Anth 125 Paln 110</td> <td style="width: 30%;">Biol 100, 110*, 130, 225*, 230*, 240* Psio 256*, 260*</td> <td style="width: 10%;">Boty 145</td> </tr> </table> Course(s) from other college(s) _____ Advanced Placement _____	Group A: Physical Science	Astr 100/101* NSci 100 Ocen 100 Phys 210*, 220*, 250*, 260*, 270*	Chem 210*, 220* Geog 100 Geol 100*	Group B: Biological Science	Anat 250* NSci 100	Anth 125 Paln 110	Biol 100, 110*, 130, 225*, 230*, 240* Psio 256*, 260*	Boty 145	<u>Completed</u>
Group A: Physical Science	Astr 100/101* NSci 100 Ocen 100 Phys 210*, 220*, 250*, 260*, 270*	Chem 210*, 220* Geog 100 Geol 100*							
Group B: Biological Science	Anat 250* NSci 100	Anth 125 Paln 110	Biol 100, 110*, 130, 225*, 230*, 240* Psio 256*, 260*	Boty 145					

LANGUAGE OTHER THAN ENGLISH (UC requirement only) - Proficiency equivalent to two years of high school study in the same language Completed at high school _____ Course(s) from other college(s) _____ Advanced Placement _____ Fren 110 (or 111/112), 120 (or 121/122) Ital 111/112, 121/122 Span 110 (or 111/112), 120 (or 121/122)	<u>Completed</u>
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CSU GRADUATION REQUIREMENT IN U.S. HISTORY, CONSTITUTION AND AMERICAN IDEALS (Not part of IGETC; may be completed prior to transfer). One course from Group 1 and one course from Group 2; 6 semester units. (Courses used to meet this requirement may not be used to satisfy requirements for IGETC.) §International Students only <table style="width: 100%; border: none;"> <tr> <td style="width: 30%;">Group 1:</td> <td style="width: 30%;">Econ 230 Hist 102 201 202 242 421</td> <td style="width: 30%;">PISc 205§ 210</td> </tr> <tr> <td>Group 2:</td> <td>Hist 310 315 PISc 310</td> <td>Completed _____</td> </tr> </table>	Group 1:	Econ 230 Hist 102 201 202 242 421	PISc 205§ 210	Group 2:	Hist 310 315 PISc 310	Completed _____	
Group 1:	Econ 230 Hist 102 201 202 242 421	PISc 205§ 210					
Group 2:	Hist 310 315 PISc 310	Completed _____					

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

College Evaluator _____ Date _____
(Name/Title)

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.)

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, 104, 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, 446, 448, 449, 451, 452, 454, 455, 456, 457, 460, 461, 470, 472, 474, 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, 231, 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, 250, 252, 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

Fashion Design 110, 111, 112, 113, 115, 116, 117, 118, 120, 121, 123, 124, 125, 127, 128, 146, 148, 150, 151, 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, 430, 680, 690, 695

History 100, 101, 102, 201, 202, 205, 242, 310, 315, 421, 422, 451, 452, 454, 456, 458, 680, 690, 695

Hospitality 108, 110

Interior Design 115, 126, 128, 130, 146, 147, 148, 150, 156, 160, 170, 180, 194, 250, 260, 270, 271, 274, 276, 277, 278, 320, 321, 322, 330, 340, 350, 351, 356, 362, 370, 450, 460, 462, 464, 466, 468, 470, 472, 476, 478, 480, 680, 681, 682, 695

Italian 111, 112, 121, 122

Japanese 111

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 220, 225, 235, 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, 450, 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, 268, 270, 274, 276, 350

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

Physical Education:

Adaptive 350, 351, 680

Combatives 401, 680

Dance 140, 205, 210, 215, 220, 230, 350, 400, 680

Fitness 105, 140, 151, 201, 204, 210, 306, 320, 332, 340, 680

Individual 120, 161, 164, 166, 251, 252, 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

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

This list of transfer courses is based on information received from the University of California at the time of publication of this catalog. The university may decide at a later date not to accept some 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/his work at Cañada. In some cases, students may wish to make up high school course deficiencies or grade point average deficiencies. It is important to work with a counselor using the general catalog of the University campus the student wishes to attend. The current issue of the University publication "Prerequisites and Recommended Subjects" is a helpful planning guide. It lists the requirements for admission, breadth requirements and requirements for the major, all of which the student should carefully consider in planning for his/her program at Cañada.

Students should note that not all Cañada courses are designed for transfer to the University of California.

Accounting 121(4-5); 131(4-5)
Anatomy 250(w/lab 4)
Anthropology 105(3); 110(3); 125(3); 360(3); 370(3); 400, 680, 690, 695(see Independent Study)
Art 101(3); 102(3); 103(3); 201(3); 202(3); 204(3); 205(3); 206(3); 207(3); 214(3); 221(3); 222(3); 229(2); 231(3); 232(3); 234(3); 235(3); 301(3); 303(3); 320(3); 351(3); 680, 690, 695 (see Independent Study)
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); 230(w/lab 4); 240(w/lab 4); 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/lab 4); 250(w/lab 4); 680, 690, 695 (see Independent Study)
 *No credit for 192 if taken after 210 or 224.
 +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)
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)
Economics 100, 102 (3,3); 230(3); 680, 690, 695 (see Independent Study)
Engineering 100(3); 200(2); 220(2); 230(3); 260(3); 261(1); 270(3); 680, 690, 695 (see Independent Study)
English 100(3); 110(3); 161(3); 162(3); 165(3)
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, 690, 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.

Health Science 430(0.5-1)

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)

Independent Study 680, 690, 695: maximum credit allowed is 3 1/3 units per term, 6 units total in any or all appropriate subject areas only. (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); 105(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); 140(3); 200(4); 219 and 220 combined: maximum credit 4 units; 220(3); *241, +242 (5,5); *251(5); +252(5); 253(5); 275(3); 680, 690, 695 (see Independent Study)

*241,251 combined-maximum credit, one course

+242,252 combined-maximum credit, one course

Music 100(3); 101, 102, (2, 2); 103, 104 (3,3); 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); 476(1); 486(1); 490 (1); 491(1); 495 (1-3); 680, 690, 695 (see Independent Study)

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); 680, 690, 695 (see Independent Study)

Physical Education:

Adaptive *350, *351, *353 (.5-1.5 each)

Combatives *401(1); *680(1-3); *695 (see Independent Study)

Dance 140(1); °205(.5-1); °210(1); 215(0.5-1); °230(.5); °350(.5-1); °400 (2); 695 (see Independent Study)

Fitness *105 (.5-2) through *340(.5-1); **680, **695 (see Independent Study)

Individual *120 through *256 (.5-2); **680, **695 (see Independent Study)

P.E. °305(3); °306(3)

Team Sports *105 through *174 (.5-2.5); **680, **695 (see Independent Study)

Intercollegiate Sports (Varsity) *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: 210,220 combined with 250,260,270 maximum credit allowed, 1 series.

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); 106(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); 254(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.

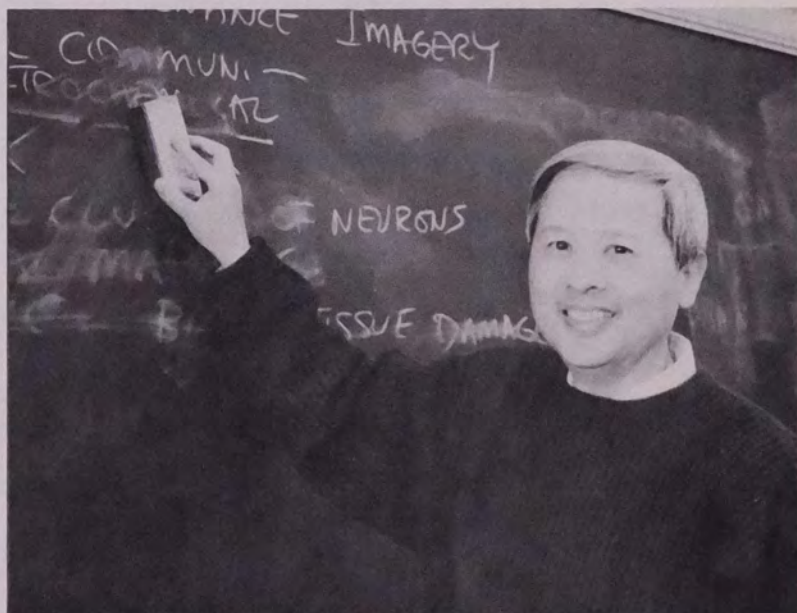
*131 & 132 combined is equivalent to 130: maximum credit allowed, 5 units.

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



ACADEMIC PROGRAMS

CAÑADA COLLEGE IS STRIVING FOR GREATER SPECIFICITY IN BOTH THE TRANSFER PROGRAM LISTS AND THE AA/AS DEGREE COMPONENTS. DOING SO SHOULD BETTER INFORM STUDENTS REGARDING MAJORS OF THEIR CHOICES. ON THE FOLLOWING PAGES YOU WILL FIND DETAILS ON THE COLLEGE'S TRANSFER AND DEGREE PROGRAMS.



BASIC & APPLIED SCIENCES DIVISION

The Division of Basic and Applied Sciences encompasses the traditional sciences and mathematics, as well as the applied sciences, such as engineering, physical education and radiologic technology. The Learning Center is also housed within the division. See page 21 for information on the Learning Center services and programs.

The division offers the lower division transfer courses preparatory to transfer to a four-year institution of higher learning and also basic skills in mathematics as well as a range of other learning skills programs and tutorial services provided through the Learning Center. A series of lecture and laboratory experiences in the science area deal with the examination and explanation of physical and biological phenomena. A framework is provided in such classes to relate scientific discoveries to the student's civic and personal problems.

The Physical Education Department offers a wide variety of activity courses. A major thrust is classes designed for the lifelong enhancement of fitness, recreation and leisure time. Individual pace is strongly encouraged. Team classes include various game theories and procedures. A testing program is available for determining an individual's fitness level accompanied by prescriptive activities through the Fitness for Life Program.

Occupational programs are provided in the areas of radiologic technology and microcomputer specialist.

The Basic and Applied Sciences Division includes the following areas:

- Biological Sciences
 - Biology
 - Anatomy
 - Physiology
 - Microbiology
 - Health Science
 - Botany
- Computer Information Systems
- Engineering
- Mathematics
- Microcomputer Specialist
- Physical Education/Athletics
- Physical Sciences
 - Physics
 - Chemistry
 - Geology
 - Oceanography
 - Paleontology
 - Architecture
- Radiologic Technology
- The Learning Center

BIOLOGICAL SCIENCES

A major in Biological Sciences is a preparation for advanced academic work, for careers in civil service, industry, or teaching; as a background for professional training in such fields as biological science education, biotechnology, nursing, public health, environmental health, pre-medicine and all related areas of biology. Natural resources are among the most important assets of man and the wise use of renewable

resources is basic to development in the economic, social and political areas. The basic pre-professional requirements necessary to transfer are offered in the Biological Sciences, Physical Sciences, and Mathematics Departments.

Pre-professional students should check the specific requirements of the school to which they will be applying prior to defining an exact pre-professional course of study.

CAREER OPPORTUNITIES

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

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

TRANSFER PROGRAM

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

RECOMMENDED TRANSFER PROGRAM - BIOLOGICAL SCIENCES

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

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

All courses listed above are transferable and will apply towards a major in Biology at most 4-year institutions.

AS DEGREE - BIOLOGY

Students wishing an AS degree in Biology must complete 60 units of lower division college work with a minimum overall grade point average of 2.0. Eighteen units of general education, 2 units of physical education and a major are required. The major in Biology consists of certain core courses and several electives in the specified field of study which students should take. A field of study is understood to be a specific subject with such supporting subjects as may properly be used to round out that training in preparation for a major.

Core Courses

Students intending to receive an AS degree in Biology should complete the following:

	Units
PHYS 210 General Physics I	
or	
PHYS 250 General Physics	4
BIOL 225 Biology of Organisms	5
BIOL 230 Cell Biology	4
CHEM 210 General Chemistry I	5
Core Total	18

Suggested Electives

(A minimum of 12 units should be selected from the following list)

	Units
BIOL 130 Human Biology	3
CHEM 220 General Chemistry II	5
CHEM 250 Quantitative Analysis	4
ANAT 250 Human Anatomy	4
BIOL 240 Microbiology	4
PSIO 260 Human Physiology	5
BOTY 112 Native Plants and Wildflowers	3
BIOL 310 Nutrition	3
MATH 241 & 242 Applied Analytic Geometry & Calculus	10
or	
MATH 251, 252 & 253 Analytical Geometry & Calculus	15
PHYS 220 General Physics II	4
or	
PHYS 260 Electricity and Magnetism <i>and</i>	
PHYS 270 Thermal Dynamics, Light & Modern Physics	8
MATH 200 Statistics	4
COMP 430 Survey of Macintosh Applications	3
or	
COMP 450 Introduction to Macintosh <i>and</i>	
COMP 455 Intro. to Macintosh Spreadsheet and Database <i>and</i>	
COMP 460 Intro. to Macintosh Desktop Publishing	1.5
Core Courses	18
Electives	22
General Education	18
Physical Education	2
Total	60

Related Areas:

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

TRANSFER PROGRAM

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

their academic careers with those professional schools which they wish to attend. Students are advised to consult current catalogs and visit the institutions to talk directly with academic advisors.

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

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

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

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

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

NURSING**TRANSFER PROGRAM**

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

RECOMMENDED TRANSFER PROGRAM - NURSING

	Units
CHEM 410, 420 Health Science Chemistry	8
or	
CHEM 210, 220 General Chemistry	10
ANAT 250 Anatomy	4
PSIO 260 Human Physiology	5
BIOL 240 Microbiology	4
BIOL 310 Nutrition	3
or	
ANTH 110 Cultural Anthropology	3
PSYC 100 General Psychology	3
PSYC 201 Child Development	3

MEDICAL LAB TECHNICIAN, AND DENTAL HYGIENE

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

PHYSICAL THERAPY**TRANSFER PROGRAM**

The courses listed below are the minimum prerequisites for admission into pre-physical therapy programs at four-year institutions. Degrees in physical therapy programs are generally offered at the master's level although a limited number of bachelor's degree programs do exist. Admission to programs is highly competitive. Students should consult

with catalog and counselors of the institution to which they intend to transfer for specific admissions requirements.

RECOMMENDED TRANSFER PROGRAM - PHYSICAL THERAPY

	Units
ANAT 250 Anatomy	4
PSIO 260 Human Physiology	5
CHEM 210 & 220 General Chemistry I & II	10
or	
CHEM 410 & 420 Health Science Chemistry	8
PHYS 210 & 220 General Physics	8
PSYC100 General Psychology	3
MATH 200 Statistics	4
ENGL 100 Reading and Composition	3

COMPUTER INFORMATION SYSTEMS (CIS)

The Computer Information Systems Program is designed to provide both an academic and a practical laboratory background for people who plan to work directly or indirectly in the computer field. Course offerings include Introduction to Computer Science, BASIC, C, FORTRAN, and Pascal programming languages.

Students in the CIS program can earn a Certificate and/or an Associate in Science degree in CIS. Each will provide skills necessary for entry-level employment. Students who already possess a degree in another field may take a Certificate to provide them with skills necessary in the computer field. Students may also complete the preparation for a BA/BS degree major and then transfer to a four-year college or university.

CAREER OPPORTUNITIES

The career opportunities available with a background in Computer Information Systems are vast and varied. An increasingly greater number of personnel skilled in CIS are needed as designers and manufacturers of computer systems, as engineers and scientists for research and development of computer systems and software packages, and as sales personnel skilled in marketing methods for selling computer systems. Programmers, managers, and computer operators are needed, as well as personnel for clerical and data preparation jobs. Other options include: systems analysts; interdisciplinarians (those who can meet the needs of persons from varied professions united on mutual projects); specialists in areas such as business, engineering, science, education and government; and management interpreters of computer systems needs and opportunities.

TRANSFER PROGRAM

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

CERTIFICATE PROGRAM IN CIS-COMPUTER SCIENCE

This program is undergoing revision. Contact the division office (306-3291) for additional information.

Required Core Courses

	Units
COMP 103 Introduction to Programming Using Pascal	3
COMP 170 Programming in Pascal	3
MATH 200 or MATH 251	4-5

Three of the following courses:

COMP 155, COMP 162, COMP 175, or COMP 190	9
Core Total	19-20

AS DEGREE - COMPUTER SCIENCE

This program is undergoing revision. Contact the division office (306-3291) for additional information.

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

AS DEGREE - COMPUTER SCIENCE/ENGINEERING

This program is undergoing revision. Contact the division office (306-3291) for additional information.

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

ENGINEERING

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

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

CAREER OPPORTUNITIES

Practicing engineers are expected to be able to solve a large variety of technical problems in the area of: Aeronautics, Chemical, Civil, Electrical, General (concentration in Computer Science), Industrial, Mechanical, and Materials Science.

TRANSFER PROGRAM

The Engineering transfer programs detailed below have been designed to prepare a student to transfer to the Engineering Department of four-year colleges and universities at the end of the sophomore year. It is very important that the student refer to the catalog of the transfer college of his or her choice and work through the Engineering Department Counselor. The core subjects listed below were approved unanimously by representatives of all the California State Colleges and Universities and all branches of the University of California and the fall meeting of the Engineering Liaison (ELC) Committee in November, 1986. The Engineering Liaison Committee (ELC) strongly recommends that any

transfer student from a community college complete all his/her Engineering, Mathematics, Physics, and Chemistry before going to the four-year institution.

RECOMMENDED TRANSFER PROGRAM - ENGINEERING

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

	Units
MATH 251, 252, 253 Analytic Geometry & Calculus	15
MATH 275 Differential Equations	3
PHYS 250 General Physics <i>and</i>	
PHYS 260 Electricity & Magnetism <i>and</i>	
PHYS 270 Thermal Dynamics, Light & Modern Physics	12
CHEM 210, 220 General Chemistry	10
<i>or</i>	
CHEM 224, 225 Engineering Chemistry	8
ENGR 100 Technology and Society	3
ENGR 200 Descriptive Geometry	2
ENGR 220 Graphics	2
ENGR 230 Statics	3
ENGR 260 Circuits & Devices	3
ENGR 261 Circuits & Devices Lab	1
ENGR 270 Materials Science	3
COMP 162 FORTRAN Programming	3

AS DEGREE - ENGINEERING

Students wishing an AS degree in Engineering must complete 60 units of lower division college work with a minimum overall grade point average of 2.0. Eighteen units of General Education, 2 units of Physical Education and a major are required. The major in Engineering consists of a minimum of 18 semester units in the specified field of study. A field of study is understood to be a specific subject with such supporting subjects as may properly be used to round out that training in preparation for a major. For students planning to transfer to four-year institutions, fulfillment of lower-division requirements for the institution of their choice will be considered a major.

MATHEMATICS

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

CAREER OPPORTUNITIES

The Mathematics major may be used as a basis for professional careers in Business, Civil Service, Industry, Research, Science and Teaching; as a preparation for advanced work in Mathematics or Engineering; or as a basis for an entry position in Computer Science.

TRANSFER PROGRAM

The Mathematics Department offers a wide variety of courses for students who wish to major in Mathematics enabling them to transfer to a university or four-year college at the end of the sophomore year. Students should consult the catalogs of the colleges of their choice for special requirements. In addition to the courses listed, students must complete General Education transfer requirements.

RECOMMENDED TRANSFER PROGRAM - MATHEMATICS

	Units
MATH 251, 252, 253 Analytic Geometry/Calculus	15
MATH 275 Differential Equations	3
COMP 162 FORTRAN Programming	3
PHYS 210 General Physics I <i>and</i>	
PHYS 220 General Physics II	8

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 - MICROCOMPUTER SPECIALIST Required Core Courses

	Units
*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 Determin.	3
COMP 680 Application Selection & Implementation	3
Core Total	41-42

AS DEGREE - MICROCOMPUTER SPECIALIST

	Units
Certificate Core Requirements	41-42
Additional General Education Requirements (*6 units of G.E. satisfied through core requirements)	12
Physical Education	2
Electives	5-6

Suggested Electives

	Units
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

PHYSICAL EDUCATION/ATHLETICS

The Physical Education/Athletics Department offers a variety of activity classes designed for lifetime enhancement of fitness, recreation and leisure time. Classes in dance, individual sports, fitness and team sports are offered at various levels of performance. Beginning classes introduce an activity; intermediate to advanced courses are designed to improve an already existing skill level.

The Fitness for Life Program includes an exercise program coupled with testing to determine the student's cardiovascular and general fitness level.

CAREER OPPORTUNITIES

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

TRANSFER PROGRAM

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

RECOMMENDED TRANSFER PROGRAM - Physical Education

	Units
BIOL 110 Principles of Biology	4
ANAT 250 Anatomy	4
PSIO 260 Human Physiology	5
Physical Education Activities	4-8
<i>Additional requirements for the major as specified by the transfer institution.</i>	

AA DEGREE - PHYSICAL EDUCATION

Students wishing an AA degree in Physical Education must complete 60 units of lower division college work with a minimum overall grade point average of 2.0. Twenty-one units of General Education, 2 units of Physical Education and a major are required. The major in Physical Education consists of a minimum of 18 semester units in the specified field of study. A field of study is understood to be a specific subject with such supporting subjects as may properly be used to round out that training in preparation for a major. For students planning to transfer to four-year institutions, fulfillment of lower-division requirements for the institution of their choice will be considered a major.

VARSITY ATHLETICS

Cañada College participates as a member of the Coast Conference in the following activities: baseball, basketball, golf, tennis and soccer. In order to be eligible a student must be actively enrolled in 12 units per semester. For more complete information on athletic eligibility, see "Athletics" on page 20. Additional questions regarding eligibility should be addressed to the Athletic Director, Building 1, Room 204.

PHYSICAL SCIENCES

The Physical Science Department is designed to give the student breadth in the physical sciences while providing considerable strength in one of the specialized science fields of chemistry, geology, or physics. The lower-division program in the physical science major is virtually the same as that taken in the first two years of college by a chemistry major, physics major, or geology major, thus enabling students to transfer among these majors if they so choose. A major in physical science can serve as preparation for further study in technical fields and serves as an excellent background for professional training in law, business, medicine, or education.

CAREER OPPORTUNITIES

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

RECOMMENDED TRANSFER PROGRAM - CHEMISTRY, PHYSICS, GEOLOGY

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

	Units
MATH 251, 252, 253 Analytic Geometry/Calculus	15
MATH 275 Ordinary Differential Equations	3
<i>(Physics only)</i>	
PHYS 250 General Physics <i>and</i>	
PHYS 260 Electricity & Magnetism <i>and</i>	
PHYS 270 Thermal Dynamics, Light & Modern Physics	12
CHEM 210, 220 General Chemistry	10
CHEM 250 Quantitative Analysis	5
<i>(Chemistry only)</i>	
COMP 162 FORTRAN Programming	3

AS DEGREE - CHEMISTRY

Students wishing an AS degree in Chemistry must complete 60 units of lower division college work with a minimum overall grade point average of 2.0. Eighteen units of General Education, 2 units of Physical Education and a major are required. The major in Chemistry consists of a minimum of 18 semester units in the specified field of study. A field of study is understood to be a specific subject with such supporting subjects as may properly be used to round out that training in preparation for a major. For students planning to transfer to four-year institutions, fulfillment of lower-division requirements for the institution of their choice will be considered a major.

AS DEGREE - PHYSICS

Students wishing an AS degree in Physics must complete 60 units of lower division college work with a minimum overall grade point average of 2.0. Eighteen units of General Education, 2 units of Physical Education and a major are required. The major in Physics consists of a minimum of 18 semester units in the specified field of study. A field of study is understood to be a specific subject with such supporting subjects as may properly be used to round out that training in preparation for a major. For students planning to transfer to four-year institutions, fulfillment of lower-division requirements for the institution of their choice will be considered a major.

RADIOLOGIC TECHNOLOGY

(X-RAY TECHNOLOGY)

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

Prospective students must complete a separate application to the program (available in November for the following Fall entrance) in addition to the regular college application. An information meeting is held annually in November. For information, please call the Basic and Applied Science Division office at (415) 306-3291.

CAREER OPPORTUNITIES

Opportunities for professional employment exist in hospitals, clinics and physicians' offices nationwide.

AS DEGREE - RADIOLOGIC TECHNOLOGY

Prerequisites: High school graduation or the equivalent; completion of a course in algebra within the last two years; courses in chemistry, anatomy (with dissection of a human cadaver) and physiology preferably within the last five years.

Required Core Courses

	Units
RADT 408 Perspectives in Radiology	.5
PHYS 405 Applied Radiographic Physics*	3
RADT 400 Orientation to Radiologic Technology	2
RADT 410, 420 Radiographic Positioning	7.5
RADT 415 Radiation Biology and Protection	3
RADT 430 Principles of Radiographic Film Production	3.5
RADT 435 Imaging Equipment and Quality Control	1
RADT 440 Advanced Imaging Modalities & Specialized Proc.	4
RADT 441 Sectional Anatomy	1.5
RADT 442 Radiographic Pathology	1.5
RADT 450 Registry Review	1.5
HSCI 430 CPR/First Aid	1
RADT 418, 428, 438, 448, 458, 468	
Clinical Education I-VI (total approx. 2,000 hours)	31.5
Core Total	61.5
Required Core Courses	61.5
Additional General Education requirements**	15
<i>(3 units of G.E. satisfied through core requirements)</i>	
Physical Education	2
Total	78.5

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

**recommended that the majority of these be satisfied before program entry

AS DEGREE PROGRAM SEQUENCE

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

BUSINESS/SOCIAL SCIENCES DIVISION

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

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

ACCOUNTING

The Business Department offers a transfer curriculum to a four-year university, an AS Degree, and a certificate program designed to give the students both formal and practical training in accounting. The accounting four-year college/university transfer program is the same as the business administration transfer program. The accounting AS degree and certificate programs are designed to give students enough practical experience so that they can secure a position in either the public, governmental, or private accounting sector when they have completed the recommended 27.5 - 29.5 units. Courses specifically required for the student's major must be evaluated by a letter grade, not by the credit (CR) grade.

RECOMMENDATIONS

It is recommended that students who have not completed a bookkeeping course in high school, who have had no accounting experience, or who feel they would have difficulty in completing a college-level accounting course enroll in ACTG 100 prior to taking any of the core courses in the program. In addition, any student who has not completed business math or algebra in high school with a C or better, should enroll in BUS. 115 (Business Mathematics) concurrently with any of the courses in the certificate program.

CAREER OPPORTUNITIES

The accounting profession offers many opportunities to an individual who has completed either a BA Degree, an AS Degree, or a Certificate Program. For those individuals who go on to a four-year university, career opportunities are available as a certified public accountant in the governmental sectors and in other accounting positions. For those individuals who complete an AS Degree and/or a certificate there are positions available as bookkeepers, accounts payable and accounts receivable supervisors, and general ledger and payroll supervisors. These opportunities offer a wide range of salaries and job advancement.

TRANSFER PROGRAM

(same as Business Administration)

CERTIFICATE PROGRAM - ACCOUNTING

Required Core Courses

	Units
ACTG 121 Financial Accounting	4-5
ACTG 190 Introduction to Computerized Accounting	1.5
ACTG 192 Adv. Computerized Accounting	1.5
ACTG 131 Managerial Accounting	4-5
ACTG 180 Payroll & Business Taxes	1.5
BUS. 100 Survey of Business	3
BUS. 430 Intro. to Microcomputer Applications, Part I	1.5
BUS. 431 Intro. to Microcomputer Applications, Part II	1.5
BUS. 434 Microcomputer Spreadsheet	3
Electives (may be any Business or Accounting course)	6
Core Total	27.5-29.5

AS DEGREE-ACCOUNTING

	Units
Certificate Core Requirements	27.5-29.5
Electives	10.5-12.5
General Education Requirements	18
Physical Education	2
Total	60

Suggested Electives

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

ANTHROPOLOGY

Anthropology is the study of peoples of the world from prehistoric to contemporary times. It is concerned with the variability of human populations and their biocultural history. Physical Anthropology concentrates on various biological characteristics, and Cultural Anthropology focuses on socially learned traits.

CAREER OPPORTUNITIES

In addition to careers as a cultural or physical anthropologist, students might become ethnologists, archeologists, or linguists. Other possibilities include environmental impact analyst, museum curator, redevelopment specialist, ethnic relations specialist, expedition guide, industrial consultant, urban planner, exhibit designer, population analyst, social services consultant, and cultural resource manager.

TRANSFER PROGRAM

Most job opportunities in anthropology require a BA or advanced degree. Students can fulfill General Education and lower division science and social science requirements at Cañada. Anthropology courses must be evaluated by a letter grade, not by the credit (CR) grade.

RECOMMENDED TRANSFER PROGRAM - ANTHROPOLOGY

	Units
*ANTH 105 Peoples and Cultures of the World	3
*ANTH 110 Cultural Anthropology	3
*ANTH 125 Physical Anthropology	3
*ANTH 360 Indians of North America	3
ANTH 370 Pre-Columbian Peoples & Cultures of Mexico & Central America	3
BIOL 110 Principles of Biology	4
<i>or</i>	
BIOL 130 Human Biology	3
ECON 100 Principles of Macro Economics	3
GEOG 100 Physical Environment	3
GEOL 100 Survey of Geology	3
MATH 200 Elementary Probability & Statistics	4
PALN 100 Ancient Life & Past Environments	3
<i>*Students completing AA degree in Anthropology and Anthropology transfer majors should complete these courses.</i>	

AA DEGREE - ANTHROPOLOGY

Students wishing an AA degree in Anthropology must complete 60 units of lower division college work with a minimum overall grade point average of 2.0. Twenty-one units of General Education, 2 units of Physical Education and a major are required. The major in Anthropology consists of a minimum of 18 semester units in the specified field of study. A field of study is understood to be a specific subject with such supporting subjects as may properly be used to round out that training in preparation for a major. For students planning to transfer to four-year institutions, fulfillment of lower-division requirements for the institution of their choice will be considered a major.

BUSINESS ADMINISTRATION

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

CAREER OPPORTUNITIES

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

TRANSFER PROGRAM

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

RECOMMENDED TRANSFER PROGRAM - BUSINESS ADMINISTRATION

Required core courses for CSU and UC (10-11 units) as follows:

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

CERTIFICATE PROGRAM - BUSINESS ADMINISTRATION Required Core Courses

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

AS DEGREE - BUSINESS ADMINISTRATION

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

BUSINESS/OFFICE TECHNOLOGY

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

CAREER OPPORTUNITIES

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

ADMINISTRATIVE SUPPORT ASSISTANT

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

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

Required Core Courses	Units
BUS. 101 Human Relations in Business <i>or</i>	
BUS. 104 Successful Work Relationships	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 Intro. to Microcomputer Applications, Part I	1.5
BUS. 431 Intro. to Microcomputer Applications, Part II	1.5
BUS. 432 Microcomputer Word Processing	3
Electives (may be any Business course or Cooperative Education)	3
Core Total	27

AS DEGREE - ADMINISTRATIVE SUPPORT ASSISTANT

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

**ADMINISTRATIVE ASSISTANT/
EXECUTIVE SECRETARY**

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

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

Required Core Courses	Units
BUS. 101 Human Relations in Business <i>or</i>	
BUS. 104 Successful Work Relationships	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 Intro. to Microcomputer Applications, Part I	1.5
BUS. 431 Intro. to Microcomputer Applications, Part II	1.5
BUS. 432 Microcomputer Word Processing	3
BUS. 448 Using Microsoft Windows, Part I	1.5
Electives (may be any Business course or Cooperative Education)	3
Core Total	31.5

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

	Units
Certificate Core Requirements	31.5
Electives	8.5
General Education	18
Physical Education	2
Total	60

INFORMATION TECHNOLOGY SPECIALIST

The Information Technology Specialist option is for individuals who wish employment in the area of software support. There are two areas of specialty: (a) Accounting and (b) Programming. The six elective units must be taken in one area of concentration.

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

Required Core Courses	Units
BUS. 101 Human Relations in Business <i>or</i>	
BUS. 104 Successful Work Relationships	3
BUS. 425 Basic DOS	1.5
BUS. 430 Intro. to Microcomputer Applications, Part I	1.5
BUS. 431 Intro. to Microcomputer Applications, Part II	1.5
BUS. 432 Microcomputer Word Processing	3
BUS. 434 Microcomputer Spreadsheet	3
BUS. 436 Microcomputer Database	3
BUS. 448 Using Microsoft Windows, Part I	1.5
BUS. 449 Using Microsoft Windows, Part II	1.5
BUS. 450 PC Maintenance & System Upgrades	3
BUS. 451 Adv. PC Maintenance & System Upgrades	3
Electives (select from Option A or B or any Business course)	6
Core Total	31.5

Option A: Accounting

	Units
ACTG 100 Accounting Procedures	3
ACTG 121 Financial Accounting	4-5
ACTG 131 Managerial Accounting	4-5
ACTG 171 Indiv. Federal Income Tax Procedures	3
ACTG 180 Payroll and Business Taxes	1.5
ACTG 190 Computerized Accounting	1.5
ACTG 192 Advanced Computerized Accounting	1.5
ECON 100 Principles of Macro Economics	3
ECON 102 Principles of Micro Economics	3

Option B: Programming

	Units
COMP 155 BASIC Programming	3
COMP 162 FORTRAN Programming	3
COMP 170 PASCAL Programming	3
COMP 190 Programming in C	3

AS DEGREE - INFORMATION TECHNOLOGY SPECIALIST

	Units
Certificate Core Requirements	31.5
Electives	8.5
General Education	18
Physical Education	2
Total	60

PC OFFICE SUPPORT SPECIALIST

The PC Office Support Specialist option is for office workers 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.

OPTION 4**CERTIFICATE PROGRAM - PC OFFICE SUPPORT SPECIALIST****Required Core Courses**

	Units
BUS. 101 Human Relations in Business <i>or</i>	
BUS. 104 Successful Work Relationships	3
BUS. 425 Basic DOS	1.5
BUS. 426 Advanced DOS	1.5
BUS. 430 Intro. to Microcomputer Applications, Part I	1.5
BUS. 431 Intro. to Microcomputer Applications, Part II	1.5
BUS. 440 Macintosh Skills for Office Workers I	1.5
BUS. 441 Macintosh Skills for Office Workers II	1.5
BUS. 444 Telecommunications	1.5
BUS. 446 Introduction to Local Area Networks	1.5
BUS. 448 Using Microsoft Windows, Part I	1.5
BUS. 449 Using Microsoft Windows, Part II	1.5
BUS. 450 PC Maintenance & System Upgrades	3
BUS. 451 Adv. PC Maintenance & System Upgrades	3
BUS. 460 LAN System Manager, 3.XX	1.5
BUS. 461 LAN Advanced System Manager, 3.XX	1.5
Electives (may be any Business course, COMP 190, and/or ELEC 110)	4
Core Total	31

AS DEGREE - PC OFFICE SUPPORT SPECIALIST

	Units
Certificate Core Requirements	31
Electives	9
General Education	18
Physical Education	2
Total	60

**EARLY CHILDHOOD EDUCATION/
CHILD DEVELOPMENT**

Canada's Early Childhood Education Program is designed so that persons interested in working with young children may develop the necessary skills, as well as strengthen and broaden their own backgrounds. Developmental trends, program planning, and parent education are aspects of the program. The curriculum focuses on physical, socio-emotional, and cognitive growth and development from infancy to ten years of age. Current research and practical application are combined in order to assist students in the planning of effective environments for children. A distinctive feature of this program is that students observe and work with children in a variety of community settings.

CAREER OPPORTUNITIES

Career opportunities in early childhood education include preschool teacher or director, child development specialist, infant caregiver, home advisor, parent education/adult education instructor, birth educator, group home worker, community worker in a child abuse

program, migrant program teacher, hospital playroom supervisor, children's books representative, and adoption counselor. Depending on the particular career interest, students may need to pursue advanced education.

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

TRANSFER PROGRAM

Students planning to transfer to four-year colleges and universities should consult those catalogs for additional information concerning Early Childhood Education. Course work should be planned to meet the lower division general education requirements. Courses must be evaluated by a letter grade, not by the credit (CR) grade.

**RECOMMENDED TRANSFER PROGRAM -
EARLY CHILDHOOD EDUCATION**

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

**CERTIFICATE PROGRAM - EARLY CHILDHOOD EDUCATION
Required Core Courses**

	Units
ECE. 201 Child Development <i>or</i>	
PSYC 201 Child Development	3
ECE. 210 Early Childhood Education Principles	3
ECE. 211 Early Childhood Education Curriculum	3
ECE. 212 Child, Family, and Community	3
Electives (must select courses from Suggested Electives list)	12
Core Total	24

All students earning this certificate must meet the computer literacy requirement of 1.5 units. See page 23.

Suggested Electives

	Units
BUS. 430 Intro. to Microcomputer Applications, Part I*	1.5
BUS. 440 Macintosh Skills for the Office Worker, Part 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

AS DEGREE - EARLY CHILDHOOD EDUCATION

	Units
Certificate Core Requirements	24
Electives	16
General Education	18
Physical Education	2
Total	60

PROGRAM FEATURES

Special Education and Infancy electives are available in an effort to acknowledge the growing emphasis on "mainstreaming" handicapped in early childhood education settings and the need for early awareness of developmental trends.

CHILDREN'S CENTER INSTRUCTIONAL PERMIT

Cañada's program is designed so that students wishing to work toward the California State requirements for the Regular Children's Center Instructional Permit may do so. The Permit requires:

- 24 semester units of Early Childhood Education/Child Development course work (excluding field work).
- 16 semester units of General Education.
- One year of supervised field work or two years in a child development program. (This may be fulfilled under COOP 670, Cooperative Education or ECE. 672, Cooperative Education: Internship.)
- CBEST (California Basic Educational Skills Test)

The Permit is issued for five years, renewable for successive five-year periods. The Life Permit requires a bachelor's degree.

SUPERVISION PERMIT

Six units of Administration course work are available so that any student deemed eligible to hold a regular children's center permit and possessing a bachelors degree, including an additional 12 units of ECE/Child Development, may attain the Children's Center Supervision Permit. Permit application is made through the County Office of Education, Redwood City, California.

ECONOMICS

Economics is a social science concerned with the way people make a living. It is the study of structures and roles in society which influence the production, distribution, scarcity, and consumption of goods and services.

CAREER OPPORTUNITIES

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

TRANSFER PROGRAM

Most job opportunities require at least a BA degree. Students can fulfill General Education and lower division social science, mathematics, and business electives at Cañada. Courses must be evaluated by a letter grade, not by the credit (CR) grade.

RECOMMENDED TRANSFER PROGRAM - ECONOMICS

	Units
*ECON 100 Principles of Macro Economics	3
*ECON 102 Principles of Micro Economics	3
*ACTG 121 Financial Accounting	4-5
*ACTG 131 Managerial Accounting	4-5
*MATH 200 Probability & Statistics	4
ANTH 110 Cultural Anthropology	3
ECON 230 Economic History of the United States	3
HIST 101 History of Western Civilization II	3
HIST 201 United States History I	
or	
HIST 202 United States History II	3
MATH 241, 242 Applied Analytic Geometry & Calculus	
or	
MATH 251, 252 Analytic Geometry & Calculus	10
PHIL 100 Introduction to Philosophy	3
PHIL 175 History of Philosophy: 16th-18th Century	3
PSYC 100 General Psychology	3
<i>*Students completing AA degree in Economics and Economics transfer majors should complete these courses.</i>	

(Note: Many four-year colleges and universities require computer literacy as a part of the Economics major.)

AA DEGREE - ECONOMICS

Students wishing an AA Degree in Economics must complete 60 units of lower division college work with a minimum overall grade point average of 2.0. Twenty-one units of General Education, 2 units of Physical Education and a major are required. The major in Economics consists of a minimum of 18 semester units in the specified field of study. A field of study is understood to be a specific subject with such supporting subjects as may properly be used to round out that training in preparation for a major. For students planning to transfer to four-year institutions, fulfillment of lower-division requirements for the institution of their choice will be considered a major.

FASHION DESIGN

The Fashion Design Department provides educational preparation for transfer majors in Fashion Design and for occupations involving textiles, fashion, clothing, alterations and dressmaking. An AS degree and two certificates are offered.

CAREER OPPORTUNITIES

There is a variety of career opportunities available to Fashion Design majors in education, extension work, clothing and fashion design, and clothing production and merchandising. The certificates provides

training leading to work in dress designing, custom dressmaking, alterations, and fashion design.

TRANSFER PROGRAM

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

RECOMMENDED TRANSFER PROGRAM - FASHION DESIGN

	Units
FASH 111 Techniques of Fit*	3
FASH 113 Textiles	3
FASH 115 Intermediate Clothing Construction	3
BIOL 310 Nutrition	3
INTD 115 Introduction to Interior Design	3
ECE. 212 Child, Family, and Community	3

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

Consult a counselor and the catalog of the university or college you wish to attend for specific requirements.

CUSTOM SEWING AND ALTERATIONS

The Custom Sewing and Alterations and Fashion Design certificates prepare individuals for employment in the clothing and fashion industries or for individual entrepreneurship opportunities. Employment opportunities are excellent in the San Francisco Bay Area where many fashion industries are located.

OPTION 1 CERTIFICATE PROGRAM - CUSTOM SEWING AND ALTERATIONS

Required Core Courses

	Units
FASH 110 Beginning Clothing Construction	3
FASH 111 Techniques of Fit	3
FASH 115 Intermediate Clothing Construction	3
FASH 116 Advanced Construction/Tailoring	3
FASH 117 Fashion Image	3
FASH 118 Flat Pattern Design	3
BUS. 150 Small Business Management	3
BUS. 430 Intro. to Microcomputer Applications, Part I	1.5
BUS. 431 Intro. to Microcomputer Applications, Part II	1.5
Electives	3
Core Total	27

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

AS DEGREE - CUSTOM SEWING AND ALTERATIONS

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

FASHION DESIGN

The Fashion Design certificate is designed for those who wish to be designers, assistant designers, and pattern makers in the apparel industry or for their own business. Individuals designing their own clothing will gain the skills to make original one-of-a-kind garments. There are many opportunities for employment in this creative field in the San Francisco Bay Area as well as in other locations in the country.

OPTION 2 CERTIFICATE PROGRAM - FASHION DESIGN Required Core Courses

	Units
FASH 123 Introduction to the Fashion Industry	3
FASH 111 Techniques of Fit	3
FASH 115 Intermediate Clothing Construction	3
FASH 116 Advanced Construction/Tailoring	3
<i>or</i>	
FASH 118 Flat Pattern	3
FASH 162 Pattern Design	3
FASH 164 Fashion Illustration	2
FASH 166 Fashion Business Entrepreneurship	3
FASH 168 Fashion Draping	2
COOP 672 Cooperative Education: Internship	3
BUS. 430 Microcomputer Applications, Part I	1.5
Electives	3
Core Total	29.5

Suggested Electives

	Units
FASH 110 Beginning Clothing Construction	3
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 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 350	Issues in Fashion	1-10
FASH 680	Selected Topics	1-3
FASH 695	Independent Study	1-3
ACTG 100	Accounting Procedures	3
BUS. 131	Money Management	3
BUS. 431	Intro. to Microcomputer Applications, Part II	1.5

AS DEGREE - FASHION DESIGN

	Units
Certificate Core Requirements	29.5
Electives	10.5
General Education	18
Physical Education	2
Total	60

GEOGRAPHY

Geography provides insights about the earth as the human habitat. It is a way of looking at the earth, not an inventory of its contents. This viewpoint rests on fundamental interlocking concepts. The cultural appraisal of the earth, the regional concept, areal coherence, human ecology, spatial interaction, study of landscape, and the concept of change are all ways the geographer tries to better understand the environment.

CAREER OPPORTUNITIES

In addition to a career as a geographer, geographic analyst, geographic planner, or agricultural geographer, other possibilities include cartographer, climatologist, ecologist, environmental scientist, soil conservationist, demographer, land use, urban or recreational resource planner.

TRANSFER PROGRAM

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

RECOMMENDED TRANSFER PROGRAM - GEOGRAPHY

	Units
*GEOG 100 Physical Environment	3
*GEOG 110 Cultural Geography	3
*GEOG 120 Economic Geography	3
*GEOG 150 World Regional Geography	3
*ANTH 110 Cultural Anthropology	3
*ANTH 125 Physical Anthropology	3
ECON 100 Principles of Macro Economics	3
ECON 102 Principles of Micro Economics	3
GEOL 100 Survey of Geology	3
MATH 200 Elementary Probability & Statistics	4
MATH 241, 242 Applied Analytic Geometry & Calculus	
or	
MATH 251, 252 Analytic Geometry & Calculus	10
<i>*Students completing AA degree in Geography and Geography transfer majors should complete these courses.</i>	

AA DEGREE - GEOGRAPHY

Students wishing an AA Degree in Geography must complete 60 units of lower division college work with a minimum overall grade point average of 2.0. Twenty-one units of General Education, 2 units of Physical Education and a major are required. The major in Geography consists of a minimum of 18 semester units in the specified field of

study. A field of study is understood to be a specific subject with such supporting subjects as may properly be used to round out that training in preparation for a major. For students planning to transfer to four-year institutions, fulfillment of lower-division requirements for the institution of their choice will be considered a major.

HISTORY

History is the story of our common human experience. Without it we are amnesia victims in a world that demands our fullest understanding and deepest wisdom. This discipline examines people, institutions, ideas and events, past and present, and provides a foundation to plan for the future.

CAREER OPPORTUNITIES

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

TRANSFER PROGRAM

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

A major in history leads to many possible careers, particularly in law, government, foreign service, teaching, research, writing, and television or journalistic news analysis. Many job opportunities require at least a BA Degree. Students can fulfill General Education and lower division social science requirements at Cañada.

RECOMMENDED TRANSFER PROGRAM - HISTORY

	Units
*HIST 100 History of Western Civilization	3
*HIST 101 History of Western Civilization	3
*HIST 102 History of American Civilization	3
*HIST 201 United States History I	3
*HIST 202 United States History II	3
*HIST 310 California History	3
HIST 242 The Afro-American in U.S. History	3
HIST 421 History of the Americas	3
HIST 422 Modern Latin America	3
HIST 451 Far Eastern Civilization & Heritage	3
HIST 452 Far Eastern Civilization & Heritage	3
ANTH 110 Cultural Anthropology	3
ECON 100 Principles of Macro Economics	3
ECON 102 Principles of Micro Economics	3
ECON 230 Economic History of the United States	3
GEOG 100 Physical Environment	3
SOCI 100 Introduction to Sociology	3
<i>*Students completing AA degree in History and History transfer majors should complete these courses.</i>	

AA DEGREE - HISTORY

Students wishing an AA Degree in History must complete 60 units of lower division college work with a minimum overall grade point

average of 2.0. Twenty-one units of General Education, 2 units of Physical Education and a major are required. The major in History consists of a minimum of 18 semester units in the specified field of study. A field of study is understood to be a specific subject with such supporting subjects as may properly be used to round out that training in preparation for a major. For students planning to transfer to four-year institutions, fulfillment of lower-division requirements for the institution of their choice will be considered a major.

INTERIOR DESIGN

The Interior Design Department offers courses designed for individuals interested in preparing for careers in the professional fields of interior design. Included in the program are a transfer program, an AS degree, and three certificate programs--residential design, commercial design and kitchen and bath design. The AS degree in conjunction with the residential or commercial design certificate meets the minimum qualifying requirements for the American Society of Interior Designers (ASID) allied membership. The core requirements in Interior Design are required before taking the residential, commercial, and kitchen and bath design certificates. If a student has completed units in Interior Design at another college, he/she must see a counselor regarding courses which may be substituted for some of the core requirement courses.

CAREER OPPORTUNITIES

The opportunities for an individual in the interior design profession fall into two major categories: (1) residential interior design and (2) commercial (contract, office, retail, hospitality, industrial) design. Interior designers work as self-employed designers, as consultants and designers in design firms, and in many home furnishings fields. Opportunities exist in merchandising, sales, manufacturing, fabricating, importing, exporting, and in wholesale and retail businesses.

TRANSFER PROGRAM

Many job opportunities in Interior Design require at least a BA degree. Students can fulfill General Education and lower division Interior Design and Art requirements at Cañada College. Courses must be evaluated by a letter grade, not by the credit (CR) grade. Transfer requirements for a specific four-year college should be discussed with a counselor.

RECOMMENDED TRANSFER PROGRAM INTERIOR DESIGN

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

INTERIOR DESIGN CERTIFICATE Required Core Courses

	Units
ARCH 110 Basic Architectural Drawing	3
ART 201 Form and Composition	3
INTD 115 Introduction to Interior Design	3
INTD 126 Critical Thinking for Interior Designers	3
INTD 128 Design Communication	3
INTD 130 2-D Drawing Skills for Interior Designers	3
INTD 146 Interior Design Graphics	3

INTD 148 Color for Interiors	3
INTD 150 History of Interiors	3
INTD 170 Fabrics for Interiors	3
INTD 362 CAD for Interior Designers	1
INTD 450 Materials and the Consumer	3
Core Total	34

AS DEGREE - INTERIOR DESIGN

Certificate Core Requirements	34
Electives	6
General Education	18
Physical Education	2
Total	60

Suggested Electives

	Units
ART 101 History of Art I	3
ART 102 History of Art II	3
INTD 194 Rendering	1
ART 204 Drawing I	3
BUS. 430 Intro. to Microcomputer Applications, Part I*	1.5
INTD 260 Fundamentals of Lighting	2
INTD 320 Asian Art for Interiors: China and Korea**	1
INTD 321 Asian Art for Interiors: Japan & Southeast Asia**	1
INTD 322 Asian Art for Interiors: Japan, India, & the Philippines**	1
INTD 672 Cooperative Education: Internship	1
INTD 700 NCIDQ Examination Review	1

*meets Computer Literacy requirement for graduation/certificate completion
**the 3-unit Ethnic Studies graduation (AS degree) requirement can be met by completing all three, one-unit Asian Art for Interiors courses

OPTION 1

CERTIFICATE PROGRAM - RESIDENTIAL DESIGN

Interior Design core courses are required (34 units). Any student who has completed units in Interior Design at another college must see his/her counselor regarding courses which may be substituted for some of the core requirement courses.

Required Core Courses

	Units
ART 103 History of Art III	3
INTD 147 Interior Space Planning	3
INTD 180 Contract Design	3
INTD 250 Professional Practices	3
INTD 260 Fundamentals of Lighting	2
INTD 270 Kitchen Design I	3
INTD 271 Bath Design I	3
INTD 330 Interior Architectural Detailing	3
INTD 340 Cabinetry and Furniture Design	3
INTD 356 Residential & Commercial Construction	3
INTD 370 Construction Estimating	3
INTD 464 Codes I: Barrier-Free Design	1.5
Electives (must select from Suggested Electives list below)	1-3
Core Total	34.5-36.5

Suggested Electives

	Units
ART 101 History of Art I	3
ART 102 History of Art II	3
INTD 194 Rendering	1
ART 204 Drawing I	3

BUS. 430 Intro. to Microcomputer Applications, Part I*	1.5
INTD 156 Portfolio Preparation	3
INTD 160 Decorating Finishes	3
INTD 194 Rendering	1
INTD 274 Remodeling Construction	3
INTD 278 Marketing and Salesmanship for Interior Design	3
INTD 320 Asian Art for Interiors: China and Korea**	1
INTD 321 Asian Art for Interiors: Japan & Southeast Asia**	1
INTD 322 Asian Art for Interiors: Japan, India, & the Philippines**	1
INTD 466 Codes II: Building, Fire, & Safety	1.5
INTD 672 Cooperative Education: Internship	1
INTD 700 NCIDQ Examination Review	1

*meets Computer Literacy requirement for graduation/certificate completion
 **the 3-unit Ethnic Studies graduation (AS degree) requirement can be met by completing all three, one-unit Asian Art for Interiors courses

OPTION 2

CERTIFICATE PROGRAM - COMMERCIAL DESIGN

Interior Design core courses are required (34 units). Any student who has completed units in Interior Design at another college must see his/her counselor regarding courses which may be substituted for some of the core requirement courses.

Required Core Courses

	Units
ART 103 History of Art III	3
INTD 147 Interior Space Planning	3
INTD 250 Professional Practices	3
INTD 260 Fundamentals of Lighting	2
INTD 330 Architectural Interior Detailing	3
INTD 340 Cabinetry and Furniture Design	3
INTD 350 Commercial Design I	3
INTD 351 Commercial Design II	3
INTD 356 Residential and Commercial Construction	3
INTD 370 Construction Estimating	3
INTD 464 Codes I: Barrier-Free Design	1.5
Electives (must select from Suggested Electives list below)	3
Core Total	33.5

Suggested Electives

	Units
ART 101 History of Art I	3
ART 102 History of Art II	3
INTD 194 Rendering	1
ART 204 Drawing I	3
BUS. 430 Intro. to Microcomputer Applications, Part I*	1.5
INTD 156 Portfolio Preparation	3
INTD 160 Decorating Finishes	3
INTD 180 Contract Design	3
INTD 194 Rendering	1
INTD 274 Remodeling Construction	3
INTD 278 Marketing and Salesmanship for Interior Design	3
INTD 320 Asian Art for Interiors: China and Korea**	1
INTD 321 Asian Art for Interiors: Japan & Southeast Asia**	1
INTD 322 Asian Art for Interiors: Japan, India, & the Philippines**	1
INTD 466 Codes II: Building, Fire, & Safety	1.5
INTD 672 Cooperative Education: Internship	1
INTD 700 NCIDQ Examination Review	1

*meets Computer Literacy requirement for graduation/certificate completion
 **the 3-unit Ethnic Studies graduation (AS degree) requirement can be met by completing all three, one-unit Asian Art for Interiors courses

OPTION 3

CERTIFICATE PROGRAM - KITCHEN AND BATH DESIGN

Interior Design core courses are required (34 units). Any student who has completed units in Interior Design at another college must see his/her counselor regarding courses which may be substituted for some of the core requirement courses.

Required Core Courses

	Units
INTD 147 Interior Space Planning	3
INTD 270 Kitchen Design I	3
INTD 271 Bath Design I	3
INTD 276 Kitchen Design II	3
INTD 277 Bath Design II	3
INTD 278 Marketing and Salesmanship for Interior Design	3
INTD 330 Interior Architectural Detailing	3
INTD 340 Cabinetry and Furniture Design	3
INTD 370 Construction Estimating	3
INTD 464 Codes I: Barrier-Free Design	1.5
INTD 672 Cooperative Education: Internship	6
Electives (must select from Suggested Electives list below)	1-3
Option 3 Core Total	35.5-37.5

Suggested Electives

	Units
ACTG 100 Accounting Procedures	3
BUS. 430 Intro. to Microcomputer Applications, Part I*	1.5
INTD 156 Portfolio Presentation	3
INTD 194 Rendering	1
INTD 250 Professional Practices	3
INTD 260 Fundamentals of Lighting	2
INTD 274 Remodeling Construction	3
INTD 466 Codes II: Building, Fire, & Safety	1.5
INTD 700 NCIDQ Examination Review	1

*meets Computer Literacy requirement for graduation/certificate completion

OFFICE TECHNOLOGY

See Business/Office Technology

PARALEGAL

The Paralegal Program at Cañada was developed in cooperation with the San Mateo County Bar Association and the San Mateo County Legal Secretaries Association to train personnel to assist attorneys in both civil and criminal matters. Instruction centers on assisting the attorney in interviewing clients and preparing for court appearances, as well as doing legal research and preparing legal documents. Letter grades are recommended for courses specifically required for the student's major.

CAREER OPPORTUNITIES

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

CERTIFICATE PROGRAM - PARALEGAL

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

Required Core Courses

	Units
LEGL 249 Introduction to the Legal System	3
LEGL 250 Legal Research & Writing	3
LEGL 252 Civil Litigation and Trial Preparation	3
LEGL 262 Paralegalism and Legal Ethics	3
Electives (must select from Suggested Electives list below)	15
Core Total	27

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 Preparation	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 Intro. to Microcomputer Applications, Part I	1.5
BUS. 431 Intro. to Microcomputer Applications, Part II	1.5
BUS. 432 Microcomputer Word Processing	1-3

AS DEGREE - PARALEGAL

	Units
Required Core Courses	27
Electives	13
General Education	18
Physical Education	2
Total	60

PHILOSOPHY

Philosophy is a disciplined reflection on the human condition. It can be an analysis and criticism of ideas and statements, or an attempt to synthesize all experience and knowledge, or an exploration of the meaning of life and how best to live it. Critical thinking is developed while examining peoples' responses to fundamental questions.

CAREER OPPORTUNITIES

As a profession, philosophy is virtually limited to those who teach and write it. It provides, however, a basis for a broad liberal arts education, valuable for its own sake, as well as preparation for careers in related professional humanistic or social disciplines. Philosophy serves as good preparation for careers in law, management, publishing, ministry, library science, labor relations, medicine, government administration, educational research and broadcasting, social work, and data processing and information systems.

TRANSFER PROGRAM

Most job opportunities require the minimum of a BA Degree. Students can fulfill General Education and lower division social science and

humanities requirements at Cañada. Courses must be evaluated by a letter grade, not by the credit (CR) grade.

RECOMMENDED TRANSFER PROGRAM - PHILOSOPHY

	Units
*PHIL 100 Introduction to Philosophy	3
PHIL 103 Critical Thinking	3
*PHIL 160 History of Philosophy-Ancient & Medieval	3
*PHIL 175 History of Philosophy-16th to 18th Century	3
*PHIL 190 Contemporary Philosophy	3
*PHIL 200 Introduction to Logic	3
*PHIL 240 Introduction to Ethics	3
PHIL 300 Introduction to World Religions	3
PHIL 310 Philosophy of Religions	3
PHIL 320 Asian Philosophy	3
ANTH 110 Cultural Anthropology	3
Foreign Language	5-10
HIST 100 History of Western Civilization	3
HIST 101 History of Western Civilization	3
PSYC 100 General Psychology	3
<i>*Students completing AA degree in Philosophy and Philosophy transfer majors should complete these courses.</i>	

AA DEGREE - PHILOSOPHY

Students wishing an AA Degree in Philosophy must complete 60 units of lower division college work with a minimum overall grade point average of 2.0. Twenty-one units of General Education, 2 units of Physical Education, and a major are required. The major in Philosophy consists of a minimum of 18 semester units in the specified field of study. A field of study is understood to be a specific subject with such supporting subjects as may properly be used to round out that training in preparation for a major. For students planning to transfer to four-year institutions, fulfillment of lower-division requirements for the institution of their choice will be considered a major.

POLITICAL SCIENCE

Political Science is the study of the theory and practice of government and politics and of learning to be an effective citizen. It explores the process through which a group selects its leaders, determines its policies, reinforces its values, and allocates advantages and disadvantages to its members.

CAREER OPPORTUNITIES

Background in political science and government prepares students for a wide range of careers. Law, foreign service, political office, or positions with government agencies are frequent choices. Other possibilities include legislative aide, lobbyist, budget analyst, city planner, public opinion surveyor, public information officer, campaign aide, operations, or occupational analyst.

TRANSFER PROGRAM

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

RECOMMENDED TRANSFER PROGRAM POLITICAL SCIENCE

	Units
PLSC 103 Critical Thinking	3
*PLSC 130 International Relations or	3
*PLSC 150 Introduction to Political Theory	3
*PLSC 210 American Politics	3
PLSC 310 California State & Local Government	3
ECON 100 Principles of Macro Economics	3
ECON 102 Principles of Micro Economics	3
Foreign Language	5-10
HIST 201 United States History I	3
HIST 202 United States History II	3
HIST 100 History of Western Civilization	3
HIST 101 History of Western Civilization	3
MATH 200 Elementary Probability & Statistics	4
<i>*Students completing AA degree in Political Science and Political Science transfer majors should complete these courses.</i>	

AA DEGREE - POLITICAL SCIENCE

Students wishing an AA degree in Political Science must complete 60 units of lower division college work with a minimum overall grade point average of 2.0. Twenty-one units of General Education, 2 units of Physical Education and a major are required. The major in Political Science consists of a minimum of 18 semester units in the specified field of study. A field of study is understood to be a specific subject with such supporting subjects as may properly be used to round out that training in preparation for a major. For students planning to transfer to four-year institutions, fulfillment of lower-division requirements for the institution of their choice will be considered a major.

PSYCHOLOGY

Psychology, a natural and social science, is concerned with the study of human and animal behavior. While the individual is usually the focal point, as in personality, developmental, clinical and counseling areas, the influence of groups on the individual is also considered. A broad discipline, psychology involves both pure science and practical application to everyday living.

CAREER OPPORTUNITIES

Professional level positions, such as psychologists and counselors, usually require advanced degrees. However, psychology is an excellent preparation for careers as personnel managers, psychometrists, survey designers, psychiatric aides, probation officers, social services directors, mental health workers, drug abuse or employment counselors, or training officers.

TRANSFER PROGRAM

Most job opportunities in psychology require the minimum of a BA degree. Students can fulfill General Education and lower division social science and science requirements at Cañada. Courses must be evaluated by a letter grade, not by the credit (CR) grade.

RECOMMENDED TRANSFER PROGRAM - PSYCHOLOGY

	Units
*PSYC 100 General Psychology	3
*PSYC 106 Psychology of Ethnic Minority Groups	3
*PSYC 110 Marriage and Relationship Choices	3
*PSYC 201 Child Development	3
*PSYC 202 Adolescent Behavior	3

*PSYC 300 Social Psychology	3
PSYC 340 Psychology of Human Sexuality	3
BIOL 110 Principles of Biology	4
MATH 200 Elementary Probability & Statistics	4
<i>*Students completing AA degree in Psychology and Psychology transfer majors should complete these courses.</i>	

AA DEGREE - PSYCHOLOGY

Students wishing an AA degree in Psychology must complete 60 units of lower division college work with a minimum overall grade point average of 2.0. Twenty-one units of General Education, 2 units of Physical Education and a major are required. The major in Psychology consists of a minimum of 18 semester units in the specified field of study. A field of study is understood to be a specific subject with such supporting subjects as may properly be used to round out that training in preparation for a major. For students planning to transfer to four-year institutions, fulfillment of lower-division requirements for the institution of their choice will be considered a major.

SECRETARIAL/CLERICAL

See Business/Office Technology

SOCIAL SCIENCE

The social science designation is used for courses which are concerned with more than one social science or which can be applied to a variety of disciplines. There is no specific degree or transfer program.

SOCIOLOGY

Both a scientific and humanistic discipline, sociology is concerned with the study of systems of social action and their interrelations. It attempts to discover the factors that determine social organization and behavior and promotes an understanding of the social world from personal problems to public issues.

CAREER OPPORTUNITIES

Sociology provides students with career choices that include a social worker, demographer, social ecologist, industrial sociologist, public health statistician, criminologist, public relations consultant, population or public opinion analyst, employment counselor, social research trainee, manpower development specialist, claims examiner, or interviewer.

TRANSFER PROGRAM

Most job opportunities in sociology require the minimum of a BA degree. Students can fulfill General Education and lower division sociology requirements at Cañada. Courses must be evaluated by a letter grade, not by the credit (CR) grade.

RECOMMENDED TRANSFER PROGRAM - SOCIOLOGY

	Units
*SOCI 100 Introduction to Sociology	3
*SOCI 105 Social Problems	3
SOCI 141 Understanding Diverse Racial/Ethnic Cultures**	3
*ANTH 110 Cultural Anthropology	3

ANTH 125 Physical Anthropology	3
ECON 100 Principles of Macro Economics	3
ECON 102 Principles of Micro Economics	3
Foreign Language	5-10
MATH 200 Elementary Probability & Statistics	4
PHIL 175 History of Philosophy: 16th to 18th Century	3
PHIL 190 Contemporary Philosophy	3
*PSYC 100 General Psychology	3
PSYC 110 Marriage & Relationship Choices	3

*Students completing AA degree in Sociology and Sociology transfer majors should complete these courses.

**May be used for major and/or Ethnic Studies requirement.

AA DEGREE - SOCIOLOGY

Students wishing an AA degree in Sociology must complete 60 units of lower division college work with a minimum overall grade point average of 2.0. Twenty-one units of General Education, 2 units of Physical Education, and a major are required. The major in Sociology consists of a minimum of 18 semester units in the specified field of study. A field of study is understood to be a specific subject with such supporting subjects as may properly be used to round out that training in preparation for a major. For students planning to transfer to four-year institutions, fulfillment of lower-division requirements for the institution of their choice will be considered a major.

TRAVEL INDUSTRY CAREERS

The Cañada College Tourism program is designed to prepare students with the job skills required for employment in the travel industry and to provide training for those already in the travel industry who wish to upgrade their skills. In addition to the entry-level courses in Tourism, emphasis is placed on advanced training. Our goal is to provide the travel industry with highly skilled travel professionals who will not require additional on-the-job training to be fully productive. We also encourage those already employed in the travel industry to attend our courses to upgrade their skills and qualify for advancement. Courses specifically required for the student's major must be evaluated by a letter grade, not by the credit (CR) grade.

CAREER OPPORTUNITIES

Airline Sales

Reservations, ticket counter, ramp agents, and general office careers begin here. If your dream is to see the world as an airline employee, you can learn the technical skills--computerized reservations and ticketing, sales skills, and processing of airline forms and ticket stock--required by many airlines.

Leisure Travel Specialist

Prepare for a career in the retail travel industry as a leisure travel specialist. Learn how to counsel clients as they complete their travel planning, to locate and book all travel suppliers world wide, and to specialize in the high-profit yield travel products such as cruises, international tours, hand-tailored vacation itineraries, and unique travel accommodations.

Group Travel Specialist

Career and entrepreneurship opportunities are available as wholesale tour packager, an inbound receptive service operator, or as a group department manager in a retail travel agency. Career opportunities are available also for owning your own tour packaging company, as a group promoter, special interest tour packager, or adventure travel promoter.

Corporate Travel Specialist

Career opportunities are available for persons who wish employable skills as a corporate travel specialist, corporate travel managers, group incentive travel managers, corporate meeting planners, and convention managers.

OPTION 1

CERTIFICATE PROGRAM - TOURISM/AIRLINE SALES Required Core Courses (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 Intro. to Microcomputer Applications, Part I	1.5
BUS. 431 Intro. to Microcomputer Applications, Part II	1.5
BUS. 432 Microcomputer Word Processing	3
Core Total	29

AS DEGREE - TOURISM/AIRLINE SALES

	Units
Certificate Core Requirements	29
Electives (may be any Tourism or Business courses)	11
General Education	18
Physical Education	2
Total	60

OPTION 2

CERTIFICATE PROGRAM - TOURISM/LEISURE TRAVEL SPECIALIST Required Core Courses (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 Intro. to Microcomputer Applications, Part I	1.5
BUS. 431 Intro. to Microcomputer Applications, Part II	1.5
Core Total	32

AS DEGREE - TOURISM/LEISURE TRAVEL SPECIALIST

	Units
Certificate Core Requirements	32
Electives (may be any Tourism or Business courses)	8
General Education	18
Physical Education	2
Total	60

OPTION 3
CERTIFICATE PROGRAM - TOURISM/GROUP TRAVEL
SPECIALIST

Required Core Courses (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 Intro. to Microcomputer Applications, Part I	1.5
BUS. 431 Intro. to Microcomputer Applications, Part II	1.5
Core Total	32

AS DEGREE - TOURISM/GROUP TRAVEL SPECIALIST

	Units
Certificate Core Requirements	32
Electives (may be any Tourism or Business courses)	8
General Education	18
Physical Education	2
Total	60

OPTION 4
CERTIFICATE PROGRAM - TOURISM/CORPORATE TRAVEL
SPECIALIST

Required Core Courses (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 Intro. to Microcomputer Applications, Part I	1.5
BUS. 431 Intro. to Microcomputer Applications, Part II	1.5
Core Total	32

AS DEGREE - TOURISM/CORPORATE TRAVEL
SPECIALIST

	Units
Certificate Core Requirements	32
Electives (may be any Tourism or Business courses)	8
General Education	18
Physical Education	2
Total	60

HUMANITIES DIVISION

Departments

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

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

ART

The Art Department at Cañada College affords a unique experience to the serious student seeking a sound foundation in aesthetics and skill development. The faculty is composed of artist-teachers whose personal sensibilities range from the Classical to the Expressionist. The program has been designed to offer a continuity of study through structured courses based on the life-time experiences of each of the artist-teachers. The ultimate goal of the program is to support each student in the search for a personal form and the development of capabilities by which this form can be manifested.

CAREER OPPORTUNITIES

Arts Administrator, Art Therapist, Art Critic, Art Dealer, Advertising Specialist, Ceramist, Commercial Ceramist, Color Expert, Display Design, Painter, Design Consultant, Gallery Director, Graphic Artist, Photographer, Historian, Illustrator, Jewelry Designer, Printmaker, Merchandising Designer, Teacher, Sculptor, Muralist, Community Artist.

TRANSFER PROGRAM

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

RECOMMENDED TRANSFER PROGRAM - ART

	Units
*ART 101 History of Art I	3
*ART 102 History of Art II	3
*ART 103 History of Art III	3
*ART 201 Form and Composition I	3
*ART 204 Drawing I	3
*ART 221 Painting I	3
Any other ART 200/300 series courses	6-12
<i>*Students completing AA degree in Art and Art transfer majors should complete these courses.</i>	

AA DEGREE - ART

Students wishing an AA degree in Art must complete 60 units of lower division college work with a minimum overall grade point average of 2.0 Twenty-one units of General Education, 2 units of Physical Education, and a major are required. The major in Art consists of a minimum of 18 semester units in the specified field of study. A field

of study is understood to be a specific subject, with such supporting subjects as may properly be used to round out that training in preparation for a major. For students planning to transfer to four-year institutions, fulfillment of lower-division requirements for the institution of their choice will be considered a major.

DRAMA

The Cañada College Drama Department presents a program rich in depth and diversity. Students whether pursuing a career in the theatre arts or simply desiring creative expression will find in the drama department, not only a comprehensive schedule of pertinent courses, but also an extensive opportunity to put their developing knowledge and talent to work in performing on stage, in technical work, or in both. Because the department usually produces eight plays during the year, a student has the opportunity to work with at least three different directors and in plays ranging from comedy to heavily dramatic works.

The Cañada Drama Department can point with satisfaction to a significant and steadily growing number of its former students who go on to professional stage, movie, and television work performing, producing, and technical and also to the many gratified amateurs.

It should be emphasized that the drama program is designed for students of all levels of experience beginning, intermediate, and advanced.

CAREER OPPORTUNITIES

Actor, Actress, Agent, Costume Specialist, Critic, Floor Manager, Lighting Designer, Make-up Artist, Motion Picture Narrator, Musical Director, Playwright, Producer, Programmer, Publicity Specialist, Radio/TV Announcer, Scenic Designer, Set Builder, Sound Effects Technician, Stage Hand, Story Teller, Teacher, Theatre Manager.

TRANSFER PROGRAM

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

RECOMMENDED TRANSFER PROGRAM - DRAMA

	Units
DRAM 101 History of Theatre I	3
DRAM 102 History of Theatre II	3
DRAM 140 Introduction to Theatre	3
DRAM 200 Fundamentals of Acting	3
DRAM 201 Principles of Acting I	3
DRAM 202 Principles of Acting II	3
DRAM 203 Principles of Acting III	3
DRAM 208 Acting Practicum I	1-2
DRAM 209 Acting Practicum II	1-2
DRAM 210 Acting Practicum III	1-2
DRAM 211 Acting Practicum IV	1-2
DRAM 300 Play Production	1
DRAM 305 Technical Production	1

AA DEGREE - DRAMA

Students wishing an AA degree in Drama must complete 60 units of lower division college work with a minimum overall grade point average of 2.0 Twenty-one units of General Education, 2 units of Physical Education, and a major are required. The major in Drama consists of a minimum of 18 semester units in the specified field of

study. A field of study is understood to be a specific subject, with such supporting subjects as may properly be used to round out that training in preparation for a major. For students planning to transfer to four-year institutions, fulfillment of lower-division requirements for the institution of their choice will be considered a major. *The minimum of 18 units should be selected from the RECOMMENDED TRANSFER PROGRAM.*

ENGLISH

The English Department at Cañada College offers a faculty whose special fields range from medieval to modern and from Asian to American, who are published writers, and who are, above all, dedicated and accomplished teachers. Courses offered cover English, European, Russian, American, Mexican-American, and Native-American literature; English and American language; expository and creative writing; critical and analytical reading. A major in English equips the student with a wide variety of intellectual skills and prepares him for many correlated career opportunities.

CAREER OPPORTUNITIES

Advertising Person, Business Administrator, Civil Servant, Columnist/Journalist, Contract Specialist, Editor, Information Specialist, Insurance Examiner, Interpreter, Lawyer, Legislative Assistant, Lexicographer, Librarian, Manager, Methods Analyst, Program Developer, Public Relations Person, Publisher, Researcher, Teacher, Technical Writer, Writing Consultant.

TRANSFER PROGRAM

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

RECOMMENDED TRANSFER PROGRAM - ENGLISH

	Units
*ENGL 100 Reading and Composition	3
*ENGL 110 Composition and Literature	3
*ENGL 165 Advanced Composition	3
*Literature courses	9-15
Foreign Language	5-10
HIST 100 History of Western Civilization I	3
HIST 101 History of Western Civilization II	3
PHIL 100 Introduction to Philosophy	3

**Students completing AA degree in English and English transfer majors should complete these courses.*

AA DEGREE - ENGLISH

Students wishing an AA degree in English must complete 60 units of lower division college work with a minimum overall grade point average of 2.0 Twenty-one units of General Education, 2 units of Physical Education, and a major are required. The major in English consists of a minimum of 18 semester units in the specified field of study. A field of study is understood to be a specific subject, with such supporting subjects as may properly be used to round out that training in preparation for a major. For students planning to transfer to four-year institutions, fulfillment of lower-division requirements for the institution of their choice will be considered a major.

FOREIGN LANGUAGE

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

CAREER OPPORTUNITIES

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

TRANSFER PROGRAM

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

RECOMMENDED TRANSFER PROGRAM - FOREIGN LANGUAGE

	Units
Foreign Language*	18-24
HIST 100 History of Western Civilization	3
PHIL 100 Introduction to Philosophy	3
ART 102 History of Art II	
or	
ART 103 History of Art III	3

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

AA DEGREE - FOREIGN LANGUAGE

Students wishing an AA degree in Foreign Language must complete 60 units of lower division college work with a minimum overall grade point average of 2.0 Twenty-one units of General Education, 2 units of Physical Education, and a major are required. The major in Foreign Language consists of a minimum of 18 semester units in the specified field of study. A field of study is understood to be a specific subject, with such supporting subjects as may properly be used to round out that training in preparation for a major. For students planning to transfer to four-year institutions, fulfillment of lower-division requirements for the institution of their choice will be considered a major. *The minimum of 18 units should be selected from the RECOMMENDED TRANSFER PROGRAM.*

MUSIC

"In a world of political, economic, and personal disintegration, music is not a luxury but a necessity, not simply because it is therapeutic nor because it is the universal language, but because it is the persistent focus of man's intelligence, aspiration, and good will." -Robert Shaw.

The Music Department at Cañada College, through its outstanding faculty, places strong emphasis upon performance, both individual and group. At the same time, the department offers the general student

enhanced understanding and appreciation of all forms of music. Through this two-fold approach, the department's purpose becomes clear: to promote excellence in all aspects of music performance and academic course work, to provide basic preparation for careers in music, and to promote interest in all musical and artistic endeavors at the college and in the Bay Area community.

CAREER OPPORTUNITIES

Conductor, Choir Director, Soloist, Music Therapist, Teacher, Music Librarian, Composer, Nightclub Entertainer, Popular Singer, Opera Singer, Recreation Specialist, Arranger, Instrumentalist, Critic, Accompanist, Minister of Music, Professional Manager, Symphony Orchestra Member, Music Publisher, Music Producer, Movie/TV/Radio Music Director, Lyricist.

TRANSFER PROGRAM

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

RECOMMENDED TRANSFER PROGRAM - MUSIC

	Units
MUS. 101 Musicianship I	2
MUS. 102 Musicianship II	2
MUS. 131 Harmony I	3
MUS. 132 Harmony II	3
MUS. 202 Music Appreciation	3
MUS. 496 Musical Recitals	2
Applied Music classes	4
Performance classes	8

All music majors should include four semesters of piano or keyboard harmony in addition to the above.

AA DEGREE - MUSIC

Students wishing an AA degree in Music must complete 60 units of lower division college work with a minimum overall grade point average of 2.0. Twenty-one units of General Education, 2 units of Physical Education, and a major are required. The major in Music consists of a minimum of 18 semester units in the specified field of study. A field of study is understood to be a specific subject, with such supporting subjects as may properly be used to round out that training in preparation for a major. For students planning to transfer to four-year institutions, fulfillment of lower-division requirements for the institution of their choice will be considered a major. *The minimum of 18 units should be selected from the RECOMMENDED TRANSFER PROGRAM.*

SPEECH

The Speech Department at Cañada College offers classes in the two primary forms of verbal communication: public address (rhetoric), and conversation or private discourse (dialectic). The department also offers a course in Oral Interpretation of Literature (reading aloud from the printed page), which, though concerned with neither rhetoric nor dialectic, is closely related to both of those forms of verbal address. The instructors in this department emphasize the necessity of strong and logically structured argument, at the same time recognizing the primacy of humane and empathetic elements in human communication. Speech classes at Cañada College are designed to encourage students to

understand and use the traditional elements and devices of good speaking, while learning how to apply that understanding to their personal speaking styles.

CAREER OPPORTUNITIES

Consultant, Communications Researcher, Radio/TV Announcer, Copy Editor, Interviewer, Columnist, Editorial Writer, Speech Writer, News Analyst, Script Editor, Public Affairs Manager, Playwright, Marketing Field Director, Media Specialist, Legislative Assistant, Journalist, Editorial Assistant, Proof Reader, Public Information Specialist, Lawyer, Teacher.

TRANSFER PROGRAM

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

RECOMMENDED TRANSFER PROGRAM - SPEECH

	Units
SPCH 100 Fundamentals of Speech	3
SPCH 111 Oral Interpretation	3
SPCH 120 Interpersonal Communication	3
ENGL 100 Reading and Composition	3
ENGL 110 Composition and Literature	3
PSYC 100 General Psychology	3
SOCI 100 Introduction to Sociology	3
ANTH 110 Cultural Anthropology	3

AA DEGREE - SPEECH

Students wishing an AA degree in Speech must complete 60 units of lower division college work with a minimum overall grade point average of 2.0. Twenty-one units of General Education, 2 units of Physical Education, and a major are required. The major in Speech consists of a minimum of 18 semester units in the specified field of study. A field of study is understood to be a specific subject, with such supporting subjects as may properly be used to round out that training in preparation for a major. For students planning to transfer to four-year institutions, fulfillment of lower-division requirements for the institution of their choice will be considered a major. *The minimum of 18 units should be selected from the RECOMMENDED TRANSFER PROGRAM.*

ANNOUNCEMENT OF COURSES

All courses and curricula listed in this catalog will not necessarily be offered during 1995-1996. Courses are offered at the College's discretion in accord with its determination of educational needs and available resources. Courses may be added, cancelled, or combined when circumstances warrant.

PREREQUISITES & COREQUISITES

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 prerequisite for French 120. A *corequisite* 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 corequisite.

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 corequisite 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.

Course Prerequisites

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

BASIC SKILL ADVISORIES SYSTEM

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.

Open Curriculum

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

Recommended Basic Skill Levels can be summarized as follows:

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

Level 1

If a course has the designation Level: 1, students need to demonstrate ability to read and write at the 9th grade level.

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

ENGL 801 (3 units) and READ 801 (3 units) *or*
 ENGL 804 (4 units) *or*
 ESL 844 (4 units) and ESL 864 (4 units)

Level 2

If a course is designated LEVEL: 2, students need to demonstrate ability to read and write at the 11th grade level.

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

READ 802 (3 units) and ENGL 800 (3 units) *or*

Level 3

If a course is designated LEVEL: 3, students need to demonstrate ability to read and write at the college level.

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

READ 420 (3 units) and ENGL 100*

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

Math 2 (M2)

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

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

Math 3 (M3)

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

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

Math 4 (M4)

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

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

Math 5 (M5)

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

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

Math 6 (M6)

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

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

Math 7 (M7)

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

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

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

CREDIT VALUE

The credit value of each course in semester units is indicated just under the title. A semester unit of credit is equivalent to one hour of the student's time per week in lecture at the College throughout one semester, together with the time necessary in preparation thereof, and three hours per week in a laboratory or activity course.

CALIFORNIA ARTICULATION NUMBER (CAN)

The California Articulation Number identifies some of the transferable lower division, introductory courses commonly taught within each academic discipline on college campuses. The system assures students that CAN courses on one participating campus will be accepted in lieu of the comparable CAN course on another participating campus. Counselors will provide interested students with a list of participating institutions.

The CAN system is designed to facilitate student transfer between and among public institutions of higher education in the State of California. CAN numbers are listed parenthetically after the course descriptions in the listing of courses.

The following courses have been approved for all instructional departments:

670 COOPERATIVE EDUCATION/WORK EXPERIENCE

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

Basic Skills Level: 1

Prerequisites: Enrollment in 7 units, including Cooperative Education and a job or volunteer work site.

Description: College credit can be earned by students who are employed or on volunteer assignments. The job/volunteer assignment must be related to the student's major or occupational goals. Students learn to set measurable objectives for improving their skills and job performance. May be repeated for credit up to 16 units. Transfer: CSU.

672 COOPERATIVE EDUCATION: INTERNSHIP

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

Basic Skills Level: 1

Prerequisites: Enrollment in 7 units, including Cooperative Education and a minimum of 12 completed units in the occupational discipline.

Description: Students may enroll in a volunteer, cooperative internship to apply skills learned from classroom instruction at a supervised work site. The internship must be supervised by a job supervisor and an instructor from the chosen occupational discipline. May be repeated for credit up to 16 units.

680 SELECTED TOPICS

Units (Grade Option) 0.5-3
Class Hours By Arrangement

Basic Skills Level: 1

Prerequisites: None

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

682 TRAVEL-STUDY COURSES

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

Basic Skills Level: 1

Prerequisites: None

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

690 RESEARCH PROJECTS

Units 1-3

Class Hours By Arrangement

Basic Skills Level: 1

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

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

695 INDEPENDENT STUDY

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

Class Hours By Arrangement

Basic Skills Level: 1

Prerequisites: None

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

699 INDEPENDENT SUPERVISED LEARNING LABORATORY

Units 0

Class Hours By Arrangement

Basic Skills Level: Same as concurrent course.

Prerequisites: Student must remain concurrently enrolled in course in which projects are assigned.

Description: This course provides supplemental practice and/or instruction in a specific discipline on an optional basis. Projects are assigned in courses of concurrent enrollment. General consultation and supervision are provided by the faculty member in charge.

880 OTHER SELECTED TOPICS

Units (Grade Option) 0.5-3

Class Hours By Arrangement

Basic Skills Level: 1

Prerequisites: None

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

ACCOUNTING

ACTG 100 ACCOUNTING PROCEDURES

Units (Grade Option) 3

Class Hours 3 lecture hours/week

Basic Skills Level: 1, M2

Prerequisites: BUS. 110 or 115

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

ACTG 121 FINANCIAL ACCOUNTING (CAN BUS 2)

Units 4-5

Class Hours 4-5 lecture hours/week

Basic Skills Level: 1, M2

Prerequisites: None

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

ACTG 131 MANAGERIAL ACCOUNTING (CAN BUS 4)

Units 4-5

Class Hours 4-5 lecture hours/week

Basic Skills Level: 1

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

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

ACTG 133 INTRODUCTION TO SPREADSHEETS FOR MANAGERIAL ACCOUNTING

Units (Grade Option) 1

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

Basic Skills Level: 1, M3

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.

ACTG 171 INDIVIDUAL INCOME TAX PROCEDURES

Units (Grade Option) 3

Class Hours 3 lecture hours/week

Basic Skills Level: 1

Prerequisites: None

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

ACTG 180 PAYROLL AND BUSINESS TAXES

Units (Grade Option) 1.5

Class Hours 1.5 lecture hours/week

Basic Skills Level: 1

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

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

ACTG 190 INTRODUCTION TO COMPUTERIZED ACCOUNTING

Units (Grade Option) 1.5

Class Hours 1.5 lecture/2 by arrangement hours/week

Basic Skills Level: 1

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

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

ACTG 192 ADVANCED COMPUTERIZED ACCOUNTING

Units (Grade Option) 1.5

Class Hours 1.5 lecture/2 by arrangement hours/week

Basic Skills Level: 1

Prerequisites: ACTG 190

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

ANATOMY

ANAT 250 ANATOMY (CAN BIOL 10)

Units 4

Class Hours 3 lecture, 3 lab hours/week

Basic Skills Level: 1

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

Corequisites: Concurrent enrollment in BIOL 699

Description: Structure of the human body as demonstrated through laboratory study and dissection of the human cadaver. Intended for students in nursing, physiotherapy, hygiene and physical education. Elective for pre-dental, premedical and pre-veterinarian students. Appropriate refresher for Allied Health personnel. Transfer: CSU, UC.

ANTHROPOLOGY

ANTH 105 PEOPLES AND CULTURES OF THE WORLD

Units (Grade Option) 3

Class Hours 3 lecture hours/week

Basic Skills Level: 1

Prerequisites: None

Description: This course is a comparative study of the Eskimo, Bushman of Africa, Mountain People of New Guinea, Pygmy, Yanomamo of Brazil, Peoples of Micronesia. Students will also compare and contrast people of other cultures of the non-industrialized world. Transfer: CSU, UC.

ANTH 110 CULTURAL ANTHROPOLOGY (CAN ANTH 4)

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

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

ANTH 125 PHYSICAL ANTHROPOLOGY (CAN ANTH 2)

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

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

ANTH 360 INDIANS OF NORTH AMERICA

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

Description: This course is an overview of life-ways of North American Indian cultures in different geographical areas of North America. Emphasis is placed on cross-cultural comparisons of cultural and social phenomena including religious and world view systems, subsistence systems, and political systems. (Fulfills Ethnic Studies Requirement) Transfer: CSU, UC.

ANTH 370 PRE-COLUMBIAN PEOPLES AND CULTURES OF MEXICO AND CENTRAL AMERICA

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

Description: This course is a comparison of middle American civilization as developed through cultures such as Olmec, Zapotec, Mixtec, Maya, Toltec, and Aztec. Emphasis is placed on the analysis and evaluation of the developing Middle America, the impact of the Spanish conquest, the emergence of the mestizo, and the cultural influences still present. (Fulfills Ethnic Studies requirement.) Transfer: CSU, UC.

ANTH 400 ANTHROPOLOGICAL THEORIES OF AMERICAN CULTURE

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

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

ARCHITECTURE**ARCH 110 BASIC ARCHITECTURAL DRAWING**

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

Description: Beginning program of planning and design for the family dwelling. Emphasis on architectural blueprint reading, floor plan design, home orientation, construction, local building codes, sketching and instrument drawing.

ART**ART 101 HISTORY OF ART I (CAN ART 2)**

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

Corequisites: Concurrent enrollment in HUM. 699

Description: This course is a survey of the historical development of the visual arts from prehistory to the end of the middle ages, with an emphasis on architecture and sculpture. Themes to be developed include the discovery of materials and techniques, the evolution of architectural principles, conceptualism, idealism vs. realism, how religious values are reflected in art, and the political uses of art. Transfer: CSU, UC.

ART 102 HISTORY OF ART II

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

Corequisites: Concurrent enrollment in HUM. 699

Description: This course is a survey of the historical development of the visual arts from the Proto-Renaissance to the end of the 17th century, with an emphasis on painting. Themes to be developed include classical revival, a comparison of Renaissance style north and south of the Alps, a comparison of Renaissance style among the important art centers of Italy, humanism, the influence of the Reformation, the evolution of perspective, the evolution of the nude figure, and lives of the artists. Transfer: CSU, UC.

ART 103 HISTORY OF ART III

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

Corequisites: Concurrent enrollment in HUM. 699

Description: This course is a survey of the historical development of the visual arts from the 18th century to the present, with an emphasis on painting. Themes to be developed include: art and revolution, historicism, the impact of industrialization and urbanism on the arts, the democratization of art, a comparison of official and avant-garde art, art criticism, the influence of photography, the relationships between American and European art, new materials and techniques, lives of the artists. Transfer: CSU, UC.

ART 201 FORM AND COMPOSITION I

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

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

ART 202 FORM AND COMPOSITION II

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

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

ART 204 DRAWING I (CAN ART 8)

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

Description: This fundamental course in drawing emphasizes perception development through specific drawing exercises to develop an orderly approach, a disciplined perception, and an increased attention span. Dry media, pencil, charcoal and Conte crayon are used. Transfer: CSU, UC.

ART 205 DRAWING II

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

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

ART 206 FIGURE DRAWING AND PORTRAITURE

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

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

ART 207 LIFE DRAWING (CAN ART 24)

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

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

ART 214 COLOR

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

Description: Consideration of color, theory, and practice. Relation-

ship of color and form as applied to contemporary painting and design. Transfer: CSU, UC.

ART 221 PAINTING I (CAN ART 10)

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

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

ART 222 PAINTING II

Units (Grade Option) 3
Class Hours 3 lecture/3 lab hours/week
Basic Skills Level: OC
Prerequisites: ART 221

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

ART 229 LANDSCAPE PAINTING

Units (Grade Option) 2
Class Hours 1.5 lecture/1.5 lab hours/week
Basic Skills Level: OC
Prerequisites: ART 201 or ART 204 or equivalent

Description: This is a studio course in painting, with emphasis on working outdoors directly from nature. Students will study the basics of composition, color, light, and manipulation of space as pertains to the landscape. May be repeated up to three times for credit. Transfer: CSU, UC.

ART 231 WATER COLOR I

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

Description: Study of transparent and opaque watercolor technique applied to landscape, figure, and still life. Both basic and experimental techniques will be emphasized. Field trips may be required. Transfer: CSU, UC.

ART 232 WATER COLOR II

Units (Grade Option) 3
Class Hours 3 lecture hours/week
Basic Skills Level: OC
Prerequisites: ART 231

Description: Advanced study of transparent and opaque watercolor techniques applied to landscape, figure and still life. Both basic and experimental techniques will be emphasized. Field trips may be required. Transfer: CSU, UC.

ART 234 PRINTMAKING I

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

Description: Introduction to printmaking, involving processes of relief printing and intaglio. Transfer: CSU, UC.

ART 235 PRINTMAKING II

Units (Grade Option) 3

Class Hours 3 lecture/3 lab hours/week

Basic Skills Level: OC

Prerequisites: ART 234

Description: The student will choose from the types of printing listed in ART 234 for concentrated work. Transfer: CSU, UC.

ART 301 DESIGN

Units (Grade Option) 3

Class Hours 3 lecture/3 lab hours/week

Basic Skills Level: OC

Prerequisites: None

Description: This course presents the fundamentals of non-objective two-dimensional organization through the use of concept (idea) as the point of departure. The separate and combined use of line, shape, color, texture, and space organization will be exploited in the course projects. Transfer: CSU, UC.

ART 303 COLOR DESIGN

Units (Grade Option) 3

Class Hours 3 lecture/3 lab hours/week

Basic Skills Level: OC

Prerequisites: ART 214 or ART 301

Description: This course is designed for the student who wishes to deal with the basic concepts of color and/or design beyond the primary level in a series of personalized projects. ART 303 may replace ART 222 for students emphasizing applied design. May be repeated up to three times for credit. Transfer: CSU, UC.

ART 314 GRAPHIC ARTS AND LAYOUT ON THE MACINTOSH

Units (Grade Option) 3

Class Hours 3 lecture/3 lab hours/week

Basic Skills Level: 1

Prerequisites: None

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

ART 320 PERSPECTIVE

Units 3

Class Hours 3 lecture hours/week

Basic Skills Level: OC

Prerequisites: None

Description: Development of skills in freehand perspective applied to Fine Art and Commercial Art areas. Problems will involve one and two point perspective, and reverse and creative perspective. Not offered as a substitute for mechanical or architectural drafting. Transfer: CSU, UC.

ART 351 BASIC BLACK AND WHITE PHOTOGRAPHY (CAN ART 18)

Units 3

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

Basic Skills Level: OC

Prerequisites: ART 356 or equivalent.

Description: An introductory course in black and white photography.

Ownership of a 35mm camera and basic understanding of its controls are a prerequisite. Students will learn to develop and print their own black and white film. Students must supply their own 35mm camera, film, and paper. Transfer: CSU, UC.

ART 356 INTRODUCTION TO 35mm PHOTOGRAPHY

Units (Grade Option) 1

Class Hours 3 lecture hours/week for 6 weeks

Basic Skills Level: 1

Prerequisites: None

Description: An introductory course in the use and handling of 35mm cameras and their related accessories. The course will present a thorough analysis of the operation of 35mm cameras, including f/stops, shutter speeds, interchangeable lenses, films available, and accessories for better photographs. Although no previous knowledge of cameras is necessary, students will need to have access to a 35mm adjustable camera to complete the required assignments. Transfer: CSU.

ART 357 INTRODUCTION TO COLOR PHOTOGRAPHY

Units (Grade Option) 1

Class Hours 3 lecture hours/week for 6 weeks

Basic Skills Level: 1

Prerequisites: ART 356

Description: The course investigates the ingredient COLOR in its relationship to both photographic visualization and composition, exploring how color photographic materials "work" and how they translate reality into a final image. Students will need to have access to a 35mm adjustable camera to complete the required assignments. Transfer: CSU.

ART 359 INTRODUCTION TO PHOTOGRAPHIC COMPOSITION

Units (Grade Option) 1

Class Hours 3 lecture hours/week for 6 weeks

Basic Skills Level: 1

Prerequisites: ART 356

Description: Photographic composition will be studied to give photographers an understanding of the basic principles of design and visualization as they pertain to the field of photography. Both established masters in the medium and work submitted by students will be analyzed. Students will need to have access to a 35mm adjustable camera and possess understanding of camera operations to complete class assignments. Transfer: CSU.

ASTRONOMY**ASTR 100 INTRODUCTION TO ASTRONOMY**

Units (Grade Option) 3

Class Hours 3 lecture hours/week

Basic Skills Level: 1

Prerequisites: None

Corequisites: Concurrent enrollment in ASTR 699

Description: Survey of modern astronomy, including the study of the planets, stars and galaxies. Emphasis on the place of man in the universe and the possibilities of life on other worlds. Quasars, pulsars, black holes, the space program, and the beginning and the end of the universe will also be discussed. Transfer: CSU, UC.

ASTR 101 ASTRONOMY LABORATORY

Units (Grade Option) 1

Class Hours 3 lab hours/week

Basic Skills Level: 1, M4

Prerequisites: Completion of or concurrent enrollment in ASTR 100
 Description: This course introduces techniques of investigation and problem solving in astronomy as a means of understanding the universe and man's place in the universe. The identification of constellations, planets, stars and features of the moon; the use of telescopes to locate and identify double stars, galaxies, clusters and nebulae; the use of astronomical computer software to locate and demonstrate the movement of astronomical objects will be covered. Transfer: CSU, UC.

BIOLOGY

BIOL 100 INTRODUCTION TO THE LIFE SCIENCES

Units (Grade Option) 3
 Class Hours 3 lecture hours/week
 Basic Skills Level: 1
 Prerequisites: None
 Description: Study of the nature of the physical and chemical aspects of life, the concepts of cellular biology, life as it exists on earth today, plant and animal interrelationships and interdependencies, and the role of humans in the world of living things. Transfer: CSU, UC.

BIOL 110 PRINCIPLES OF BIOLOGY

Units 4
 Class Hours 3 lecture, 3 lab hours/week
 Basic Skills Level: 1
 Prerequisites: None
 Description: Biology 110 is an introductory lecture/lab course designed for the non-biological sciences major and recommended for the lab science transfer requirement. Emphasis is placed on the importance of understanding biological principles in the modern world. This course includes the following basic principles, stressing their applicability to all five biological kingdoms: biological perspective and thought; history, development, and methods of study; organisms and their environments, structure, interactions, energy exchange and life processes; continuity through time, reproduction, heredity, diversification and evolution. Transfer: CSU, UC.

BIOL 111 NATURE STUDY

Units 3
 Class Hours 2 lecture, 3 lab/week
 Basic Skills Level: 1
 Prerequisites: None
 Description: Study of common plants and animals of the Bay Area. Emphasis on identification of common organisms and study of their natural history and distribution in this area. Transfer: CSU.

BIOL 130 HUMAN BIOLOGY

Units 3
 Class Hours 3 lecture hours/week
 Basic Skills Level: 1
 Prerequisites: None
 Description: Study of biological principles utilizing the human body as a model. Emphasis on major body systems of the human as well as topics of heredity and human development. Transfer: CSU, UC.

BIOL 225 BIOLOGY OF ORGANISMS

Units 5
 Class Hours 3 lecture/6 Lab hours/week
 Basic Skills Level: 2
 Prerequisites: BIOL 110 or high school biology with a grade of B or better

Description: This course is designed for biology majors and will emphasize the classification and bio-diversity of living organisms. The study includes the structure and function of advanced plants and vertebrate animals. Emphasis will also be placed on the ecology of populations and biotic communities in today's world. Transfer: CSU, UC.

BIOL 230 INTRODUCTION TO CELL BIOLOGY

Units 4
 Class Hours 3 lecture/3 lab hours/week
 Basic Skills Level: 2
 Prerequisites: Biol 110 with a grade of C or better, or high school biology with a grade of B or better; and Chem 192, 210, 220 or equivalent.
 Description: This course is designed for biology majors and is an introduction to life functions at the cellular level. The course encompasses both the cellular level of structure and the macromolecular architecture of the cell, the functional processes of cellular energetics, chemical regulation, photochemical activities, molecular genetics, recombinant DNA, and genetic engineering. Transfer: CSU, UC.

BIOL 240 GENERAL MICROBIOLOGY (CAN BIOL 14)

Units 4
 Class Hours 3 lecture/3 lab hours/week
 Basic Skills Level: 1
 Prerequisites: CHEM 192, 210 or 410 or equivalent and either BIOL 110 or 130 or equivalent.
 Description: This course deals with an introduction to microbial life in nature, the molecular and biochemical characteristics of microorganisms, and the techniques and procedures used by microbiologists. Emphasis is placed on those microbes that play an important role in human daily life, especially those that cause disease. Laboratory emphasizes isolation, cultivation and identification of bacteria. Transfer: CSU, UC.

BIOL 310 NUTRITION (CAN H EC 2)

Units (Grade Option) 3
 Class Hours 3 lecture hours/week
 Basic Skills Level: 1
 Prerequisites: None
 Description: This course is an overview of scientific principles of nutrition and interrelationships of metabolism, nutritional requirements through life cycles, and health hazards of nutritional imbalance. Emphasis is placed on evaluating the nutritional content of foods, analyzing diets and food advertising, and learning to use scientifically recognized nutrition references and consumer information publications. Transfer: CSU, UC.

BIOL 312 NUTRITION IN HEALTH AND DISEASE

Units (Grade Option) 3
 Class Hours 3 lecture hours/week
 Basic Skills Level: 1
 Prerequisites: BIOL 310
 Description: This course is an introduction to metabolic disorders of human body systems that require dietary modifications. Topics include medical and dietary problems of the circulatory, bony skeleton, endocrine, excretory, reproductive systems, and their implications for optimum health. Cancer, inborn errors of metabolism, and natural food toxins will be discussed also. Medical terminology is emphasized. Transfer: CSU.

BIOL 890 INTRODUCTION TO BIOLOGY CONTENT BASED PROGRAM

Units (Grade Option) 3

Class Hours 3 lecture hours/week

Basic Skills Level: OC

Prerequisites: None

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

BOTANY**BOTY 112 NATIVE PLANTS**

Units (Grade Option) 3

Class Hours 2 lecture, 3 lab hours/week

Basic Skills Level: 1

Prerequisites: None

Description: Study of the native ferns, trees, shrubs and wild flowers of San Mateo County. Mainly field work, designed to allow the student to acquire skills in collection and identification of the flora of any region. Transfer: CSU.

BOTY 145 PLANTS AND MAN

Units 3

Class Hours 3 lecture hours/week

Basic Skills Level: 1

Prerequisites: None

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

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

Units (Grade Option) 3

Class Hours 3 lecture hours/week

Basic Skills Level: 1

Prerequisites: None

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

BUS. 101 HUMAN RELATIONS IN BUSINESS

Units (Grade Option) 3

Class Hours 3 lecture hours/week

Basic Skills Level: 1

Prerequisites: None

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

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

Units 3

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

Basic Skills Level: 1

Prerequisites: None

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

BUS. 104 SUCCESSFUL WORK RELATIONSHIPS

Units (Grade Option) 1-3

Class Hours 1-3 lecture hours/week

Basic Skills Level: 1

Prerequisites: None

Description: This course is an overview of the skills needed to successfully work with others in the business environment. Other topics included are self-image, self-management, prejudice, cultural differences and similarities, work ethics, time management, and working with international clients. Transfer: CSU.

BUS. 110 BUSINESS ARITHMETIC

Units (Grade Option) 3

Class Hours 3 lecture hours/week

Basic Skills Level: OC

Prerequisites: None

Description: This course is a review of the basic arithmetic skills--addition, subtraction, multiplication, division, fractions, and decimals. Problem-solving skills will be developed using basic arithmetic operations as applied to business problems. Units do not apply toward AA/AS degree.

BUS. 115 BUSINESS MATHEMATICS

Units (Grade Option) 3

Class Hours 3 lecture hours/week

Basic Skills Level: 1, M2

Prerequisites: BUS. 110 with grade of C or better

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

BUS. 129 CALCULATING MACHINES

Units (Grade Option) 1

Class Hours 1 lecture hour/week

Basic Skills Level: 1, M3

Prerequisites: None

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

BUS. 131 MONEY MANAGEMENT

Units (Grade Option) 3

Class Hours 3 lecture hours/week

Basic Skills Level: 1

Prerequisites: None

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

BUS. 150 SMALL BUSINESS MANAGEMENT

Units (Grade Option) 3

Class Hours 3 lecture hours/week

Basic Skills Level: 1

Prerequisites: BUS. 100 or previous business experience

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

Transfer: CSU.

BUS. 155 SMALL BUSINESS PROBLEM SOLVING

Units (Credit/No Credit) 0.5

Class Hours By Arrangement (8 lecture hours total)

Basic Skills Level: 1

Prerequisites: None

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

Transfer: CSU.

BUS. 180 MARKETING

Units (Grade Option) 3

Class Hours 3 lecture hours/week

Basic Skills Level: 1

Prerequisites: None

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

BUS. 201 BUSINESS LAW (CAN BUS 12)

Units (Grade Option) 3

Class Hours 3 lecture hours/week

Basic Skills Level: 1

Prerequisites: None

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

BUS. 400 BUSINESS ENGLISH

Units (Grade Option) 1-3

Class Hours 1-3 lecture hours/week

Basic Skills Level: 1

Prerequisites: None

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

BUS. 401 BUSINESS COMMUNICATIONS

Units (Grade Option) 3

Class Hours 3 lecture hours/week

Basic Skills Level: 1

Prerequisites: BUS. 400

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

BUS. 402 MACHINE TRANSCRIPTION

Units (Grade Option) 1-3

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

Basic Skills Level: 1

Prerequisites: BUS. 400 and BUS. 415 or equivalent

Description: This course is an overview of the microcomputer and WordPerfect software used for transcribing machine-dictated letters, memos, reports, and other business documents. Proper formatting techniques for business documents are included also. Concurrent enrollment in Bus. 432 is recommended. Open entry/Open exit. May be repeated for credit up to 3 units. Transfer: CSU.

BUS. 403 LETTER FORMATS

Units (Grade Option) 1-3

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

Basic Skills Level: 1

Prerequisites: BUS. 430 and Bus. 415 or equivalent

Description: In this course students will achieve skills in producing computer-generated business letters, memos, and tables in preferred styles/formats using WordPerfect software. How to use the special features of WordPerfect software will be included also. Open entry/open exit. May be repeated for credit up to 3 units. Transfer: CSU.

BUS. 404 REPORT FORMATS

Units (Grade Option) 1-3

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

Basic Skills Level: 1

Prerequisites: BUS. 430 and BUS. 415 or equivalent

Description: In this course students will develop skills in producing computer-generated business reports and reports for college courses in preferred styles/formats using WordPerfect. Special features of WordPerfect software are included also. Open entry/open exit. May be repeated for credit up to 3 units. Transfer: CSU.

BUS. 405 SKILL BUILDING

Units (Credit/No Credit) 1-3

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

Basic Skills Level: 1

Prerequisites: BUS. 415 or equivalent

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

BUS. 410 OFFICE INTERNSHIP

Units (Grade Option) 3

Class Hours 2 lecture/3 lab hours/week

Basic Skills Level: 1

Prerequisites: BUS. 110, 400, 402 or 403, and BUS. 431 or 441

Description: In this course students will apply office skills learned in previous courses doing on-the-job type applications by producing documents in the student-operated document center. Students will analyze technological procedures used in the electronic office. Transfer: CSU.

BUS. 415 COMPUTER KEYBOARDING

Units (Grade Option) 3

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

Basic Skills Level: 1

Prerequisites: None

Description: This course is an overview of correct keyboarding

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

BUS. 416 OFFICE SKILLS AND PROCEDURES

Units (Grade Option) 3

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

Basic Skills Level: 1

Prerequisites: BUS. 415 or 40 wpm

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

BUS. 425 BASIC DOS

Units (Grade Option) 1.5

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

Basic Skills Level: 1

Prerequisites: BUS. 415, 430, 431 or equivalent

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

BUS. 426 ADVANCED DOS

Units (Grade Option) 1.5

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

Basic Skills Level: 1

Prerequisites: BUS. 425 or equivalent

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

BUS. 430 INTRODUCTION TO MICROCOMPUTER APPLICATIONS, PART I

Units (Grade Option) 1.5

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

Basic Skills Level: 1

Prerequisites: BUS. 415 or equivalent

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

BUS. 431 INTRODUCTION TO MICROCOMPUTER APPLICATIONS, PART II

Units (Grade Option) 1.5

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

Basic Skills Level: 1

Prerequisites: BUS. 430 or equivalent

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

BUS. 432 MICROCOMPUTER WORDPROCESSING

Units (Grade Option) 1-3

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

Basic Skills Level: 1

Prerequisites: BUS. 431 or equivalent

Description: In this course students will learn the basic and intermediate features of the WordPerfect software program. Emphasis will be placed on producing mailable computer-generated documents for business/industry in an efficient manner and for producing documents for personal use. May be repeated for credit up to 3 units. Transfer: CSU.

BUS. 433 ADVANCED WORDPERFECT

Units (Grade Option) 1.5

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

Basic Skills Level: 1

Prerequisites: BUS. 432 or equivalent

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

BUS. 434 MICROCOMPUTER SPREADSHEET

Units (Grade Option) 1-3

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

Basic Skills Level: 1

Prerequisites: BUS. 431 or equivalent

Description: In this course students will learn to create, revise, edit, store files, and print documents using a microcomputer and LOTUS 1-2-3. Topics include creating graphs, managing databases, and creating macros. Open Entry/Open Exit. May be repeated for credit up to 3 units. Transfer: CSU.

BUS. 435 EXCEL SKILLS FOR THE OFFICE WORKER

Units (Grade Option) 1-3

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

Basic Skills Level: 1

Prerequisites: BUS. 430

Description: In this course students will learn to create, revise, edit, store files, and print spreadsheets using EXCEL. Topics include creating graphs, managing databases, and creating macros. Open Entry/Open Exit. May be repeated for credit up to 3 units. Transfer: CSU.

BUS. 436 MICROCOMPUTER DATABASE MANAGEMENT

Units (Grade Option) 3

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

Basic Skills Level: 1

Prerequisites: BUS. 431 or equivalent

Description: In this course students will design a database, establish the data entry screens, and produce business reports from a database using a microcomputer and database management software. Topics include relational databases, macros, file operations, and database management. Transfer: CSU.

BUS. 437 DATABASE MANAGEMENT FOR THE MACINTOSH

Units (Grade Option) 3

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

Basic Skills Level: 1

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

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

BUS. 438 DESKTOP PUBLISHING: USING PAGEMAKER

Units (Grade Option) 1-3

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

Basic Skills Level: 1

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

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

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

Units (Grade Option) 1.5

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

Basic Skills Level: 1

Prerequisites: BUS. 415 or COMP 430 or equivalent

Description: This course consists of "hands-on" instruction on how to use the Macintosh computer. Using Microsoft Works, the students will learn word processing, graphics, cutting and pasting between programs, and database management. Transfer: CSU.

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

Units (Grade Option) 1.5

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

Basic Skills Level: 1

Prerequisites: BUS. 440 or equivalent

Description: Using Microsoft Works students will learn the basics of spreadsheets, how to integrate graphics and text, word processing, charts, and databases to produce newsletters, form letters, and mailing labels. Networking between MACs and other microcomputers will be discussed also. Transfer: CSU.

BUS. 442 MICROSOFT WORD ON THE MACINTOSH

Units (Grade Option) 3

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

Basic Skills Level: 1

Prerequisites: BUS. 440 and 441 or equivalent

Description: This course is an introduction to word processing on the Macintosh computer utilizing MS Word. Students will learn to create documents, use windows, format text, revise and edit text, merge documents, format with styles, use desktop publishing features, store files, and print documents. Transfer: CSU.

BUS. 444 TELECOMMUNICATIONS

Units (Grade Option) 1.5

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

Basic Skills Level: 1

Prerequisites: BUS. 431 or 441

Description: This is an introductory course on the use of telecommunication software, modems, facsimile, and electronic mail used for

point-to-point communications with computers. The information super highway and electronic bulletin boards will be examined also. Transfer: CSU.

BUS. 446 INTRODUCTION TO LOCAL AREA NETWORKS

Units (Grade Option) 1.5

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

Basic Skills Level: 1

Prerequisites: BUS. 431 or equivalent

Description: This course is an overview of a Star Local Area Network using Novell Network, Version 3.xx software. Topics covered include terminology for networks, data communication concepts, and transmission media. Transfer: CSU.

BUS. 448 USING MICROSOFT WINDOWS, PART I

Units (Grade Option) 1.5

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

Basic Skills Level: 1

Prerequisites: Bus. 430 and Bus. 431 or equivalent

Description: This course is an introduction to MicroSoft Windows. Students will learn essential computer concepts, basic windows controls and concepts, menus, dialog boxes, toolbars, help, effective file management, how to use the File Manager, MicroSoft Write, and the Print Manager. Two lab hours by arrangement are required per week. Transfer: CSU.

BUS. 449 USING MICROSOFT WINDOWS, PART II

Units (Grade Option) 1.5

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

Basic Skills Level: 1

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. Two lab hours by arrangement are required per week. Transfer: CSU.

BUS. 450 PERSONAL COMPUTER MAINTENANCE AND SYSTEM UPGRADES

Units (Grade Option) 3

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

Basic Skills Level: 1

Prerequisites: Bus. 415

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

BUS. 451 ADVANCED PERSONAL COMPUTER MAINTENANCE AND SYSTEM UPGRADES

Units (Grade Option) 3

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

Basic Skills Level: 1

Prerequisites: Bus. 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. Configu-

rations and updates of hardware and operating systems for office workers will also be covered. Transfer: CSU.

BUS. 452 INTRODUCTORY CAD APPLICATIONS

Units (Grade Option) 1.5

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

Basic Skills Level: 1

Prerequisites: BUS. 425 and 426 or equivalent

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

BUS. 454 INTRODUCTION TO HARVARD GRAPHICS

Units (Grade Option) 1.5

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

Basic Skills Level: 1

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

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

BUS. 455 INTERMEDIATE HARVARD GRAPHICS

Units (Grade Option) 1.5

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

Basic Skills Level: 1

Prerequisites: BUS. 454 or equivalent

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

BUS. 456 INTRODUCTION TO POWERPOINT

Units (Grade Option) 1.5

Class Hours 1.5 lecture/2 by arrangement hours/week

Basic Skills Level: 1

Prerequisites: BUS. 449 or equivalent course

Description: This course is an introduction to PowerPoint applications for creating business presentations and slides. Students learn to apply the techniques for preparing and editing presentations using a microcomputer (IBM clone) and PowerPoint software. Transfer: CSU.

BUS. 457 INTERMEDIATE POWERPOINT

Units (Grade Option) 1.5

Class Hours 1.5 lecture/2 by arrangement hours/week

Basic Skills Level: 1

Prerequisites: BUS. 456 or equivalent course

Description: Students use intermediate features of PowerPoint including importing and exporting data, drawing, linking and embedding objects, and using color. They create and run multiple slide shows using a microcomputer (IBM clone). Two lab hours by arrangement per week are required. 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

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 lab by arrangement hours/week

Basic Skills Level: 1

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 lab by arrangement hours/week

Basic Skills Level: 1

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.

BUS. 472 INTRODUCTION TO WORD FOR WINDOWS

Units (Grade Option) 1

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

Basic Skills Level: 1

Prerequisites: BUS. 431

Description: This course will cover the basic features of Word for Windows. The topics will include creating, editing, printing, and formatting. Two lab hours by arrangement are required per week. Transfer: CSU.

BUS. 474 INTERMEDIATE WORD FOR WINDOWS

Units (Grade Option) 1

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

Basic Skills Level: 1

Prerequisites: BUS. 472

Description: This course will cover the intermediate features of Word for Windows. The topics will include labels, merging, macros, sorting, tables, columns, and desktop publishing features. Two lab hours by arrangement are required per week. Transfer: CSU.

BUS. 890 BASIC BUSINESS SKILLS

Units (Grade Option) 3

Class Hours 3 lecture/2 hours by arrangement/week

Basic Skills Level: OC

Prerequisites: None

Description: This is a content-based survey course of the basic concepts, skills, and vocabulary used in human relations, management, business administration, accounting, and business law courses

requiring the use of a microcomputer. Also included is instruction in reading comprehension, vocabulary building, outlining, and writing skills such as sentence and paragraph development related to business documents. The course is taught by a Business instructor and an ESL/English instructor. Units do not apply toward the AA/AS degree.

CAREER AND PERSONAL DEVELOPMENT

CRER 137 LIFE AND CAREER PLANNING

Units (Grade Option) 3

Class Hours 3 lecture hours/week

Basic Skills Level: 1

Prerequisites: None

Description: Personal and career inventories are evaluated. Career options are researched and job search techniques are developed. Course stresses the significance of clearly defined values and the development of strategies and goals for life. Transfer: CSU.

CRER 401 INTRODUCTION TO COLLEGE

Units (Grade Option) 0.5-1

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

Basic Skills Level: 1

Prerequisites: None

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

CRER 410 COLLEGE AND CAREER AWARENESS

Units (Grade Option) 2

Class Hours 2 lecture hours/week

Basic Skills Level: OC

Prerequisites: None

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

CRER 430 CAREER ASSESSMENT

Units (Credit/No Credit) 0.5

Class Hours 8 lab hours/semester

Basic Skills Level: 1

Prerequisites: None

Corequisites: Concurrent enrollment in CRER 699

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

CRER 650 SPECIAL INTEREST DISCUSSION GROUPS

Units (Grade Option) 1.0

Class Hours 1 lecture hour/week

Basic Skills Level: OC

Prerequisites: None

Description: Any group of students with a common interest may meet under the leadership of a counselor to explore and evaluate personal values, goals, and expectations as they relate to this social and cultural environment. Units do not apply toward AA/AS degree.

CRER 812 EFFECTIVE LEARNING

Units (Grade Option) 3

Class Hours 3 lecture hours/week

Basic Skills Level: OC

Prerequisites: None

Description: This course assists students to develop the study skills necessary to achieve college success. The course topics include time management; a variety of study techniques such as note taking; communication skills; outline preparation; textbook study; test preparation and test taking; effective use of college services and resources (library, computer center, etc.); and strategy development. Units do not apply toward AA/AS degree.

CHEMISTRY

CHEM 110 CHEMISTRY AND DAILY LIFE

Units (Grade Option) 3

Class Hours 3 lecture hours/week

Basic Skills Level: 1

Prerequisites: None

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

CHEM 111 CHEMISTRY AND DAILY LIFE LABORATORY

Units (Grade Option) 1

Class Hours 3 lab hours/week

Basic Skills Level: 1

Prerequisites: Concurrent enrollment in or completion of CHEM 110

Description: This course is designed to accompany CHEM 110. Experiments include the investigation, properties, and synthesis of everyday substances such as food, soap, and fuels. Transfer: CSU.

CHEM 192 ELEMENTARY CHEMISTRY

Units (Grade Option) 4

Class Hours 3 lecture/3 lab hours/week

Basic Skills Level: 1; M4

Prerequisites: MATH 110 or one year of high school algebra

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

CHEM 210 GENERAL CHEMISTRY I (CAN CHEM 2)

Units 5

Class Hours 3 lecture/6 lab hours/week

Basic Skills Level: 1

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

Corequisites: Concurrent enrollment in CHEM 699

Description: This is the first half of a one-year sequence in general college chemistry intended for students majoring in engineering, chemistry, life sciences, physical sciences, earth sciences, pre-medicine, pre-pharmacy, pre-physical therapy, molecular biology and other pre-professional and science majors. The course presents the fundamental concepts, principles and laws of chemical processes

including atomic and molecular structure, stoichiometry, gas laws, thermochemistry, theories of bonding, molecular geometry, states of matter, and solutions. The application of critical thinking skills to chemical problem-solving is emphasized. Transfer: CSU, UC.

CHEM 220 GENERAL CHEMISTRY II (CAN CHEM 4)

Units 5

Class Hours 3 lecture, 6 lab hours/week

Basic Skills Level: 2

Prerequisites: Completion of CHEM 210 or 224 or equivalent with grade of C or better

Description: This is the second half of a one-year sequence in general college chemistry intended for students majoring in engineering, chemistry, life sciences, physical sciences, earth sciences, pre-medicine, pre-pharmacy, pre-physical therapy, molecular biology, and pre-professional and science majors. Topics presented include many types of ionic equilibria, oxidation-reduction reactions, kinetics, thermodynamics, electrochemistry, coordination chemistry, qualitative analysis, descriptive chemistry and nuclear chemistry. The application of critical thinking skills to chemical problem-solving is emphasized. Transfer: CSU, UC.

CHEM 224 ENGINEERING CHEMISTRY I

Units 4

Class Hours 3 lecture, 3 lab hours/week

Basic Skills Level: 1; M4

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

Description: Practical aspects of chemistry: scientific measurement; modern atomic theory and the periodic properties of elements; atomic electronic structure theory and bonding (between metallic elements and between metallic and non-metallic elements); chemical bonding; molecular structure and shape; thermochemistry; chemical stoichiometry; kinetic molecular theory and electrical forces explaining properties of gases, liquids, solids and solutions. Emphasis on applications of materials science of interest to Engineering students. High school physics and trigonometry are recommended. Transfer: CSU, UC.

CHEM 225 ENGINEERING CHEMISTRY II

Units 4

Class Hours 3 lecture/3 lab hours/week

Basic Skills Level: 2

Prerequisites: Completion of CHEM 210 or CHEM 224 or equivalent course with grade of C or better

Description: This is the second half of a one-year sequence in general college chemistry designed for students majoring in engineering. Topics presented include many types of ionic equilibria, oxidation-reduction reactions, kinetics, thermodynamics, electrochemistry, coordination chemistry, qualitative analysis, introduction to organic and polymer chemistry, descriptive chemistry and nuclear chemistry. This course is similar to CHEM 220, but greater emphasis is placed on topics of interest to engineers. Transfer: CSU, UC.

CHEM 250 QUANTITATIVE ANALYSIS

Units 4

Class Hours 2 lecture, 6 lab hours/week

Basic Skills Level: 3

Prerequisites: CHEM 220 with grade of C or better

Description: Study of the theory, calculations and common analytical procedures of quantitative analysis and the acquisition of related basic skills and techniques. Required of most students majoring in the

physical sciences, medical sciences, and some areas of life science. Transfer: CSU, UC.

CHEM 410 HEALTH SCIENCE CHEMISTRY I (CAN CHEM 6)

Units (Grade Option) 4

Class Hours 3 lecture, 3 lab hours/week

Basic Skills Level: 1; M4

Prerequisites: Completion of MATH 110 or equivalent course

Description: This course applies principles of general and inorganic chemistry to the allied health sciences. The course is designed to meet requirements for such programs as nursing and radiologic technology. The course is not acceptable for physical science, life science or engineering majors. Transfer: CSU.

CHEM 420 HEALTH SCIENCE CHEMISTRY II (CAN CHEM 8)

Units 4

Class Hours 3 lecture, 3 lab hours/week

Basic Skills Level: 1, M4

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

Description: This course is a continuation of CHEM 410 and covers the fundamental principles of organic chemistry and biochemistry with emphasis on applications to the health sciences. The course meets requirements for allied health science programs such as nursing; it is not accepted towards majors in physical sciences, life sciences, or engineering. Transfer: CSU.

COMPUTER INFORMATION SYSTEMS

COMP 101 INTRODUCTION TO COMPUTERS AND COMPUTING

Units 3

Class Hours 3 lecture/3 lab hours/week

Basic Skills Level: 1; M2

Prerequisites: None

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

COMP 103 INTRODUCTION TO PROGRAMMING USING PASCAL

Units (Grade Option) 3

Class Hours 3 lecture/2 lab hours/week

Basic Skills Level: 1

Prerequisites: None

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

COMP 155 BASIC PROGRAMMING (CAN CSCI 6)

Units 3

Class Hours 3 lecture/4 lab hours/week

Basic Skills Level: 1, M4

Prerequisites: None

Description: Introduction to computer programming using the BASIC

language. Topics will include Input/Output, control statements, subroutines and functions, one and two dimensional arrays, string processing, random numbers, sequential files, documentation, and programming style. Transfer: CSU, UC.

COMP 162 FORTRAN PROGRAMMING (CAN CSCI 4)

Units 3

Class Hours 3 lecture/4 lab hours/week

Basic Skills Level: 1; M6

Prerequisites: Math 130 or 241 with C or better

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

COMP 170 PROGRAMMING IN PASCAL (CAN CSCI 12)

Units 3

Class Hours 3 lecture/4 lab hours/week

Basic Skills Level: 1

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

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

COMP 172 ADVANCED PASCAL PROGRAMMING

Units (Grade Option) 3

Class Hours 3 lecture hours/week

Basic Skills Level: 1

Prerequisites: COMP 170

Description: Abstract data types (ADT) and user-interfaces with applications to internal and external information organization and retrieval. Topics include: strings, tables, random access files, relational data bases, interpreters and simple query languages. Students will complete a final project integrating ADT and data base techniques. Transfer: CSU, UC.

COMP 175 INTRODUCTION TO HYPERCARD

Units (Grade Option) 3

Class Hours 3 lecture/3 lab hours/week

Basic Skills Level: 1; M2

Prerequisites: Basic familiarity with the MacIntosh computer

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

COMP 189 OPERATING SYSTEMS OVERVIEW

Units 3

Class Hours 3 lecture/2 hours by arrangement/week

Basic Skills Level: 1

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 personal computer usage and architec-

tures. Operating systems studied include MSDOS, Unix and Macintosh System 7. Transfer: CSU.

COMP 190 INTRODUCTION TO C PROGRAMMING

Units 3

Class Hours 3 lecture/4 lab hours/week

Basic Skills Level: 1

Prerequisites: COMP 170 or COMP 162 or equivalent

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

COMP 231 ADVANCED C PROGRAMMING AND DATA STRUCTURES

Units (Grade Option) 3

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

Basic Skills Level: 2

Prerequisites: COMP 190 or equivalent

Corequisites: Concurrent enrollment in COMP 699

Description: This course in advanced C programming assumes familiarity with C syntax, operators, control structures, scalar variables and arrays. Topics include advanced uses of pointers and dynamic memory allocation; uses of data structures such as stacks, queues, linked-lists, and trees; creation of large programs using multi-file projects and libraries; understanding the run-time environment (memory models and stack frames); programming for reliability and time-space efficiency; emphasis on structured programming techniques and the use of abstract data types. Concurrent enrollment in COMP 699 is required. Transfer: CSU.

COMP 430 SURVEY OF MACINTOSH APPLICATIONS

Units (Grade Option) 3

Class Hours 3 lecture/3 lab hours/week

Basic Skills Level: 1

Prerequisites: None

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

COMP 450 INTRODUCTION TO THE MACINTOSH

Units (Credit/No credit) 0.5

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

Basic Skills Level: 1

Prerequisites: None

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

COMP 455 INTRODUCTION TO THE MACINTOSH SPREADSHEET AND DATABASE

Units (Credit/No credit) 0.5

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

Basic Skills Level: 1

Prerequisites: COMP 450

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

COMP 460 INTRODUCTION TO THE MACINTOSH DESKTOP PUBLISHING

Units (Credit/No credit) 0.5

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

Basic Skills Level: 1

Prerequisites: COMP 450 and COMP 455

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

DEVELOPMENTAL SKILLS**DSKL 810 DEVELOPMENTAL LEARNING SKILLS**

Units (Credit/No Credit) 0.5-2

Class Hours 1-3 lab hours/week

Prerequisites: Verifiable learning disability

Description: Individual and small group activities designed to assist students with identified learning disabilities in the following skill areas; basic skills; memory/ organization/ concentration skills; perceptual skills (auditory/visual); language skills (receptive and expressive); conceptual skills. Units do not apply toward AA/AS degree.

DSKL 811 SPECIFIC LEARNING SKILLS ASSESSMENT

Units (Credit/No Credit) 0.5-1

Class Hours 1 lecture, 6-8 lab hours total

Prerequisites: Verifiable learning disability

Description: An assessment battery is used to determine specific learning styles as well as academic skill levels in reading, writing, math, and spelling. Based upon assessment, the student with the assistance of the instructor, will design and use individual learning strategies. Units do not apply toward AA/AS degree.

DSKL 813 DEVELOPMENTAL READING AND THINKING

Units (Credit/No-credit) 0.5-2

Class Hours 1.5 lecture, 1.5 lab hours/week

Prerequisites: Verifiable learning disability

Description: Small group classroom instruction designed to assist learners with identified learning disabilities in the development/improvement of receptive written language and independent thinking skills. Units do not apply toward AA/AS degree.

DSKL 814 DEVELOPMENTAL WRITING AND SPELLING

Units (Credit/No-credit) 0.5-2

Class Hours 1.5 lecture, 1.5 lab hours/week

Prerequisites: Verifiable learning disability

Description: Small group and classroom activities designed to assist students with identified learning disabilities in spelling and writing skills. Units do not apply toward AA/AS degree.

DSKL 816 TUTORING

Units (Credit/No-credit) 0.5-2

Class Hours 3-4 lab hours/week

Prerequisites: DSKL 811 and Verifiable Learning Disability

Description: This course is designed to assist students with identified learning disabilities to achieve success in mainstream classes through instructional techniques which are appropriate to the student's specific needs identified through assessment. Units do not apply toward AA/AS degree.

DRAMA

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

DRAM 101 HISTORY OF THEATRE I

Units (Grade Option) 3

Class Hours 3 lecture hours/week

Basic Skills Level: 1

Prerequisites: None

Description: The Classical period to the 18th century. Plays, physical theatres, staging, directing and their relationship to existent cultural forces. Use of audio-visual resources and required play attendance. Transfer: CSU, UC.

DRAM 102 HISTORY OF THEATRE II

Units (Grade Option) 3

Class Hours 3 lecture hours/week

Basic Skills Level: 1

Prerequisites: None

Description: The 18th century to the present. Development and changes in dramatic styles and structure. The 19th century, Ibsen, Chekhov, new stage craft, Brechtian style, theatre of the absurd, and living theatre. Use of audio-visual resources and required play attendance. Transfer: CSU, UC.

DRAM 140 INTRODUCTION TO THE THEATRE (CAN DRAM 18)

Units (Grade Option) 3

Class Hours 3 lecture hours/week

Basic Skills Level: 1

Prerequisites: None

Description: Nomenclatures, duties, and responsibilities of the various theatre artists, traditions, script analysis, approach to a script from the director's viewpoint, the designer's viewpoint. Publicity, performance, music and dance, motion pictures, and television. Transfer: CSU, UC.

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

Units (Grade Option) 3

Class Hours 3 lecture hours/week

Basic Skills Level: 3

Prerequisites: Engl 100

Description: Study of the greatest plays and playwrights from classical Greece through the Elizabethan era in England. Principles underlying dramatic literature in each period will be related to dominant social, intellectual and artistic forces, measuring the student's own beliefs and values against those of characters of other times and places. Play attendance may be required. Transfer: CSU, UC.

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

Units (Grade Option) 3

Class Hours 3 lecture hours/week

Basic Skills Level: 3

Prerequisites: Engl 100

Description: Study of the great plays and playwrights from the 17th Century to the present. See description of Drama 142. Transfer: CSU, UC.

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

Units (Grade Option) 3

Class Hours 3 lecture hours/week

Basic Skills Level: 1

Prerequisites: None

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

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

Units (Grade Option) 3

Class Hours 3 lecture hours/week

Basic Skills Level: 2

Prerequisites: ENGL 100

Corequisites: Concurrent enrollment in HUM. 699

Description: Study of representative plays of Shakespeare. A chronological sequence of plays, from each of the phases of Shakespeare's creativity, will be covered. Some discussion of Shakespeare's life and times and some discussion of his poetry will be included, although the plays are the main focus of the course. Transfer: CSU, UC.

DRAM 152 INTRODUCTION TO SHAKESPEARE II (Also LIT. 152)

Units (Grade Option) 3

Class Hours 3 lecture hours/week

Basic Skills Level: 2

Prerequisites: ENGL 100

Description: Study of selected plays of Shakespeare. Some discussion of Shakespeare's life and time and some discussion of his poetry will be included, although his plays are the main focus of the course. Plays covered are different than those in Drama 151 and are not selected on a chronological basis. Transfer: CSU, UC.

DRAM 200 THEORY AND PRACTICE OF ACTING (CAN DRAM 8)

Units (Grade Option) 3

Class Hours 3 lecture hours/week

Basic Skills Level: 1

Prerequisites: None

Corequisites: Concurrent enrollment in DRAM 208.

Description: Theories and techniques of acting and dramatic production; presentation of scenes, including scenes performed for videotape study; improvisation and pantomime; critical evaluation of scenes and plays. Transfer: CSU, UC.

DRAM 201, 202, 203 ADVANCED ACTING

Units (Grade Option) 3

Class Hours 4 lecture hours/week

Basic Skills Level: 1

Prerequisites: DRAM 200

Corequisites: Concurrent enrollment in DRAM 209, 210, or 211

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

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

Units (Grade Option) 2

Class Hours 6 lab hours/week

Basic Skills Level: 1

Prerequisites: None

Corequisites: Concurrent enrollment in DRAM 200, 201, 202, or 203
Description: Supervised rehearsals of improvisations, pantomimes, oral readings and short scenes. Forms and styles of acting. Exercises in the use of mind, emotions, voice, and body in acting. Acting scenes for drama classes and others. Emphasis upon coaching by the instructor and the students preparing of scenes for performance. Transfer: CSU, UC.

DRAM 220 ACTING FOR THE CAMERA

Units (Grade Option) 3

Class Hours 3 lecture hours/week

Basic Skills Level: 1

Prerequisites: None

Description: Through constant work before the camera, students are introduced to the field of film and TV acting. Students will work on the techniques necessary for commercials, interviews, demonstrations, scenes, monologues, etc. Transfer: CSU.

DRAM 233 TUESDAY THEATRE COMPANY

Units (Grade Option) 3

Class Hours 2 lecture/2 lab hours/week

Basic Skills Level: 1

Prerequisites: Audition

Corequisites: Concurrent enrollment in DRAM 200, 201, 202, or 203
Description: Students will work on developing the art and craft of acting before an audience and on providing that audience with an interesting, entertaining, and fully rehearsed performance. This course bridges the gap between scene work and the intensive and extensive work of a major production. Transfer: CSU, UC.

DRAM 300 PLAY REHEARSAL/PERFORMANCE

Units 1

Class Hours 20 lab hours/week for 7 weeks

Basic Skills Level: 1

Prerequisites: Audition

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

DRAM 305 TECHNICAL PRODUCTION

Units 1

Class Hours 15 lab hours/week

Basic Skills Level: OC

Prerequisites: None

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

EARLY CHILDHOOD EDUCATION/ CHILD DEVELOPMENT

ECE. 201 CHILD DEVELOPMENT

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

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

ECE. 210 EARLY CHILDHOOD EDUCATION PRINCIPLES

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

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

ECE. 211 EARLY CHILDHOOD EDUCATION CURRICULUM

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

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

ECE. 212 CHILD, FAMILY, AND COMMUNITY

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

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

ECE. 213 THE SCHOOL AGE CHILD

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

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

ECE. 223 INFANT DEVELOPMENT

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

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

ECE. 230 CREATIVE ACTIVITIES FOR THE YOUNG CHILD

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

Description: This course is designed to provide practical skills in presenting activities to young children. Other topics include the role of creativity and creative expression through art media, music, dramatic activities, science, and games--both indoors and outdoors. Transfer: CSU.

ECE. 240 EARLY CHILDHOOD EDUCATION ADMINISTRATION: BUSINESS/LEGAL

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

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

ECE. 241 EARLY CHILDHOOD EDUCATION ADMINISTRATION: HUMAN RELATIONS

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

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

ECE. 250 VIOLENCE AND ITS IMPACT ON CHILDREN AND THEIR FAMILIES: A COUNSELING PERSPECTIVE

Units 3
Class Hours 3 lecture hours/week
Basic Skills Level: 1
Prerequisites: None

Description: This course is designed to explore violence in America and its impact on adults and children who experience it. The focus of the course is to give the student a perspective on violence and to appreciate what may cause it, as well as possible intervention and counseling strategies. Community resources for prevention and intervention will be incorporated also. Transfer: CSU.

ECE. 252 INTRODUCTION TO VIOLENCE COUNSELING FOR CHILDREN AND FAMILIES

Units 3

Class Hours 3 lecture hours/week

Basic Skills Level: 1

Prerequisites: None

Description: This course is designed to provide an overview of various approaches to violence intervention and counseling. The focus of the course is to provide paraprofessionals appropriate counseling theory and practice related to working with children and families who have experienced stress and chronic violence. Transfer: CSU.

ECE. 311 NUTRITION FOR CHILDREN

Units (Grade Option) 1

Class Hours 1 lecture hour/week

Basic Skills Level: 1

Prerequisites: None

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

ECE. 313 HEALTH AND SAFETY FOR CHILDREN

Units (Grade Option) 1

Class Hours 1 lecture hour/week

Basic Skills Level: 1

Prerequisites: None

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

ECE. 316 FIRST AID FOR CHILDREN

Units (Grade Option) 0.5

Class Hours 0.5 lecture hour/week

Basic Skills Level: 1

Prerequisites: None

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

ECE. 317 PEDIATRIC CPR

Units (Grade Option) 0.5

Class Hours 0.5 lecture hour/week

Basic Skills Level: 1

Prerequisites: None

Description: This course focuses on the techniques required for pediatric Cardiopulmonary Resuscitation. CPR certification is available upon completion.

ECE. 331 THE TEACHING EXPERIENCE

Units (Grade Option) 1

Class Hours 1 lecture hour/week

Basic Skills Level: 1

Prerequisite: None

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

ECE. 333 OBSERVATIONAL SKILLS

Units (Grade Option) 1

Class Hours 1 lecture hour/week

Basic Skills Level: 1

Prerequisites: None

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

ECE. 335 HANDLING BEHAVIOR

Units (Grade Option) 1

Class Hours 1 lecture hour/week

Basic Skills Level: 1

Prerequisites: None

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

ECE. 337 CHILD-PARENT RELATIONSHIPS

Units (Grade Option) 1-3

Class Hours 1-3 lecture hours/week

Basic Skills Level: 1

Prerequisites: None

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

ECE. 350 ISSUES IN EARLY CHILDHOOD EDUCATION

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

Class Hours 1-6 lecture hours/week

Basic Skills Level: 1

Prerequisites: None

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

ECE. 351 LANGUAGE ARTS IN EARLY CHILDHOOD

Units (Grade Option) 1

Class Hours 1 lecture hour/week

Basic Skills Level: 1

Prerequisites: None

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

ECE. 353 LITERACY IN EARLY CHILDHOOD

Units (Grade Option) 1

Class Hours 1 lecture hour/week

Basic Skills Level: 1

Prerequisites: None

Description: This course is an overview of early literacy in children,

and its importance in growth. Other topics include appropriate use of materials that foster language and literacy, theories that review the acquisitions of reading and writing skills, resources for parents and teachers, and information about media and computer related activities.

ECE. 355 STORYTELLING IN EARLY CHILDHOOD

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

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

ECE. 357 ENVIRONMENTAL EDUCATION FOR YOUNG CHILDREN

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

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

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

Units (Grade Option) 1
Class Hours 1 lecture hour/week
Basic Skills Level: 1
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
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.

ECE. 380 FAMILY DAY CARE TRAINING

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

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

ECE. 700 FOSTER PARENT TRAINING

Units (Grade Option) .5-3
Class Hours .5-3 lecture hours/week
Basic Skills Level: 1
Prerequisites: None

Description: This course focuses on the training of foster parents in San Mateo County in cooperation with the Department of Social Services. Students will examine issues of concern for foster parents that include legal, child development, child abuse awareness, health, communications, and first aid. May be repeated for credit up to 3 units.

ECONOMICS

ECON 100 PRINCIPLES OF MACRO ECONOMICS (CAN ECON 2)

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

Corequisites: Concurrent enrollment in ECON 699
Description: This course is a broad overview of the American economy and its effect on social, political, and cultural environments. The concepts of the price system, the banking system, money and economic activity, policies for stabilization and growth, and money and economic activity will be presented. This course concludes with an introduction to the international economy. Transfer: CSU, UC.

ECON 102 PRINCIPLES OF MICRO ECONOMICS (CAN ECON 4)

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

Corequisites: Concurrent enrollment in ECON 699
Description: This course is an overview of the concepts of supply and demand. Pricing and output decisions under competitive, imperfectly competitive, and monopolistic markets are discussed. Profit maximization and cost minimization for the individual firm are analyzed. Allocation of resources, externalities and comparative economic systems are reviewed also. Transfer: CSU, UC.

ECON 230 ECONOMIC HISTORY OF THE UNITED STATES

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

Description: This course is an introduction to the origin and development of the American economy. Other topics studied are industrial growth, land and resource use, the transportation revolution, development of money and banking, trade patterns, organized labors, and America in the world economy. Transfer: CSU, UC.

ELECTRONICS

ELEC 110 INTRODUCTION TO FUNDAMENTAL OF ELECTRONICS

Units 3
Class Hours 2 lecture/3 lab hours/week
Basic Skills Level: 1, M3
Prerequisites: None

Description: This course introduces reading of simple schematic diagrams and the construction of elementary electrical/electronics

circuits; making measurements with multimeters and oscilloscopes; using DC power supplies and AC power sources; and basic digital principles. Laboratory techniques and experiments are emphasized. Transfer: CSU

ELEC 115 INTRODUCTION TO ELECTRONIC SOLDERING TECHNIQUES

Units (Grade Option) 1

Class Hours 1 lecture/3 lab hours/1 Hr by arrangement/week (May be offered in 8-week session)

Basic Skills Level: 1

Prerequisites: None

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

ELEC 160 FUNDAMENTALS OF COMPUTER ELECTRONICS

Units 3

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

Basic Skills Level: 1; M3

Prerequisites: ELEC 110 with a grade of C or better.

Description: This course introduces basic digital devices/diagrams and the construction of digital logic circuits using IC's; basic microprocessor principles and machine language; and microcomputer system fundamentals including interfacing concepts. Laboratory techniques and experiments are emphasized.

ENGINEERING

ENGR 100 TECHNOLOGY AND SOCIETY

Units (Grade Option) 3

Class Hours 3 lecture/2 by arrangement hours/week

Basic Skills Level: 1; M2

Prerequisites: None

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

ENGR 200 DESCRIPTIVE GEOMETRY

Units 2

Class Hours 2 lecture/4 lab hours/week

Basic Skills Level: 1

Prerequisites: MATH 130 with a grade of C or better

Description: This course includes lectures and drafting room work orthographically solving engineering problems in three-dimensional space. Introduction to graphic statics, vector properties, space-force polygons. Transfer: CSU, UC.

ENGR 220 ENGINEERING GRAPHICS (CAN ENGR 2)

Units 2

Class Hours 6 lab hours/week

Basic Skills Level: 1

Prerequisites: MATH 251 or 241

Description: Using numerical and graphical calculus, students design projects and are introduced to the use of computers in engineering design. Transfer: CSU, UC.

ENGR 230 STATICS (CAN ENGR 8)

Units 3

Class Hours 3 lecture hours/week

Basic Skills Level: 1

Prerequisites: MATH 251 or 241

Description: This course covers plane and space force systems; equilibrium problems covering structures, machines, distributed force systems, friction, moments of inertia and virtual work. Transfer: CSU, UC.

ENGR 260 CIRCUITS AND DEVICES (CAN ENGR 12)

Units 3

Class Hours 3 lecture hours/week

Basic Skills Level: 1

Prerequisites: None

Corequisites: ENGR 261 must be taken concurrently.

Description: This course provides an introduction to electrical and electronic circuits and devices. Network theory and instruments are included. MATH 252 or 242, PHYS 260 recommended. Transfer: CSU, UC.

ENGR 261 CIRCUITS AND DEVICES LABORATORY (ENGR 260 AND 261 EQUAL CAN ENGR 6)

Units 1

Class Hours 3 lab hours/week

Basic Skills Level: 1

Prerequisites: None

Corequisites: Concurrent enrollment in ENGR 260

Description: DC and AC network circuit theory, cathode-ray oscilloscope theory and use, non-linear device measurements, transistors and integrated circuits are addressed in this course. Transfer: CSU, UC.

ENGR 270 MATERIALS SCIENCE (CAN ENGR 4)

Units 3

Class Hours 2 lecture/3 lab hours/week

Basic Skills Level: 1

Prerequisites: MATH 251 and CHEM 210

Description: Application of basic principles of chemistry and physics to the engineering properties of materials. Special emphasis devoted to relationship between microstructure and the properties of metals, polymers, ceramics and semiconducting materials. (PHYS 250 is recommended prior to taking this course.) Transfer: CSU, UC.

ENGLISH

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

ENGL 100 READING AND COMPOSITION (CAN ENGL 2)

Units 3

Class Hours 3 lecture hours/week

Basic Skills Level: 2

Prerequisites: None

Corequisite: Concurrent enrollment in WRIT 802; for students scoring above 46 on the English Placement Test, this requirement may be waived; concurrent enrollment in ENGL 699.

Description: Intensive reading (25% of the course) and writing (75% of the course) will be based on a study of primarily non-fiction materials, including works of women and diverse ethnic groups. Writing will emphasize the expository and the argumentative forms. Transfer: CSU, UC.

ENGL 110 COMPOSITION AND LITERATURE (CAN ENGL 4)

Units 3
Class Hours 3 lecture hours/week
Basic Skills Level: 3
Prerequisites: ENGL 100

Corequisites: Concurrent enrollment in ENGL 699
Description: This course introduces students to the exciting world of literature, using the genres of fiction, poetry, and drama. Students will advance their writing and critical thinking skills through analysis and writing of critical essays based on the literature. Students will be expected to write 8,000-10,000 words of expository prose. Transfer: CSU, UC.

ENGL 161 CREATIVE WRITING I

Units (Grade Option) 3
Class Hours 3 lecture hours/week
Basic Skills Level: 3
Prerequisites: Engl 100

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

ENGL 162 CREATIVE WRITING II

Units (Grade Option) 3
Class Hours 3 lecture hours/week
Basic Skills Level: 3
Prerequisites: Engl 100

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

ENGL 165 ADVANCED COMPOSITION

Units 3
Class Hours 3 lecture hours/week
Basic Skills Level: 3
Prerequisites: ENGL 100

Description: English 165 is an advanced course in non-fiction writing. Emphasis is placed on analytical writing and reading; critical reading and critical thinking skills are taught and applied to a variety of writing problems. Writing assignments are argumentative and make use of critical thinking skills. Transfer: CSU, UC.

ENGL 800 WRITING DEVELOPMENT

Units 3
Class Hours 3 lecture hours/week
Basic Skills Level: 1
Prerequisites: None.

Corequisites: Concurrent enrollment in WRIT 802 and ENGL 699
Description: In this course, students will learn to plan, organize, compose and revise a college-level essay. Special attention will be given to correct expression and the use of detailed support. Students will write at least six major essays; expository writing techniques will be emphasized.

ENGL 801 BASIC READING/COMPOSITION

Units 4
Class Hours 4 lecture hours/week
Basic Skills Level: OC
Prerequisites: None

Corequisites: Concurrent enrollment in READ 801 and ENGL 699 is required; concurrent enrollment in WRIT 801 is recommended.
Description: This course is designed to increase reading and writing skills through the reading of non-fiction and short fiction, development of vocabulary, and writing of paragraphs. Units do not apply toward AA/AS degree.

ENGL 804 READING AND WRITING

Units 1-4
Class Hours .5-2.0 lecture hours/1.5-6.0 lab hours/week
Basic Skills Level: OC
Prerequisites: None

Description: This course is designed to increase reading and writing skills through the reading of non-fiction and short fiction, development of vocabulary, and writing of paragraphs, presented in a variable unit, self-paced instructional mode. Units do not apply toward AA/AS degree. May be repeated for credit up to 4 units.

ENGL 860 VOCABULARY DEVELOPMENT

Units (Grade Option) 2
Class Hours 2 lecture hours/week
Basic Skills Level: OC
Prerequisites: None

Description: A course in vocabulary improvement, including use of context and structural clues, and use of the dictionary. Frequent individual quizzes. May be repeated three times for credit. Units do not apply toward AA/AS degree.

ENGL 870 SPELLING

Units (Grade Option) 2
Class Hours 2 lecture hours/week
Basic Skills Level: OC
Prerequisites: None

Description: Word history, derivation, formation, and spelling rules are covered in the course. Students may be placed in English 870 as a result of their English Placement Test results, but the course is open to all students. Units do not apply toward AA/AS degree.

ENGL 875 GRAMMAR REVIEW

Units 3
Class Hours 3 lecture hours/week
Basic Skills Level: OC
Prerequisites: None

Description: While primarily intended as a semester-length "brush-up" course, English 875 also serves the remedial needs of students whose English Placement Test indicates a need for stringent review. Grammar, punctuation, vocabulary, and diction are included in the course. Units do not apply toward AA/AS degree.

ENGL 890 CONTENT-BASED PROGRAM: STUDY SKILLS

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

Description: This course, part of the Content-Based Program, focuses on developing study skills and applying them in mainstream content courses. It is designed for native and non-native English-speaking students. Completion of ESL or E.I. 824 with a grade of C or better

or placement by English Institute Placement Test or a score of 8.0 or better on College Reading Test is recommended. Units do not apply toward AA/AS degree.

ENGLISH INSTITUTE

ESL 400 BASIC COMPOSITION FOR NON-NATIVE SPEAKERS OF ENGLISH

Units 5

Class Hours 5 lecture hours/week

Basic Skills Level: 1

Prerequisites: ESL 844 with grade of C or better

Corequisites: Concurrent enrollment in WRIT 802

Description: Advanced practice in writing English for students whose native language is other than English. Emphasis on the grammar, mechanics, and rhetoric of written academic English. Transfer: CSU.

ESL 821 GRAMMAR/VOCABULARY I

Units (Grade Option) 4

Class Hours 4 lecture hours/week

Basic Skills Level: OC

Prerequisites: None

Description: This is a course for students whose native language is other than English. It introduces students to basic elements of English grammar and vocabulary. Special attention is paid to English tenses, basic structures, prepositional phrases, and idiomatic expressions. Equivalent to two semesters of ESL instruction--beginner knowledge of English grammar: BE, HAVE, present progressive tense, simple present tense, possessive adjectives, some pronoun forms. Units do not apply toward AA/AS degree.

ESL 822 GRAMMAR/VOCABULARY II

Units (Grade Option) 4

Class Hours 4 lecture hours/week

Basic Skills Level: OC

Prerequisites: None

Description: This is a course for students whose native language is other than English. It introduces students to elements of English grammar and vocabulary at a low-intermediate level. Special attention is paid to English tenses, grammatical structures, sentence patterns, and idiomatic expressions. Completion of ESL 821 with a grade of C or better or placement by ESL Placement Test is recommended. Units not apply toward AA/AS degree.

ESL 823 GRAMMAR/VOCABULARY III

Units (Grade Option) 4

Class Hours 4 lecture hours/week

Basic Skills Level: OC

Prerequisites: None

Description: This is a course for students whose native language is other than English. It introduces students to elements of English grammar and vocabulary at an intermediate to high-intermediate level. Special attention is paid to English tenses, sentence patterns, prepositional phrases, and idiomatic expressions. Completion of ESL 822 with a grade of C or better or placement by ESL Placement Test is recommended. Units not apply toward AA/AS degree.

ESL 824 GRAMMAR/VOCABULARY IV

Units (Grade Option) 4

Class Hours 4 lecture hours/week

Basic Skills Level: OC

Prerequisites: None

Description: This is a course for students whose native language is

other than English. It introduces students to advanced elements of English grammar and vocabulary. Special attention is paid to English tenses, complex structures, prepositional phrases, and idiomatic expressions. Completion of ESL 823 with a grade of C or better or placement by ESL Placement Test is recommended. Units not apply toward AA/AS degree.

ESL 831 SPEAKING/LISTENING I

Units (Grade Option) 4

Class Hours 4 lecture hours/week

Basic Skills Level: OC

Prerequisites: None

Description: This is a course for students whose native language is other than English. It introduces students to high-beginning speaking and listening skills. Attention is paid to pronunciation and use of idiomatic expressions, plus practice in English conversation. Placement by ESL Placement Test is recommended. Units do not apply toward AA/AS degree.

ESL 832 SPEAKING/LISTENING II

Units (Grade Option) 4

Class Hours 4 lecture hours/week

Basic Skills Level: OC

Prerequisites: None

Description: This is a course for students whose native language is other than English. It introduces students to speaking and listening skills of English at the low-intermediate level. Special attention is paid to pronunciation and use of idiomatic expressions, plus practice in English conversation. Completion of ESL 831 with a grade of C or better or placement by ESL Placement Test is recommended. Units do not apply toward AA/AS degree.

ESL 833 SPEAKING/LISTENING III

Units (Grade Option) 4

Class Hours 4 lecture hours/week

Basic Skills Level: OC

Prerequisites: None

Description: This is a course for students whose native language is other than English. It introduces students to speaking and listening skills at the high-intermediate level. Emphasis is on listening to academic and informal talks, note-taking, and oral communications skills. Completion of ESL 832 with a grade of C or better or placement by ESL Placement Test is recommended. Units do not apply toward AA/AS degree.

ESL 834 SPEAKING/LISTENING IV

Units (Grade Option) 4

Class Hours 4 lecture hours/week

Basic Skills Level: OC

Prerequisites: None

Description: This is a course for students whose native language is other than English. It introduces students to speaking and listening skills of English at the low-advanced level. Emphasis is on listening to academic and informal talks, note-taking, and oral communications skills. Completion of ESL 833 with a grade of C or better or placement by ESL Placement Test is recommended. Units do not apply toward AA/AS degree.

ESL 836 ENGLISH PRONUNCIATION

Units (Credit/No Credit Only) 2

Class Hours 2 lecture hours/week

Basic Skills Level: OC

Prerequisites: None

Description: This is a course for students whose native language is other than English. It is designed to ear train participants to American intonation and pronunciation. Units do not apply toward AA/AS degree.

ESL 838 ENGLISH CONVERSATION

Units (Credit/No Credit Only) 1
Class Hours 1 lecture hour/week
Basic Skills Level: OC
Prerequisites: None

Description: This is a course for students whose native language is other than English. It introduces students to the practice and study of various types of conversation. Units do not apply toward AA/AS degree.

ESL 841 WRITING I

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

Description: This is a course for students whose native language is other than English. It introduces students to high-beginning practice in writing English. Special attention is paid to the grammar and mechanics of written academic English. Placement by ESL Placement Test is recommended. Units do not apply toward AA/AS degree.

ESL 842 WRITING II

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

Description: This is a course for students whose native language is other than English. It introduces students to low-intermediate practice in writing English. Special attention is paid to the grammar and mechanics of written academic English. Completion of ESL 841 with a grade of C or better or placement by ESL Placement Test is recommended. Units do not apply toward AA/AS degree.

ESL 843 WRITING III

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

Corequisites: Concurrent enrollment in ENGL 699

Description: This is a course for students whose native language is other than English. It introduces students to low-intermediate practice in writing English. Special attention is paid to the grammar and mechanics of written academic English. Completion of ESL 842 with a grade of C or better or placement by ESL Placement Test is recommended. Units do not apply toward AA/AS degree.

ESL 844 WRITING IV

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

Corequisites: Concurrent enrollment in ENGL 699

Description: This is a course for students whose native language is other than English. It introduces students to low-advanced practice in writing English. Special attention is paid to the grammar and mechanics of written academic English. Completion of ESL 843 with a grade of C or better or placement by ESL Placement Test is recommended. Units do not apply toward AA/AS degree.

ESL 861 READING I

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

Description: This is a course for students whose native language is other than English. It introduces students to reading English at the high-beginning level. Comprehension and vocabulary development are stressed. Placement by ESL Placement Test is recommended. Units do not apply toward AA/AS degree.

ESL 862 READING II

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

Description: This is a course for students whose native language is other than English. It introduces students to reading English at the low-intermediate level. Comprehension and vocabulary development are stressed. Completion of ESL 861 with a grade of C or better or placement by ESL Placement Test is recommended. Units do not apply toward AA/AS degree.

ESL 863 READING III

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

Description: This is a course for students whose native language is other than English. It introduces students to reading English at the high-intermediate level. Comprehension and vocabulary development are stressed. Completion of ESL 862 with a grade of C or better or placement by ESL Placement Test is recommended. Units do not apply toward AA/AS degree.

ESL 864 READING IV

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

Description: This is a course for students whose native language is other than English. It introduces students to reading English at the advanced level. Comprehension and vocabulary development are stressed. The course is designed to prepare students for college entry courses. Completion of ESL 863 with a grade of C or better or placement by ESL Placement Test is recommended. Units do not apply toward AA/AS degree.

ESL 871 BEGINNING ORAL AND LISTENING SKILLS REVIEW

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

Description: This course is designed for students whose native language is other than English. It introduces students to speaking and listening to English at the high beginning/low intermediate level. Comprehension and vocabulary are stressed. English grammatical structures are also reviewed and practiced. Units do not apply toward AA/AS degree.

ESL 872 INTERMEDIATE ORAL AND LISTENING SKILLS

Units (Grade Option) 3

Class Hours 3 lecture hours/week

Basic Skills Level: OC

Prerequisites: None

Description: This is a review course designed to strengthen the intermediate English as a Second Language student's conversational, oral and listening communication skills as well as to expand his/her English vocabulary. English grammatical structures are also reviewed and practiced. Placement by ESL Test at Level 2, or satisfactory completion of ESL 841 with a grade of C or better is recommended. Units do not apply toward AA/AS degree.

ESL 873 ADVANCED ORAL AND LISTENING SKILLS

Units (Grade Option) 3

Class Hours 3 lecture hours/week

Basic Skills Level: OC

Prerequisites: None

Description: This is a review course designed to strengthen the advanced English communication skills as well as to expand English vocabulary. English grammatical structures are also reviewed and practiced. Completion of ESL Level 3 instruction or placement by ESL Placement Test at Level 3 is recommended. Units do not apply toward AA/AS degree.

ESL 874 BEGINNING READING AND WRITING

Units (Grade Option) 3

Class Hours 3 lecture hours/week

Basic Skills Level: OC

Prerequisites: None

Description: This course is designed for non-native speakers of English at the beginning college level in reading and writing. Focus is placed on writing sentences and short paragraphs, as well as improving reading comprehension to prepare the student for regular ESL Level I reading and writing courses offered in the Fall and Spring. English grammatical structures are reviewed and practiced also. Equivalent of two semesters of ESL instruction at the adult school level or placement by ESL Placement Test. Units do not apply toward AA/AS degree.

ESL 875 INTERMEDIATE READING AND WRITING

Units (Grade Option) 3

Class Hours 3 lecture hours/week

Basic Skills Level: OC

Prerequisites: None

Description: This is a course designed to instruct ESL students at the low intermediate level of reading/writing. Focus is on the continuation of writing skills at the paragraph level, as well as on improving reading comprehension to prepare the student for ESL Level II reading and writing courses offered in the Fall and Spring. English grammatical structures are reviewed and practiced also. Equivalent of at least one semester of college level ESL instruction, or completion of ESL 841 or 842, or placement by ESL Placement Test is recommended. Units do not apply toward AA/AS degree.

ESL 876 ADVANCED READING AND WRITING

Units (Grade Option) 3

Class Hours 3 lecture hours/week

Basic Skills Level: OC

Prerequisites: None

Description: This review course is designed to strengthen the low-advanced English as a Second Language students' accuracy and fluency in reading and writing English, as well as to expand the

students' English vocabulary. English grammatical structures are also reviewed and practiced. Completion of ESL 843 with a grade of C or better or placement by ESL Placement Test is recommended. Units do not apply toward AA/AS degree.

ETHNIC STUDIES

(See individual courses: ANTH 360, 370; HIST 242, 422, 451, 452; INTD 320, 321, 322; LIT. 252, 266, 371, 372, 375; SOCI 141; SOSC 250)

FASHION DESIGN**FASH 110 BEGINNING CLOTHING CONSTRUCTION (CAN H EC 10)**

Units (Grade Option) 3

Class Hours 3 lecture hours/week

Basic Skills Level: 1

Prerequisites: None

Corequisites: Concurrent enrollment in FASH 699

Description: A course designed to provide an overview of basic sewing techniques, sewing machine skills, and understanding of fabrics and patterns. The focus is on updating clothing construction methods for students with little or no sewing experience. Concurrent enrollment in FASH 699 is required, two hours per week minimum. Transfer: CSU.

FASH 111 TECHNIQUES OF FIT

Units (Grade Option) 3

Class Hours 3 lecture hours/week

Basic Skills Level: 1

Prerequisites: None

Corequisites: Concurrent enrollment in FASH 699

Description: This course is an overview of effective pattern alteration by pivot and slide techniques for skirts, pants and bodice patterns. Techniques used for sizing, ease, fabric variability, and the analysis of individual figure problems are examined. Concurrent enrollment in FASH 699 is required, two hours per week minimum. Transfer: CSU.

FASH 112 KNITS AND WOVENS

Units (Grade Option) 3

Class Hours 3 lecture hours/week

Basic Skills Level: 1

Prerequisites: None

Corequisites: Concurrent enrollment in FASH 699

Description: This course is an overview of techniques used when working with knits and woven fabrics. Speed techniques using sergers, the newest sewing machines, notions, and rotary cutters will be examined for a variety of garment constructions. Concurrent enrollment in FASH 699 is required, two hours per week minimum. Transfer: CSU.

FASH 113 TEXTILES (CAN H EC 6)

Units (Grade Option) 3

Class Hours 3 lecture hours/week

Basic Skills Level: 1

Prerequisites: None

Description: This course is an introduction to the study of natural and chemical fibers, yarns, weaving, finishing, and dyeing. Students will also analyze methods used for purchasing and caring for clothing. Transfer: CSU, UC.

FASH 115 INTERMEDIATE CLOTHING CONSTRUCTION

Units (Grade Option) 3

Class Hours 3 lecture hours/week

Basic Skills Level: 1

Prerequisites: FASH 110 or 111 or 112, or equivalent

Corequisites: Concurrent enrollment in FASH 699.

Description: This course is designed to provide an overview of intermediate sewing techniques for constructing collars, buttonholes, sleeves, hems, pockets, and other garment details. Student will also learn how to construct garments using a variety of fabrics. Concurrent enrollment in FASH 699 is required, two hours per week minimum. Transfer: CSU.

FASH 116 TAILORING

Units (Grade Option) 3

Class Hours 3 lecture hours/week

Basic Skills Level: 1

Prerequisites: None

Corequisite: Concurrent enrollment in FASH 699.

Description: This course is designed to provide an overview of techniques applied to the construction of suits and coats. Students also will analyze and adapt patterns for proper fit and evaluate and select fabrics for specific garments. Concurrent enrollment in FASH 699 is required, two hours per week minimum. Transfer: CSU.

FASH 117 FASHION IMAGE

Units (Grade Option) 3

Class Hours 3 lecture hours/week

Basic Skills Level: 1

Prerequisites: None

Description: This course is an overview of the selection of clothing and accessories based on analyzing and understanding personal coloring, figure types, life styles, and fashion trends. The course is designed to teach the effects of appearance on others and how to choose fashions to look one's best. Transfer: CSU.

FASH 118 FLAT PATTERN

Units (Grade Option) 3

Class Hours 3 lecture hours/week

Basic Skills Level: 1

Prerequisites: None

Corequisites: Concurrent enrollment in FASH 699.

Description: This course is an introduction to the use of basic patternmaking theory to create garment design. Students will learn how to draft a basic pattern to fit individual figures and to design clothing from the patterns. Concurrent enrollment in FASH 699 is required, two hours per week minimum. Transfer: CSU.

FASH 120 ADVANCED TECHNIQUES OF FIT

Units (Grade Option) 3

Class Hours 3 lecture hours/week

Basic Skills Level: 1

Prerequisites: FASH 111 or 118 or equivalent

Corequisites: Concurrent enrollment in FASH 699.

Description: In this course students will learn how to design or copy garments by combining and/or altering patterns. Other topics include the theory of patternmaking and interpreting magazine sketches or pictures to make exact copies. Students are required to make three garments. Concurrent enrollment in FASH 699 is required, two hours per week minimum. Transfer: CSU.

FASH 121 TECHNIQUES FOR SEWING SPECIALTY FABRICS

Units (Grade Option) 3

Class Hours 3 lecture hours/week

Basic Skills Level: 1

Prerequisites: None

Corequisites: Concurrent enrollment in FASH 699.

Description: This course focuses sewing with special fabrics-- leather, suedes, fur, silks, velvets, sheers, handwovens, laces, and ethnic fabrics from many countries. How to care for these fabrics will also be presented. Concurrent enrollment in FASH 699 is required, two hours per week minimum. Transfer: CSU

FASH 123 INTRODUCTION TO THE FASHION INDUSTRY

Units (Grade Option) 3

Class Hours 3 lecture/hours/week

Basic Skills Level: 1

Prerequisites: None

Description: This course is an introduction to the fashion industry. Students will analyze trends and manufacturing techniques and their implications for fashions. Terminology, careers, job and responsibilities applicable to the fashion industry will also be covered. Transfer: CSU.

FASH 124 ART IN CLOTHING

Units (Grade Option) 3

Class Hours 3 lecture hours/week

Basic Skills Level: 1

Prerequisites: None

Corequisites: Concurrent enrollment in FASH 699.

Description: This course is an overview of basic techniques used for embellishing clothing using originality and creativity. Students will analyze techniques for decorative machine stitchery, fabric painting, piecing, applique, and beading. Concurrent enrollment in FASH. 699 is required, two hours per week minimum. Transfer: CSU.

FASH 125 ALTERATIONS

Units (Grade Option) 3

Class Hours 3 lecture hours/week

Basic Skills Level: 1

Prerequisites: FASH 110 or 115 or 116 or equivalent

Corequisites: Concurrent enrollment in FASH 699.

Description: This course is an overview of techniques used for altering ready-to-wear garments. Students will develop techniques for changing hems, seams, replacing zippers, relining, mending and restyling. Concurrent enrollment in FASH 699 is required, two hours per week minimum. Transfer: CSU.

FASH 127 CUSTOM DRESSMAKING

Units (Grade Option) 3

Class Hours 3 lecture hours/week

Basic Skills Level: 1

Prerequisites: FASH 110 or 115 or 116 or equivalent

Corequisites: Concurrent enrollment in FASH 699.

Description: In this course students will analyze techniques and tips for custom dressmaking and advanced alterations. Steps for beginning an alteration business and implications for success are covered also. Concurrent enrollment in FASH 699 is required, two hours per week minimum. Transfer: CSU.

FASH 128 DECORATING WITH FABRIC

Units (Grade Option) 3

Class Hours 3 lecture hours/week

Basic Skills Level: 1

Prerequisites: FASH 110 or 115 or equivalent

Corequisites: Concurrent enrollment in FASH 699

Description: This course covers basic techniques used to make custom curtains, draperies, pillows, bedspreads, table covers and accessories. Emphasis is placed on selection of fabrics, determining yardage requirements, and techniques for handling large amounts of fabric. Concurrent enrollment in FASH 699 is required, two hours per week minimum. Transfer: CSU.

FASH 140 BASIC SERGING

Units (Grade Option) 1

Class Hours 1 lecture hour/week

Basic Skills Level: 1

Prerequisites: None

Corequisites: Concurrent enrollment in FASH 699.

Description: The use of the serger sewing machine for creating a variety of edge finishes while constructing garments is presented in this course. Concurrent enrollment in FASH 699 is required, two hours per week minimum.

FASH 141 CREATIVE SERGING

Units (Grade Option) 1

Class Hours 1 lecture hour/week

Basic Skills Level: 1

Prerequisites: FASH 140

Corequisites: Concurrent enrollment in FASH 699.

Description: Students will learn fast, decorative serging techniques using a variety of threads, trims, and fabrics to make unique garments in this course. Concurrent enrollment in FASH 699 is required, two hours per week minimum.

FASH 146 DESIGNER TECHNIQUES

Units (Grade Option) 3

Class Hours 3 lecture hours/week

Basic Skills Level: 1

Prerequisites: FASH 110, 111, and 115

Description: This course is an overview of designers of the past and present and their influence on fashion. Students will analyze the designer details in ready-to-wear fashions and apply the same techniques in clothing construction. Transfer: CSU

FASH 148 PERSONAL COLOR PRINCIPLES

Units (Grade Option) 3

Class Hours 3 lecture hours/week

Basic Skills Level: 1

Prerequisites: None

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

FASH 150 HISTORY OF FASHION

Units (Grade Option) 3

Class Hours 3 lecture hours/week

Basic Skills Level: 1

Prerequisites: None

Description: This course is a survey course of fashions from ancient Egypt to present day with emphasis on the 19th and 20th Centuries.

Students will analyze fashion trends and fads as influenced by industrial and political developments. Transfer: CSU.

FASH 151 FASHION MERCHANDISING

Units (Grade Option) 3

Class Hours 3 lecture hours/week

Basic Skills Level: 1

Prerequisites: None

Description: This course is an overview of the historical development of fashion and the economic, social, and psychological factors influencing clothing choices. Careers in fashion will be examined also. Other topics include fabrics and accessories, fashion promotion, advertising, display, and retail distribution of goods. Transfer: CSU.

FASH 162 PATTERN DESIGN

Units (Grade Option) 3

Class Hours 3 lecture hours/week

Basic Skills Level: 1

Prerequisites: FASH 118

Corequisites: Concurrent enrollment in FASH 699

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 699 is required, two hours per week minimum. Transfer: CSU.

FASH 164 FASHION ILLUSTRATION

Units (Grade Option) 2

Class Hours 2 lecture hours/week

Basic Skills Level: 1

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

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

Prerequisites: None

Description: This course is an overview of designing clothing on a dressform; students will use this design process to create three-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

Prerequisites: None

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. See course schedule for Fash 350 courses which have a requirement for concurrent enrollment in a sewing lab. Transfer: CSU.

FRENCH**FREN 110 ELEMENTARY FRENCH (CAN FREN 2)**

Units 5

Class Hours 5 lecture/2 lab hours/week

Basic Skills Level: 1

Prerequisites: None

Description: Conversation in the language, dictation, reading, study of the fundamentals of grammar and the writing of simple French exercises. The student is urged to make extensive use of the listening facilities in the language laboratory. Transfer: CSU, UC.

FREN 111 ELEMENTARY FRENCH I

Units 3

Class Hours 3 lecture/2 lab hours/week

Basic Skills Level: 1

Prerequisites: None

Description: The basic principles of beginning French, offered at a less intense pace than French 110. One semester equals approximately half of French 110. May be used for partial fulfillment of transfer language requirements. Two lab hours per week required. Transfer: CSU, UC.

FREN 112 ELEMENTARY FRENCH II

Units 3

Class Hours 3 lecture/2 lab hours/week

Basic Skills Level: 1

Prerequisites: FREN 111

Description: Further basic principles of beginning French, offered at a less intense pace than French 110. One semester equals approximately half of French 110. May be used for partial fulfillment of transfer language requirements. Two lab hours per week required. Transfer: CSU, UC.

FREN 120 ADVANCED ELEMENTARY FRENCH (CAN FREN 4)

Units 5

Class Hours 5 lecture/2 lab hours/week

Basic Skills Level: 1

Prerequisites: FREN 110 or equivalent

Description: Conversation, dictation, further study of grammar and sentence structure; study of cognates, derivatives and idioms, reading of short stories. The student is urged to make extensive use of the listening facilities in the language laboratory. Two lab hours per week required. Transfer: CSU, UC.

FREN 121 ADVANCED ELEMENTARY FRENCH I

Units 3

Class Hours 3 lecture/2 lab hours/week

Basic Skills Level: 1

Prerequisites: FREN 110 or equivalent

Description: The basic principles of Advanced Elementary French, offered at a less intense pace than French 120. One semester equals approximately half of French 120. May be used for partial fulfillment of transfer language requirements. Two lab hours per week required. Transfer: CSU, UC.

FREN 122 ADVANCED ELEMENTARY FRENCH II

Units 3

Class Hours 3 lecture/2 lab hours/week

Basic Skills Level: 1

Prerequisites: FREN 121

Description: Further basic principles of Advanced Elementary French, offered at a less intense pace than French 120. One semester equals approximately half of French 120. May be used for partial fulfillment of transfer language requirements. Two lab hours per week required. Transfer: CSU, UC.

FREN 130 INTERMEDIATE FRENCH

Units 5

Class Hours 5 lecture/2 lab hours/week

Basic Skills Level: 1

Prerequisites: FREN 120 or equivalent

Description: Reading of short stories, plays or novels, review of grammar, conversation, composition, dictation. The student is urged to make extensive use of the listening facilities in the language laboratory. Two lab hours per week required. Transfer: CSU, UC.

FREN 140 ADVANCED INTERMEDIATE FRENCH

Units 3

Class Hours 3 lecture hours/week

Basic Skills Level: 1

Prerequisites: FREN 130 or equivalent

Description: Reading of selections from French literature and reading of a contemporary novel; further practice of conversation and composition; continued review of principles of grammar, analysis of idioms. Transfer: CSU, UC.

FREN 161 READINGS IN FRENCH LITERATURE I

Units 3

Class Hours 3 lecture hours/week

Basic Skills Level: 1

Prerequisites: FREN 140

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

FREN 162 READINGS IN FRENCH LITERATURE II

Units 3

Class Hours 3 lecture hours/week

Basic Skills Level: 1

Prerequisites: FREN 161

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

FREN 196 FRENCH LANGUAGE LABORATORY

Units (Credit/No Credit) 0.5-1

Class Hours 1.5-3 lab hours per week

Basic Skills Level: 1

Prerequisites: FREN 120

Description: A program consisting of 25-50 hours of work to be done in the language laboratory emphasizing speaking and understanding French. Transfer: CSU.

FREN 197 FRENCH PRONUNCIATION

Units 3

Class Hours 3 lecture hours/week

Basic Skills Level: 1

Prerequisites: None

Description: Comprehensive study of the theory and practice of pronunciation of the French language. Practical approach, with an emphasis on much oral work in class and in the language laboratory, to improve the pronunciation skills of those persons who have been, or who will be, exposed to French at some level. Background in French recommended. Transfer: CSU.

FREN 801 CONVERSATIONAL FRENCH I

Units (Grade Option) 2

Class Hours 3 lecture hours/week

Basic Skills Level: OC

Prerequisites: None

Description: Practical course in the French language approached by way of conversation. Intensive drill in the formulas and idioms of daily speech is supported with sufficient grammar to give flexibility in the spoken language. (This course will not fulfill language requirement of California State Colleges or at the University of California.) Units do not apply toward AA/AS degree.

FREN 802 CONVERSATIONAL FRENCH II

Units (Grade Option) 2

Class Hours 3 lecture hours/week

Basic Skills Level: OC

Prerequisites: FREN 801

Description: Further drill in the formulas and idioms of daily speech supported with sufficient grammar to give flexibility in the spoken language with particular attention paid to enlarging the particular vocabulary. (This course will not fulfill language requirement at California State Colleges or at the University of California.) Units do not apply toward AA/AS degree.

FREN 803 CONVERSATIONAL FRENCH III

Units (Grade Option) 2

Class Hours 3 lecture hours/week

Basic Skills Level: OC

Prerequisites: FREN 802

Description: More advanced drill in the formulas and idioms of daily speech supported with sufficient grammar to give flexibility in the spoken language with particular attention paid to enlarging the particular vocabulary. (This course will not fulfill language requirement at California State Colleges or at the University of California.) Units do not apply toward AA/AS degree.

FREN 804 CONVERSATIONAL FRENCH IV

Units (Grade Option) 2

Class Hours 3 lecture hours/week

Basic Skills Level: OC

Prerequisites: FREN 803

Description: Further advanced drill in the formulas and idioms of

daily speech supported with sufficient grammar to give flexibility in the spoken language with particular attention paid to enlarging the particular vocabulary. (This course will not fulfill language requirement at California State Colleges or at the University of California.) Units do not apply toward AA/AS degree.

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

Units (Grade Option) 3

Class Hours 3 lecture hours/week

Basic Skills Level: 1

Prerequisites: None

Description: This course is an introduction to the basic characteristics of maps, the earth's grid, seasons, time zones, weather and climate, soils and vegetation, ocean currents, and landforms. The interrelationship of these basic factors will be analyzed in the regional framework of the entire earth's surface. Transfer: CSU, UC.

GEOG 110 CULTURAL GEOGRAPHY (CAN GEOG 4)

Units (Grade Option) 3

Class Hours 3 lecture hours/week

Basic Skills Level: 1

Prerequisites: None

Description: This course is an overview of culture within the geographic framework of race, language, religion, political boundaries, population distribution, settlement patterns, and making a living. Also included is an analysis of spatial distribution of the most important parts of human's cultural occupation of the earth. Transfer: CSU, UC.

GEOG 120 ECONOMIC GEOGRAPHY

Units (Grade Option) 3

Class Hours 3 lecture hours/week

Basic Skills Level: 1

Prerequisites: None

Description: In this course students will evaluate the effects of cultural and physical environments on utilization of resources. Other topics to be analyzed include investigation and description of basic resources used by humans and interrelationships of urban growth and economic development in industrialized regions of the world. Transfer: CSU, UC.

GEOG 150 WORLD REGIONAL GEOGRAPHY

Units (Grade Option) 3

Class Hours 3 lecture hours/week

Basic Skills Level: 1

Prerequisites: None

Description: This course is an introduction to the location of important geographic features such as rivers, mountain ranges, climatic regions, countries, states, and major cities with emphasis on historical influences and population growth. Also included is a survey of basic geographic regions of the world. Transfer: CSU, UC.

GEOLOGY**GEOG 100 SURVEY OF GEOLOGY**

Units (Grade Option) 3

Class Hours 2 lecture/3 lab hours/week

Basic Skills Level: 1

Prerequisites: None

Description: Basic principles of igneous, sedimentary and metamorphic geology are covered in this survey course. Also discussed are

rocks, minerals and the origin of the earth, continents and mountains. Field trips may be required. Transfer: CSU, UC.

GEOL 110 GEOLOGICAL HAZARDS

Units (Grade Option) 3

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

Basic Skills Level: 1; M2

Prerequisites: None

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

GERMAN

GERM 110 ELEMENTARY GERMAN

Units 5

Class Hours 5 lecture/2 lab hours/week

Basic Skills Level: 1

Prerequisites: None

Description: Study of and practice in the basic forms and patterns of German; development of a satisfactory pronunciation; learning and using vocabulary of high frequency; reading of simple German texts. Students are urged to make use of the listening facilities in the language laboratory. Transfer: CSU, UC.

GERM 111 ELEMENTARY GERMAN I

Units 3

Class Hours 3 lecture hours/week

Basic Skills Level: 1

Prerequisites: None

Description: The basic principles of beginning German, offered at a less intense pace than German 110. One semester equals approximately half of German 110. May be used for partial fulfillment of transfer language requirements. Transfer: CSU, UC.

GERM 112 ELEMENTARY GERMAN II

Units 3

Class Hours 3 lecture hours/week

Basic Skills Level: 1

Prerequisites: GERM 111

Description: Further basic principles of beginning German, offered at a less intense pace than German 110. One semester equals approximately second half of German 110. May be used for partial fulfillment of transfer language requirements. Transfer: CSU, UC.

GERM 196 GERMAN LANGUAGE LABORATORY

Units (Credit/No Credit) 0.5-1

Class Hours 1.5-3 lab hours/week

Basic Skills Level: 1

Prerequisites: GERM 120 or equivalent.

Description: A program consisting of 25-50 hours of work to be done in the language laboratory emphasizing speaking and understanding German. May be repeated for credit up to 1 unit. Transfer: CSU

GERM 801 CONVERSATIONAL GERMAN I

Units (Grade Option) 2

Class Hours 3 lecture hours/week

Basic Skills Level: OC

Prerequisites: None

Description: A practical course in the German language approached

by way of conversation. Intensive drill in the patterns and idioms of daily speech is supported with sufficient grammar to give flexibility in the spoken language. (This course will not fulfill language requirement at California State Colleges or at the University of California.) Units do not apply toward AA/AS degree.

GERM 802 CONVERSATIONAL GERMAN II

Units (Grade Option) 2

Class Hours 3 lecture hours/week

Basic Skills Level: OC

Prerequisites: GERM 801

Description: Further drill in the patterns and idioms of daily speech is supported with sufficient grammar to give flexibility in the spoken language. (This course will not fulfill language requirement at California State Colleges or at the University of California.) Units do not apply toward AA/AS degree.

GERM 803 CONVERSATIONAL GERMAN III

Units (Grade Option) 2

Class Hours 3 lecture hours/week

Basic Skills Level: OC

Prerequisites: GERM 802

Description: More advanced drill in the patterns and idioms of daily speech is supported with sufficient grammar to give flexibility in the spoken language. (This course will not fulfill language requirement at California State Colleges or at the University of California.) Units do not apply toward AA/AS degree.

GERM 804 CONVERSATIONAL GERMAN IV

Units (Grade Option) 2

Class Hours 3 lecture hours/week

Basic Skills Level: OC

Prerequisites: GERM 803

Description: Further advanced drill in the patterns and idioms of daily speech is supported with sufficient grammar to give flexibility in the spoken language. (This course will not fulfill language requirement at California State Colleges or at the University of California.) Units do not apply toward AA/AS degree.

HEALTH SCIENCE

HSCI 104 NUTRITION AND PHYSICAL FITNESS

Units 1

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

Basic Skills Level: 1; M2

Prerequisites: None

Description: Study of the various aspects of good nutrition as they relate to physical fitness. Overweight, food fads, exercise are topics included. Transfer: CSU.

HSCI 105 DISEASE

Units (Grade Option) 1

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

Basic Skills Level: 1, M2

Prerequisites: None

Description: Study of cause, prevention, and control of infectious and noninfectious diseases. Highlights of primitive medical practices and modern advances in fighting disease will be discussed. Transfer: CSU.

HSCI 106 MENTAL HEALTH

Units (Grade Option) 1

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

Basic Skills Level: 1

Prerequisites: None

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

HSCI 108 WOMEN'S HEALTH ISSUES

Units (Grade Option) 1

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

Basic Skills Level: 1, M2

Prerequisites: None

Description: Up-to-date study of how lifestyle choices influence current and future health of women. Role of diet, use of vitamin/mineral supplements and physical fitness will be stressed in each topic of the female menstrual cycle. Transfer: CSU.

HSCI 350 MICROCOMPUTER FOR HEALTH SCIENCES

Units 1

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

Basic Skills Level: 1

Prerequisites: None

Description: An introduction to microcomputers for students in Health Science related fields. Demonstrations, hands-on laboratory and applications for these fields will be provided.

HSCI 430 CPR AND FIRST AID

Units (Grade Option) .5-1

Class Hours .5-1 lecture hour/week

Basic Skills Level: 1

Prerequisites: None

Description: This course provides training in CPR, First Aid for common injuries, and life-saving skills. Upon successful completion, students may obtain Red Cross First Aid and CPR certification. May be repeated for credit up to 1 unit. Transfer: CSU, UC.

HISTORY**HIST 100 HISTORY OF WESTERN CIVILIZATION I (CAN HIST 2)**

Units (Grade Option) 3

Class Hours 3 lecture hours/week

Basic Skills Level: 1

Prerequisites: None

Description: This course is a broad overview of the rise and decline of the civilization of the ancient world. Other topics include the rise of Christianity, the growth and decline of Medieval society, the Renaissance, Reformation and the beginning of the modern world. Transfer: CSU, UC.

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

Units (Grade Option) 3

Class Hours 3 lecture hours/week

Basic Skills Level: 1

Prerequisites: None

Description: This course is designed to present a broad survey of events in the Western World from the so-called Early Modern World period to the present. Students will also examine the rise of modern Europe which includes the Enlightenment, the French Revolution,

and the growth of Liberalism. Completion of HIST 100 is recommended. Transfer: CSU, UC.

HIST 102 HISTORY OF AMERICAN CIVILIZATION

Units (Grade Option) 3

Class Hours 3 lecture hours/week

Basic Skills Level: 1

Prerequisites: None

Description: The course is a broad survey of the major time periods of U.S. History--colonial settlement of North America, the Enlightenment, the Age of Revolution, growth of democracy, and the problems of industrialization. Also included are the following topics: an analysis of the emergence of modern society, the effects of expansion of the 19th and 20th Centuries on culture of America, and the role of United States in modern world. Completion of HIST 100, 201 or 202 is recommended. Transfer: CSU, UC.

HIST 201 UNITED STATES HISTORY I (CAN HIST 8)

Units (Grade Option) 3

Class Hours 3 lecture hours/week

Basic Skills Level: 1

Prerequisites: None

Description: This course is a broad survey of United States history beginning with English colonization along the Atlantic Coast, westward expansion of the colonists, the Revolution, the creation of the Constitution, and the Federalist and Jeffersonian philosophies. Also included are the following topics: an analysis of the forces of sectionalism and nationalism, slavery and abolition, and the Civil War and Reconstruction. Economic, political, social and intellectual patterns of the period are examined. Transfer: CSU, UC.

HIST 202 UNITED STATES HISTORY II (CAN HIST 10)

Units (Grade Option) 3

Class Hours 3 lecture hours/week

Basic Skills Level: 1

Prerequisites: None

Description: This is a broad survey course in United States history beginning with the Reconstruction Period and continuing through industrial and urban expansion, economic and social development, patterns of liberal reform, and the foreign and domestic policies of the United States up to the present. The United States Constitution is analyzed. Completion of HIST 201 is recommended. Transfer: CSU, UC.

HIST 205 RELIGION IN AMERICA

Units (Grade Option) 3

Class Hours 3 lecture hours/week

Basic Skills Level: 1

Prerequisites: None

Description: This course is a broad survey of historical religious thoughts and activities in this country. The religious influence on the development of American civilization will be analyzed. Transfer: CSU, UC.

HIST 242 THE AFRO-AMERICAN IN UNITED STATES HISTORY

Units (Grade Option) 3

Class Hours 3 lecture hours/week

Basic Skills Level: 1

Prerequisites: None

Description: This is a broad survey course which begins with a chronological study of the history of Afro-Americans from medieval Africa through the slave trade, American slavery, and abolitionism.

The effects of the Civil War and Reconstruction, Jim Crow America, the Harlem Renaissance, events of the 1930s, and the "modern" civil rights period will be analyzed. HIST 201 or 202 recommended. (Fulfills Ethnic Studies or American Institutions requirements.) Transfer: CSU, UC.

HIST 310 CALIFORNIA HISTORY

Units (Grade Option) 3

Class Hours 3 lecture hours/week

Basic Skills Level: 1

Prerequisites: None

Description: This course is a broad survey of major trends in California's growth, including the Indian cultures and their interrelationship with the Spanish discovery and colonization. The mission-rancho era, the American takeover, the Gold Rush and vigilante era, the constitutional, political, and economic growth of the state, and the contemporary social, political, economic, and environmental problems are also examined. Transfer: CSU, UC.

HIST 315 HISTORY OF SAN MATEO COUNTY

Units (Grade Option) 3

Class Hours 3 lecture hours/week

Basic Skills Level: 1

Prerequisites: None

Description: This course is a broad survey of the county's development from the pre-Spanish period up to the present. Other topics examined include the natural setting; the Ohlone Indian culture; the Spanish discovery and settlement; the mission-rancho era; the early American period with establishment of county government; advent of lumbering, railroads, and industry; growth of Bayside and Coastsides communities, airports, and industrial parks; contemporary social, economic, and political issues such as population shifts, land development, and voting trends. Transfer: CSU.

HIST 421 HISTORY OF THE AMERICAS

Units (Grade Option) 3

Class Hours 3 lecture hours/week

Basic Skills Level: 1

Prerequisites: None

Description: This course is a broad survey of the history of North and South America from the times of the pre-Columbian Indian civilizations through the European conquest. Students will also compare the ages of the revolutions against the European colonizing powers. Transfer: CSU, UC.

HIST 422 MODERN LATIN AMERICA

Units (Grade Option) 3

Class Hours 3 lecture hours/week

Basic Skills Level: 1

Prerequisites: None

Description: This is a broad survey course of the history of Latin America from independence to present. Other topics examined include Latin America's role today, problems of Latin America, the United States relationship, and the cultural ties binding Spanish-speaking people in the U.S. (Fulfills Ethnic Studies requirement.) Transfer: CSU, UC.

HIST 451 FAR EASTERN CIVILIZATION AND HERITAGE I

Units (Grade Option) 3

Class Hours 3 lecture hours/week

Basic Skills Level: 1

Prerequisites: None

Description: This course is a broad survey of the historical and

cultural development of China and Japan. Emphasis will be placed on the religious, philosophical, and artistic development of these countries within the historical context and how, within these traditions, these countries meet the challenge in the present. Attention will also be given to the way in which Asian-Americans adjust and identify themselves with their cultural legacy in their new environment. (Fulfills Ethnic Studies requirement.) Transfer: CSU, UC.

HIST 452 FAR EASTERN CIVILIZATION AND HERITAGE II

Units (Grade Option) 3

Class Hours 3 lecture hours/week

Basic Skills Level: 1

Prerequisites: None

Description: This course is continuation of a broad survey of the cultural achievement of China and Japan from the 13th Century to the present. Emphasis will be placed on the old cultural traditions, foreign invasions, influences, the intended colonialism of foreign countries. Modern political development and nationalism will be discussed with an attempt to show their ramifications on contemporary Asian-Americans. (Fulfills Ethnic Studies requirement.) Transfer: CSU, UC.

HIST 454 HISTORICAL PERSPECTIVES IN AMERICAN SOCIETY

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

Class Hours 1-3 lecture hours/week

Basic Skills Level: 1

Prerequisites: None

Description: This course is an overview of the patterns and processes of institutions and values in American History from the 1600s to the present. United States foreign policy, environmental policies, American politics, and their implications for current events will be examined also. May be repeated for credit up to 3 units. Transfer: CSU.

HIST 456 HISTORICAL PERSPECTIVES OF UNITED STATES FOREIGN POLICY

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

Class Hours 1-3 lecture hours/week

Basic Skills Level: 1

Prerequisites: None

Description: This course focuses on international events, United States foreign policy, and current political and environmental issues. "Great Decisions" and their effects on society will be examined also. May be repeated for credit up to 3 units. Transfer: CSU.

HIST 458 WHO'S WHO IN WORLD HISTORY

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

Class Hours 1-3 lecture hours/week

Basic Skills Level: 1

Prerequisites: None

Description: In this course students will examine Western civilization with a focus on people, the "movers and shakers" in history from King Tut to Gorbachev and Saddam Hussein, warriors, philosophers, economists, and peace makers of all ages from all quarters of the globe. The influences of the "movers and shakers" on society will be examined. May be repeated for credit up to 3 units. Transfer: CSU.

HOME ECONOMICS

See *FASHION DESIGN*

HOSPITALITY

H.R. 108 INTRODUCTION TO MEETINGS AND CONVENTION MANAGEMENT

Units 3

Class Hours 3 lecture hours/week

Basic Skills Level: 1

Prerequisites: Tour 200 or concurrent enrollment in Tour 200 or required.

Description: In this course students are acquainted with the meeting and convention management industry. The course includes meeting design and objectives, program planning, food and beverage amenities, and historical and statistical analysis of meetings. Transfer: CSU.

H.R. 110 HOSPITALITY LAW

Units 3

Class Hours 3 lecture hours/week

Basic Skills Level: 1

Prerequisites: Tour 200 or concurrent enrollment in Tour 200 or required.

Description: This course is a study of the origin and functions of hospitality and travel law with emphasis on the framework within which hotels, restaurants, and other members of the travel industry operate. Transfer: CSU.

INTERIOR DESIGN

INTD 115 INTRODUCTION TO INTERIOR DESIGN

Units (Grade Option) 3

Class Hours 3 lecture hours/week

Basic Skills Level: 1

Prerequisites: None

Description: This course is an examination of the relationship of the built environment with emphasis on the home. Principles and elements of design and color are examined as they relate to the functional and aesthetic aspects of interiors. Students develop skills in critical analysis of existing interiors and create individual solutions through space design projects. Transfer: CSU.

INTD 126 CRITICAL THINKING FOR INTERIOR DESIGNERS

Units (Grade Option) 3

Class Hours 3 lecture hours/week

Basic Skills Level: 1

Prerequisites: None

Description: This course will introduce students to the analytical and creative tools designers use to make decisions. Students explore the philosophy of design and the design process through reading design history and practice in hands-on processes of creative expression. The team consultation critique is utilized throughout the course. Transfer: CSU.

INTD 128 DESIGN COMMUNICATION

Units (Grade Option) 3

Class Hours 3 lecture hours/week

Basic Skills Level: 1

Prerequisites: ARCH 110

Description: This course focuses on the visual and oral presentation skills students need in the interior design profession. Students will explore specialized, two-dimensional (quick sketch) techniques and model-building with emphasis on interactive models and design concepts. Transfer: CSU.

INTD 130 TWO-DIMENSIONAL DRAWING SKILLS FOR INTERIOR DESIGNERS

Units (Grade Option) 3

Class Hours 3 lecture hours/week

Basic Skills Level: 1

Prerequisites: ARCH 110

Description: In this course, students master drawing techniques for interior designers. Topics include floor plans, interior elevations, reflected ceiling plans, and architectural lettering. Transfer: CSU.

INTD 146 INTERIOR DESIGN GRAPHICS

Units (Grade Option) 3

Class Hours 3 lecture hours/week

Basic Skills Level: 1

Prerequisites: None

Corequisites: Concurrent enrollment in INTD 699

Description: Students will learn the theory of spatial composition in freehand drawing, rendering, and sketching of interior environmental elements to scale. One and two point perspective and isometric drawings and three-dimensional conceptualization techniques are presented. Students will analyze the mechanical methods of developing working drawings for designs and plans for cabinet-makers, builders, crafts persons, and clients. Concurrent enrollment in INTD 699 is required, two hours per week minimum. Transfer: CSU.

INTD 147 INTERIOR SPACE PLANNING

Units (Grade Option) 3

Class Hours 3 lecture hours/week

Basic Skills Level: 1

Prerequisites: INTD 115 and ARCH 110

Corequisites: Concurrent enrollment in INTD 699

Description: This course teaches programming, space planning, schematic design, design development, and problem-solving for residential and non-residential environments. Hidden human dimensions, as well as special needs for accessibility, are incorporated into design solutions. Concurrent enrollment in INTD 699 is required, two hours per week minimum. Concurrent enrollment in INTD 126 is recommended. Transfer: CSU.

INTD 148 COLOR FOR INTERIORS

Units (Grade Option) 3

Class Hours 3 lecture hours/week

Basic Skills Level: 1

Prerequisites: None

Corequisites: Concurrent enrollment in INTD 699

Description: Basic color theories are applied to the visual control of interior space. Relationship and the effect of color as light and color as pigment on textiles, surface and structural materials are examined. Students apply design attributes which affect the use of interior color composition to effect design solutions. Concurrent enrollment in INTD 699 is required, two hours per week minimum. Transfer: CSU.

INTD 150 HISTORY OF INTERIORS

Units (Grade Option) 3

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

Basic Skills Level: 1

Prerequisites: None

Description: In this course, the history of Western homes, public buildings, churches, interiors, and furniture from ancient Egypt until today are examined. Other topics include awareness of structures and the relevance of historical periods in today's design. Two lab hours by arrangement are required per week. Transfer: CSU.

INTD 156 PORTFOLIO PREPARATION

Units (Grade Option) 3
 Class Hours 3 lecture hours/week
 Basic Skills Level: 1
 Prerequisite: INTD 180 and 330

Description: The focus of this course is the application of design principles and graphic skills for assembling a portfolio of work for the professional job market. The completed portfolio will have examples of drafting and space planning (floor plans, elevations, and furniture arrangement) and color, fabric, materials, and furniture boards for both residential and commercial applications. It is recommended that students take INTD 350 or 356 concurrently. Transfer: CSU.

INTD 160 DECORATING FINISHES

Units (Grade Option) 3
 Class Hours 3 lecture hours/week
 Basic Skills Level: 1
 Prerequisites: INTD 148

Description: Students learn the application of design elements and the principles of design through the techniques of dutch metal, copper and aluminum leafing, stenciling, faux marble, and wall glazing. Also included are the examination and demonstration of other finishes. Transfer: CSU.

INTD 170 FABRICS FOR INTERIORS

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

Description: This course highlights the design attributes of textiles, with emphasis on selection, use, and performance standards for both residential and non-residential applications. Each step in the textile fabrication process is analyzed for floor coverings, window and wall treatments, and upholstery. Each student will be required to conduct research studies and field trips to industry processors and fabricators to compile an individual resource directory. Transfer: CSU.

INTD 180 CONTRACT DESIGN

Units (Grade Option) 3
 Class Hours 3 lecture hours/week
 Basic Skills Level: 1
 Prerequisites: ARCH 110, INTD 126, 128, and 130
 Corequisites: Concurrent enrollment in INTD 699

Description: This course is an analysis of the design of non-residential and public spaces. Emphasis is placed on the design process (programming, conceptualizing, and problem solving). Projects in space planning include interior landscaping, integration of building systems, codes and barrier-free requirements as well as human factors of design. Concurrent enrollment in INTD 699 is required, two hours per week minimum. Transfer: CSU.

INTD 194 RENDERING

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

Description: In this course, students will develop drawings for presentation using markers, watercolor, and pencils. Various media used for rendering--glass, metal, fabrics, and textures--will be examined also. How to use rendering techniques for portfolios and presentations will be presented. Transfer: CSU.

INTD 250 PROFESSIONAL PRACTICES

Units (Grade Option) 3
 Class Hours 3 lecture hours/week
 Basic Skills Level: 1
 Prerequisites: INTD 115 and 147

Description: The focus of this course is professionalism in interior design business ethics and working relationships with related professions. Business practices and business management tools are explored with input from professional designers involved with a variety of different types of practices. Liability, codes, and laws are examined and factored into student projects with both residential and non-residential professional practices. Transfer: CSU.

INTD 260 FUNDAMENTALS OF LIGHTING

Units (Grade Option) 2-4 (No more than 2 units per semester)
 Class Hours 2-4 lecture hours/week
 Basic Skills Level: 1
 Prerequisites: None

Description: The aesthetics of lighting will be integrated with the basic technical information needed to understand light and its relationship to the human being. Lighting design will be presented by nationally recognized designers. May be repeated for credit up to 4 units. Transfer: CSU.

INTD 270 KITCHEN DESIGN I

Units (Grade Option) 3
 Class Hours 3 lecture/hours week
 Basic Skills Level: 1
 Prerequisites: ARCH 110, INTD 126, 128, and 130
 Corequisites: Concurrent enrollment in INTD 699

Description: This course is an overview of the basic principles of kitchen design and space layout. Students will learn to draw floor plans and elevations to scale. Selection and evaluation of current products and materials will be made based on client survey. Industry experts will serve as guest lecturers and host field trips to local showrooms. Cabinetry, appliances, finish materials, "barrier free" design, and changing family patterns as applicable to today's kitchen will be covered. Concurrent enrollment in INTD 699 is required, two hours per week minimum. Transfer: CSU.

INTD 271 BATH DESIGN I

Units (Grade Option) 3
 Class Hours 3 lecture hours/week
 Basic Skills Level: 1
 Prerequisites: ARCH 110, INTD 126, 128, and 130.
 Corequisites: Concurrent enrollment in INTD 699

Description: This course is an overview of the basic principles of bath design. Drawing scale floor plans, new design concepts, product availability and the use of color will culminate in a class project of designing a bathroom. Concurrent enrollment in INTD 699 is required, two hours per week minimum. Transfer: CSU.

INTD 274 REMODELING CONSTRUCTION

Units (Grade Option) 3
 Class Hours 3 lecture hours/week
 Basic Skills Level: 1
 Prerequisites: INTD 270 and ARCH 110

Description: This course is a complete overview of home construction emphasizing remodeling. Other topics include basic design materials, work sequence, vocabulary of building, tools of industry, codes, permits, and inspections. Transfer: CSU.

INTD 276 KITCHEN DESIGN II

Units (Grade Option) 3

Class Hours 3 lecture hours/week

Basic Skills Level: 1

Prerequisites: INTD 270

Corequisites: Concurrent enrollment in INTD 699

Description: In this course students learn to design kitchens using creative applications of design concepts and principles. Products and materials are analyzed for best usage of personalized spaces. Specialized application of color, finishes, decorative detail, lighting, and plumbing will be covered also. Concurrent enrollment in INTD 699 is required, two hours per week minimum. Transfer: CSU.

INTD 277 BATH DESIGN II

Units (Grade Option) 3

Class Hours 3 lecture hours/week

Basic Skills Level: 1

Prerequisites: INTD 271, 330, and 370

Corequisites: Concurrent enrollment in INTD 699

Description: This course is an overview of advanced bath design. Students will prepare construction documents which include technical information for designing and redesigning bathrooms. Concurrent enrollment in INTD 699 is required, two hours per week minimum. Transfer: CSU.

INTD 278 MARKETING AND SALESMANSHIP FOR INTERIOR DESIGN

Units (Grade Option) 3

Class Hours 3 lecture hours/week

Basic Skills Level: 1

Prerequisites: None

Description: Basic principles of marketing and salesmanship are covered using design principles, floor plans, elevation procedures, and agreement and payment schedules for a total presentation to the client. Techniques of approaching a client from inception to completion will be covered in sequence and detail with emphasis on how to overcome objections and close a sale. This course is part of the training program for CKD certification examination by NKBA. Transfer: CSU.

INTD 320 ASIAN ART FOR INTERIORS: CHINA AND KOREA

Units (Grade Option) 1

Class Hours 1 lecture hour/week

Basic Skills Level: 1

Prerequisites: None

Description: A broad survey of historic and contemporary Asian art from China and Korea. Students will study the influence of the art design from China and Korea, the transfer to the United States, the contribution to interior design from these countries to the United States. (The course partially fulfills Ethnic Studies requirement.) Transfer: CSU.

INTD 321 ASIAN ART FOR INTERIORS: JAPAN AND SOUTHEAST ASIA

Units (Grade Option) 1

Class Hours 1 lecture hour/week

Basic Skills Level: 1

Prerequisites: None

Description: This course is a broad survey of historic and contemporary Asian art from Japan and Southeast Asia. Students will study the influence of the artists from Japan and southeast Asia, their migration to the United States, and their contributions to interior design in their

countries and the United States. (The course partially fulfills the Ethnic Studies requirement.) Transfer: CSU.

INTD 322 ASIAN ART FOR INTERIORS: JAPAN, INDIA, AND THE PHILIPPINES

Units (Grade Option) 1

Class Hours 1 lecture hour/week

Basic Skills Level: 1

Prerequisites: None

Description: A broad survey of historic and contemporary Asian art from Japan continued, India, the Philippines, and Persia. Students will study the influence of the artists from Japan, India, the Philippines, and Persia, their migration to the United States, and their contributions to interior design in their countries and the United States. (The course partially fulfills the Ethnic Studies requirement.) Transfer: CSU.

INTD 330 INTERIOR ARCHITECTURAL DETAILING

Units (Grade Option) 3

Class Hours 3 lecture hours/week

Basic Skills Level: 1

Prerequisites: ARCH 110, INTD 126, 128, and 130

Corequisites: Concurrent enrollment in INTD 699

Description: This course presents a comprehensive analysis of the theory, technical knowledge, and communication skills necessary to depict interior architectural detailing. Design concepts, use of materials, and their relationship during construction will be discussed with emphasis on detail procedures and techniques. Concurrent enrollment in INTD 699 is required, two hours per week minimum. Concurrent enrollment in INTD 480 is recommended. Transfer: CSU.

INTD 340 CABINETRY AND FURNITURE DESIGN

Units (Grade Option) 3

Class Hours 3 lecture hours/week

Basic Skills Level: 1

Prerequisites: ARCH 110

Corequisites: Concurrent enrollment in INTD 699

Description: The focus of this course is an overview of design and construction detailing of furniture, cabinets, and fixtures. Species of wood, joinery, and finishes will be covered. Concurrent enrollment in INTD 699 is required, two hours per week minimum. Transfer: CSU.

INTD 350 COMMERCIAL DESIGN I

Units (Grade Option) 3

Class Hours 3 lecture hours/week

Basic Skills Level: 1

Prerequisites: INTD 147 and 330

Corequisites: Concurrent enrollment in INTD 699

Description: In this course students learn how to design a multiple-unit commercial spaces such as offices or medical complexes (these designs will have repeatable designs and multiple rooms), using work flow analysis and three-dimensional design (axonometrics, isometrics, and quick sketching perspective). Also included in the course is how to schedule projects, estimate budgets, keep documentation, work with drawings, and keep time/work logs. It is recommended that students take INTD 260 or 356 concurrently. Concurrent enrollment in INTD 699 is required, two hours per week minimum. Transfer: CSU.

INTD 351 COMMERCIAL DESIGN II

Units (Grade Option) 3

Class Hours 3 lecture hours/week

Basic Skills Level: 1

Prerequisites: INTD 147, 330 and 350

Corequisites: Concurrent enrollment in INTD 699

Description: The focus of this course is learning how to design large, complex multi-unit commercial buildings. Students will learn programming (gathering of space and staff requirements), space standards, space planning, specifications required for a large design project, extensive and precise documentation and techniques of presentation. It is recommended that INTD 370 and 356 be taken concurrently. Concurrent enrollment in INTD 699 is required, two hours per week minimum. Transfer: CSU.

INTD 356 RESIDENTIAL & COMMERCIAL CONSTRUCTION

Units (Grade Option) 3

Class Hours 3 lecture hours/week

Basic Skills Level: 1

Prerequisites: INTD 147

Corequisites: Concurrent enrollment in INTD 699

Description: In this course students will develop an understanding of basic construction systems and how they relate to interior planning. Building codes, historic preservation, and handicapped restrictions will be examined as well as environmental concerns and adaptive reuse. Technical knowledge of building systems (HVAC, plumbing, electrical, etc.) and structure will be analyzed also. It is recommended that students take INTD 330 or 340 concurrently. Concurrent enrollment in INTD 699 is required, two hours per week minimum. Transfer: CSU.

INTD 362 COMPUTER-ASSISTED DRAFTING (CAD) FOR INTERIOR DESIGNERS

Units (Grade Option) 1

Class Hours 1 lecture hour/week

Basic Skills Level: 1

Prerequisites: None

Corequisites: Concurrent enrollment in INTD 699

Description: In this course, students learn to use computer-assisted drafting software to complete drawings for designing interiors. Topics include sketching walls for a floor plan, inserting windows and doors, dimensioning, and placing appliances, fixtures, and furniture. Concurrent enrollment in INTD 699 is required, two hours per week minimum. Concurrent enrollment in BUS. 430 is recommended. Transfer: CSU.

INTD 370 CONSTRUCTION ESTIMATING

Units (Grade Option) 3

Class Hours 3 lecture hours/week

Basic Skills Level: 1, M2

Prerequisites: None

Description: The process of estimating costs and time covering steps to estimating, types of estimates, conditions, specifications and methods of scheduling are presented. Categories of estimating include civil, structural concrete, structural iron, carpentry, thermal and moisture protection, doors, windows, finish hardware, interior finishes, mechanical estimating (plumbing and heating) and electrical estimating are also covered. Course projects culminate in a public bid. It is recommended that students take INTD 350 or 356 concurrently. Transfer: CSU.

INTD 450 MATERIALS AND FINISHES

Units (Grade Option) 3

Class Hours 3 lecture hours/week

Basic Skills Level: 1

Prerequisites: None

Description: In this course the cost and quality guidelines for selecting materials are presented. Students will learn how to make wise decisions when purchasing and specifying requirements for paints, carpets, hard floor coverings, tile, glass, mirrors, furniture, antiques, lamps and lighting fixtures, wall coverings, and draperies. Structural and finishing materials are covered for properties and uses. Transfer: CSU.

INTD 460 PROGRAMMING FOR HEALTHCARE DESIGN

Units (Grade Option) 2

Class Hours 2 lecture hours/week

Basic Skills Level: 1

Prerequisites: None

Description: This course provides an overview of the healthcare design process, healthcare as an industry, past and current trends in healthcare design, as well as processes and tools for identifying user needs. The constraints faced in today's healthcare design, including codes, costs, and anticipation of ever-changing technology are examined also. Transfer: CSU.

INTD 462 HEALTHCARE EQUIPMENT AND FURNITURE

Units (Grade Option) 1.5

Class Hours 1.5 lecture hours/week

Basic Skills Level: 1

Prerequisites: None

Description: This course is an in-depth investigation of building systems which include mechanical, electrical, telecommunications, acoustical, and lighting systems for healthcare facilities. Code requirements and restrictions are reviewed. Budget and housekeeping considerations in the selection of the design process are analyzed. Transfer: CSU.

INTD 464 CODES I: BARRIER-FREE DESIGN

Units (Grade Option) 1.5

Class Hours 1.5 lecture hours/week

Basic Skills Level: 1

Prerequisites: None

Description: This course is an overview of the building codes that control and limit interior designs. Topics include model codes, access for persons with disabilities, California Title 24, the Uniform Building Code, and the Project Manual concept. Model building codes ICBO, BOCA, SSBC, NFPA, Federal and National codes, ANSI A 117.1, model handicapped access code, Fair Housing Act of 1988, and the Americans with Disabilities Act (ADA) of 1990 are presented. Transfer: CSU.

INTD 466 CODES II: BUILDING, FIRE AND SAFETY

Units (Grade Option) 1.5

Class Hours 1.5 lecture hours/week

Basic Skills Level: 1

Prerequisites: None

Description: This course is an overview of codes that control and limit interior design used for buildings, fire safety, and life safety. Other topics include California Building Standards Codes, occupancy and construction types, and design loads requirements. Transfer: CSU.

INTD 468 PROPOSALS

Units (Grade Option) 1.5

Class Hours 1.5 lecture hours/week

Basic Skills Level: 1

Prerequisites: None

Description: This course is an overview of organizational structures for the health maintenance organization. Other topics include clients'

requests for proposals (RFPs), establishing fees, design production schedules, and construction administration. Transfer: CSU.

INTD 470 CONTRACTS

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

Description: This course is an overview of procedures used to negotiate and develop contracts with clients for healthcare facilities. Topics include drawings, specifications, conditions, liabilities, invoicing, and administrative codes. Transfer: CSU.

INTD 472 HEALTHCARE DATA TECHNIQUES

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

Description: The focus of this course is data gathering for the purpose of completing a healthcare design project. Other topics include indirect measures and instrumented recording techniques, research documents, and self-reporting methodologies. Transfer: CSU.

INTD 476 HEALTHCARE DESIGN: SMALL-SCALE PROJECT

Units (Grade Option) 3
Class Hours 3 lecture hours/week
Basic Skills Level: 1
Prerequisites: INTD 460, 462, and 472

Corequisites: Concurrent enrollment in INTD 699.
Description: Students will learn how to complete a design project for presentation to peers and professionals. The required small-scale project (student's choice) can be a specialized medical office—dentist, gynecologist, ophthalmologist, etc. The approved project will be used for the designer's portfolio. Concurrent enrollment in INTD 699 is required, two hours per week minimum. Transfer: CSU.

INTD 478 HEALTHCARE DESIGN: LARGE-SCALE PROJECT

Units (Grade Option) 3
Class Hours 3 lecture hours/week
Basic Skills Level: 1
Prerequisites: INTD 476

Corequisites: Concurrent enrollment in INTD 699
Description: As a member of a chosen team, students will complete a large-scale project of an in-progress building in the community, such as ambulatory care center, small community hospital, or medical office building under the direction of a professor who is a healthcare designer. The approved project will be used for the designer's portfolio. Concurrent enrollment in INTD 699 is required, two hours per week minimum. Transfer: CSU.

INTD 480 CONSTRUCTION MATERIALS AND METHODS

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

Description: This course is an overview of methods and procedures for the proper use and handling of tools and materials used during construction. Other topics include the safety and protection of personnel, property, and materials. Transfer: CSU.

INTD 700 NCIDQ EXAMINATION REVIEW

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

Description: This course is an overview of the purpose and expectations of the examination administered by the National Council for Interior Design Qualification (NCIDQ) which establishes minimum competency standards for the certification of interior designers. Topics include the six sections of the examination, who should take it and when, and qualifications for taking the examination.

ITALIAN

ITAL 111 ELEMENTARY ITALIAN I (ITAL 111+112=CAN 2)

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

Description: Study of and practice in the basic forms and patterns of Italian; development of satisfactory pronunciation; learning and using vocabulary of high frequency; reading of simple Italian texts. Students are urged to make extensive use of the listening facilities in the language laboratory. Two lab hours per week required. Transfer: CSU, UC.

ITAL 112 ELEMENTARY ITALIAN II (ITAL 111 + 112 = CAN 2)

Units (Grade Option) 3
Class Hours 3 lecture/2 lab hours/week
Basic Skills Level: 1
Prerequisites: ITAL 111

Description: Further basic principles of beginning Italian. Conversation, composition, important Italian idiomatic expressions, pronouns, verbs in future and past tense. Students are expected to make extensive use of the listening facilities in the language laboratory. Two lab hours per week required. Transfer: CSU, UC.

ITAL 121 ADVANCED ELEMENTARY ITALIAN I (ITAL 121+122 = CAN 4)

Units 3
Class Hours 3 lecture/2 lab hours/week
Basic Skills Level: 1
Prerequisites: ITAL 111 or equivalent

Description: Continuation of work begun in ITAL 112, with continued practice in listening, speaking, writing, and reading of more difficult texts. Students are urged to make use of the listening facilities in the language laboratory. Two lab hours per week required. Transfer: CSU, UC.

ITAL 122 ADVANCED ELEMENTARY ITALIAN II (ITAL 121 + 122 = CAN 4)

Units 3
Class Hours 3 lecture/2 lab hours/week
Basic Skills Level: 1
Prerequisites: ITAL 121

Description: Further basic principles of Advanced Elementary Italian. Continued practice in listening, speaking, writing, and reading of more difficult texts. Students are urged to make use of the listening facilities in the language laboratory. Two lab hours per week required. Transfer: CSU, UC.

ITAL 801 CONVERSATIONAL ITALIAN I

Units (Grade Option) 2

Class Hours 3 lecture hours/week

Basic Skills Level: OC

Prerequisites: None

Description: A basic course in conversational Italian, with attention to pronunciation. (This course will not fulfill language requirement at California State Colleges or at the University of California.) Units do not apply toward AA/AS or B.A. degree requirements.

ITAL 802 CONVERSATIONAL ITALIAN II

Units (Grade Option) 2

Class Hours 3 lecture hours/week

Basic Skills Level: OC

Prerequisites: ITAL 801

Description: Further work in basic grammar idioms, and pronunciation. (This course will not fulfill language requirement at California State Colleges or at the University of California.) Units do not apply toward AA/AS or B.A. degree requirements.

ITAL 803 CONVERSATIONAL ITALIAN III

Units (Grade Option) 2

Class Hours 3 lecture hours/week

Basic Skills Level: OC

Prerequisites: ITAL 802

Description: Further work with dialect and variation in Italian by means of drill, recitation, and reading. (This course will not fulfill language requirement at California State Colleges or at the University of California.) Units do not apply toward AA/AS or B.A. degree requirements.

ITAL 804 CONVERSATIONAL ITALIAN IV

Units(Grade Option) 2

Class Hours 3 lecture hours/week

Basic Skills Level: OC

Prerequisites: ITAL 802

Description: Further advanced work with dialect and variation in Italian by means of drill, recitation, and reading. (This course will not fulfill language requirement at California State Colleges or at the University of California.) Units do not apply toward AA/AS degree.

JAPANESE**JAPN 111 ELEMENTARY JAPANESE I**

Units 3

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

Basic Skills Level: 1

Prerequisites: None

Description: This course presents a study of the basic patterns of Japanese in oral expression, reading, and written forms. One hour lab per week required. Transfer: CSU.

JAPN 801 CONVERSATIONAL JAPANESE I

Units (Grade Option) 2

Class Hours 3 lecture hours/week

Basic Skills Level: OC.

Prerequisites: None

Description: A basic course in conversational Japanese, with attention to pronunciation and symbol translation. Students will be taught the ability to express themselves simply and clearly in Japanese, and to understand Japanese spoken to them. (This course will not fulfill language requirement at California State Colleges or at the University of California.) Units do not apply toward AA/AS degree.

JOURNALISM**JOUR 110 INTRODUCTION TO JOURNALISM (CAN JOUR 4)**

Units 3

Class Hours 3 lecture hours/week

Basic Skills Level: 1

Prerequisites: None

Description: Study of the historical background and modern functioning of the press (newspaper, radio, magazine, television) in a democratic society, and the virtues and shortcomings of each. The rights and duties of journalists, and the legal limits of the liberty of the press are studied. Transfer: CSU, UC.

JOUR 120 NEWSWRITING (CAN JOUR 2)

Units 3

Class Hours 3 lecture hours/week

Basic Skills Level: 2

Prerequisites: JOUR 110

Description: A study of the techniques of news gathering, of judging news values, and of writing the news story. Instruction in production of the student newspaper and in the principles of responsible editorial decision making. Transfer: CSU.

JOUR 220 INTRODUCTION TO ADVERTISING

Units 3

Class Hours 3 lecture hours/week

Basic Skills Level: 1

Prerequisites: None

Description: This course will include a broad and comprehensive view of principles and procedures involved in planning and preparation of advertising campaigns. The structure and management of an advertising agency will be covered, with each student taking a product or service and marketing it through to the consumer. The course will also include the selection of media and media placement. Transfer: CSU.

JOUR 230 INTRODUCTION TO PUBLIC RELATIONS

Units 3

Class Hours 3 lecture hours/week

Basic Skills Level: 1

Prerequisites: None

Description: This course will cover the principles, history, and professional practice of public relations. Emphasis will be placed on the process of influencing public opinion, effective communication techniques, and the basic steps in public relations programming. Transfer: CSU.

JOUR 300 NEWSPAPER PRODUCTION

Units 2

Class Hours 6 lab hours/week

Basic Skills Level: 2

Prerequisites: JOUR 120 (may be taken concurrently). Description: Production of the student newspaper and instruction in principles of responsible editorial decision-making. Discussion and criticism of staff organization and newspaper content. Transfer: CSU.

LEARNING CENTER

LCTR 100 EFFECTIVE TUTORING

Units 1

Class Hours 1 lecture/1 lab hour/week

Basic Skills Level: 1

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

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

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 698 SUPERVISED TUTORING

Units 0

Class Hours By arrangement

Prerequisites: Concurrent enrollment in course in which tutorial assistance is being provided.

Description: Under the direction of an instructor in the Learning Center, students will receive tutorial assistance in areas of identified need. With the assistance of appropriate faculty, tutors will be assigned who have demonstrated competence in a specific subject, skill and/or discipline and who have successfully completed a tutor training course.

LCTR 810 STUDY SKILLS

Units (Credit/No Credit) 1

Class Hours 3 lab hours/week

Basic Skills Level: OC

Prerequisites: None

Description: Through the use of computer programs, students will learn to apply study skills including improved time management,

efficient textbook reading and notetaking, 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

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

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

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

Prerequisites: None

Description: This Macintosh-based course will help students develop their ability to write clear, correctly punctuated sentences. While suitable for ENGL 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

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 ex-

pository 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.

Note: To reflect the range of courses offered on campus that will soon be receiving their own course numbers, the following four LCTR courses are included here.

LCTR 680 HEALTH SCIENCE VOCABULARY

Units (Grade Option) 1

Class Hours 3 by arrangement lab hours/week

Basic Skills Level: 1

Prerequisites: None

Description: This self-paced course focuses on the mastery of more than one hundred roots and affixes from which thousands of medical science terminology are derived. Instruction is aided by audio tapes which will assist the student with pronunciation mastery of the vocabulary, and computer-assisted assignments for mastery learning.

LCTR 680 PROFESSIONAL WRITING

Units (Grade Option) 2

Class Hours 6 by arrangement lab hours/week

Basic Skills Level: 2

Prerequisites: None

Description: This self-paced Macintosh course will give instruction and practice for writing in various professional capacities. Starting with the stages of the writing process and consideration of audience, the assignments proceed through the most important formats for professional writing, including instructions, proposals, and formal reports.

LCTR 880 BASIC READING AND WRITING FOR THE WORKPLACE

Units (Grade Option) 1

Class Hours 3 by arrangement lab hours/week

Basic Skills Level: OC

Prerequisites: None

Description: This self-paced course focuses on the basic reading and writing skills which are requisite to success in vocational entry-level jobs and beyond. Students completing this course will successfully handle basic written materials found in the workplace.

LCTR 880 READING AND WRITING FOR THE WORKPLACE

Units (Credit/No Credit) 1-8

Class Hours 3 lab hours/week per unit

Basic Skills Level: OC

Prerequisites: None

Description: This self-paced modular course offers instruction and practice in apply reading and writing skills to materials commonly found in the workplace. Each one unit module is self-contained. Specific modules will be offered each semester and will be announced in the schedule of classes.

LIBRARY SCIENCE

LIBR 100 INTRODUCTION TO LIBRARY RESOURCES

Units (Grade Option) 1

Class Hours 3 lab hours/week

Basic Skills Level: 1

Prerequisites: None

Description: A self-paced course designed to familiarize students with the variety of information resources available in academic libraries; effective use of such services and resources as magazines, newspapers, reference books, and microfilm materials for writing the term paper is a primary objective of the course. Transfer: CSU, UC.

LITERATURE

LIT. 101 MODERN LITERATURE

Units (Grade Option) 3

Class Hours 3 lecture hours/week

Basic Skills Level: 3

Prerequisites: None

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

LIT. 105 THE BIBLE AS LITERATURE

Units (Grade Option) 3

Class Hours 3 lecture hours/week

Basic Skills Level: 3

Prerequisites: English 100

Description: This course introduces the student to the Bible as a work of literature by providing a study of the significant writings of the Old and New Testaments and of the Apocrypha. The course focuses particularly on these works as being characteristic of the culture and literary genres considered. Transfer: CSU, UC.

LIT. 111 THE SHORT STORY

Units (Grade Option) 3

Class Hours 3 lecture hours/week

Basic Skills Level: 3

Prerequisites: ENGL 110

Description: Designed to help the student understand short stories, perhaps the most popular form of prose fiction today. Careful analysis of short stories as a means of developing in the student a critical method for the evaluation of the short story form. Transfer: CSU, UC.

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

Units (Grade Option) 3

Class Hours 3 lecture hours/week

Basic Skills Level: 3

Prerequisites: ENGL 100

Description: Study of the greatest plays and playwrights from classical Greece to the Elizabethan era in England. Principles underlying dramatic literature in each period will be related to dominant social, intellectual, and artistic forces. Play attendance may be required. Transfer: CSU, UC.

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

Units (Grade Option) 3

Class Hours 3 lecture hours/week

Basic Skills Level: 3

Prerequisites: ENGL 100

Description: Study of the great plays and playwrights from the 17th century to the present. Principles underlying dramatic literature in each period will be related to dominant social, intellectual, and artistic forces. Play attendance may be required. Transfer: CSU, UC.

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

Units (Grade Option) 3

Class Hours 3 lecture hours/week

Basic Skills Level: 1

Prerequisites: None

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

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

Units (Grade Option) 3

Class Hours 3 lecture hours/week

Basic Skills Level: 3

Prerequisites: ENGL 100

Corequisites: Concurrent enrollment in HUM. 699 is required

Description: Study of representative plays of Shakespeare. A chronological sequence of plays, from each of the phases of Shakespeare's creativity, will be covered. Some discussion of Shakespeare's life and times and some discussion of his poetry will be included, although the plays are the main focus of the course. Transfer: CSU, UC.

LIT. 152 INTRODUCTION TO SHAKESPEARE II (Also DRAM 152)

Units (Grade Option) 3

Class Hours 3 lecture hours/week

Basic Skills Level: 3

Prerequisites: ENGL 100

Description: Study of selected plays of Shakespeare. Some discussion of Shakespeare's life and times and some discussion of his poetry will be included, although his plays are the main focus of the course. Plays covered are different than those in LIT. 151 and are not selected on a chronological basis. Transfer: CSU, UC.

LIT. 191 CHILDREN'S LITERATURE

Units (Grade Option) 3

Class Hours 3 lecture hours/week

Basic Skills Level: 1

Prerequisites: None

Description: Designed to give practical experience in presenting stories and poetry to children in the pre-school and primary grades. To acquaint the teacher assistant, teacher, library aide, and librarian with the history of literature for children and the outstanding authors and illustrators of children's books. Development of resource files. Transfer: CSU.

LIT. 200 MAJOR FIGURES IN AMERICAN LITERATURE

Units (Grade Option) 3

Class Hours 3 lecture hours/week

Basic Skills Level: 3

Prerequisites: ENGL 100

Description: Study of the writings of some of the major figures in American literature. Intensive reading, lectures, discussion, papers. Transfer: CSU, UC.

LIT. 231 SURVEY OF ENGLISH LITERATURE I

Units (Grade Option) 3

Class Hours 3 lecture hours/week

Basic Skills Level: 3

Prerequisites: ENGL 110

Description: Study of the typical works of major English writers from Chaucer to the end of the 18th Century. Discussions, lectures, writing of critical essays. Transfer: CSU, UC.

LIT. 232 SURVEY OF ENGLISH LITERATURE II

Units (Grade Option) 3

Class Hours 3 lecture hours/week

Basic Skills Level: 3

Prerequisites: ENGL 110

Description: Study of the typical works of major English writers from the Restoration to the Victorian period. Discussions, lectures, writing of critical essays. Transfer: CSU, UC.

LIT. 233 SURVEY OF ENGLISH LITERATURE III

Units (Grade Option) 3

Class Hours 3 lecture hours/week

Basic Skills Level: 3

Prerequisites: ENGL 110

Description: Study of major English writers of the 20th century, including Woolf, Eliot, Yeats, and Huxley. Discussions, lectures, writing of critical essays. Transfer: CSU, UC.

LIT. 251 WOMEN IN LITERATURE

Units (Grade Option) 3

Class Hours 3 lecture hours/week

Basic Skills Level: 3

Prerequisites: None

Description: This course explores women writers' views of women and men in short stories, novels, poetry, drama, and film. The class discusses literature beginning with the ancient Greeks up to contemporary feminist writers, comparing men and women writers on similar themes. Transfer: CSU, UC.

LIT. 252 WOMEN WRITERS: MULTICULTURAL PERSPECTIVES

Units (Grade Option) 3

Class Hours 3 lecture hours/week

Basic Skills Level: 3

Prerequisites: ENGL 100

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

LIT. 266 BLACK LITERATURE

Units (Grade Option) 3

Class Hours 3 lecture hours/week

Basic Skills Level: 3

Prerequisites: None

Description: Historical and literary survey of Afro-American literature emphasizing principal authors and their works from the 19th century to the present. Lectures and discussions based on readings of poetry, short stories, novels and drama; written reports. Satisfies Ethnic Studies requirement. Transfer: CSU, UC.

LIT. 301 MASTERPIECES OF CLASSICAL AND EUROPEAN LITERATURE I

Units (Grade Option) 3

Class Hours 3 lecture hours/week

Basic Skills Level: 2

Prerequisites: None

Description: Selections from the literature of ancient Greece through Renaissance Europe will be read, analyzed, discussed and enjoyed. Group work, oral reports, papers. Transfer: CSU, UC.

LIT. 302 MASTERPIECES OF CLASSICAL AND EUROPEAN LITERATURE II

Units (Grade Option) 3

Class Hours 3 lecture hours/week

Basic Skills Level: 2

Prerequisites: None

Description: Study of selected European novels, short stories, and plays from the 17th century to the present. Reading, analysis, and discussions; written reports, oral readings, and lectures. Transfer: CSU, UC.

LIT. 371 MEXICAN-AMERICAN LITERATURE

Units (Grade Option) 3

Class Hours 3 lecture hours/week

Basic Skills Level: 1

Prerequisites: None

Description: Study of literature written in English by Mexican-Americans. Emphasis will be placed upon contemporary stories, poems, and essays. Satisfies Ethnic Studies requirement. Transfer: CSU, UC.

LIT. 372 MYTH AND FOLKLORE OF LA RAZA

Units (Grade Option) 3

Class Hours 3 lecture hours/week

Basic Skills Level: 1

Prerequisites: None

Description: Study of the folk literature of Mexican and Mexican-American peoples, with special emphasis on their effect on contemporary values. Satisfies Ethnic Studies requirement. Transfer: CSU, UC.

LIT. 375 NATIVE-AMERICAN LITERATURE

Units (Grade Option) 3

Class Hours 3 lecture hours/week

Basic Skills Level: 3

Prerequisites: ENGL 100

Description: A study of the great epics and myths, the lyrical and narrative poetry, the oratory, and the contemporary works in prose and poetry of the American Indian from pre-Conquest times to the present. Satisfies Ethnic Studies requirement. Transfer: CSU, UC.

LIT. 431 MYTHOLOGY

Units (Grade Option) 3

Class Hours 3 lecture hours/week

Basic Skills Level: 3

Prerequisites: None

Description: Introductory survey of mythology and its relations to ritual with emphasis on classical Mediterranean culture. Reading, discussion, exams, and papers. Transfer: CSU, UC.

LIT. 441 FILM STUDY AND APPRECIATION I

Units (Grade Option) 3

Class Hours 3 lecture hours/week

Basic Skills Level: 1

Prerequisites: None

Description: Study of significant motion pictures from the early 1900s to the 1940s as an art form with emphasis on structure of film and the technique of film making. Screening of films followed by discussion and/or written analysis relating to appreciation and understanding of film as a communicative medium. Transfer: CSU, UC.

LIT. 442 FILM STUDY AND APPRECIATION II

Units (Grade Option) 3

Class hours 3 lecture hours/week

Basic Skills Level: 1

Prerequisites: None

Description: Study of selected representative films (1940s to the present) from all over the world. Emphasis on the rhetoric of cinema directors' styles, and history of film. Objective: to understand film as an art and as a communicative medium. Transfer: CSU, UC.

MANAGEMENT**MGMT 220 ORGANIZATIONAL BEHAVIOR**

Units (Grade Option) 3

Class Hours 3 lecture hours/week

Basic Skills Level: 1

Prerequisites: None

Description: This course is an overview of work and organizational behavior and individual behavior. Topics include motivation, fundamentals of communication, leadership and power, group dynamics, decision making concepts, managing organizational conflict, organization change, impact of computer technology, and international aspects of organization behavior. Transfer: CSU.

MGMT 225 OFFICE MANAGEMENT

Units (Grade Option) 3

Class Hours 3 lecture hours/week

Basic Skills Level: 1

Prerequisites: None

Description: This course is an overview of a management system for an office. The management system includes personnel, equipment, services, information systems, data gathering and presentation, and human relations. Transfer: CSU.

MGMT 235 TECHNIQUES OF SUPERVISION

Units (Grade Option) 3

Class Hours 3 lecture hours/week

Basic Skills Level: 1

Prerequisites: None

Description: This course is an introduction to effective techniques of supervision in the work place. Topics analyzed include good management techniques, group dynamics, small group behavior, leadership, creativity, and effective communications in the workplace. Transfer: CSU.

MATHEMATICS

A normal sequence of mathematics courses at Cañada College is 110, 120, 130, 219, 251, 252, 253, and 275. A student who qualifies for a particular mathematics course is eligible for any course lower in the sequence. If the student has not taken a mathematics course during the

previous two years, it is strongly recommended that the student enroll in a course below the one for which he/she would normally be eligible. In general, eligibility of an incoming freshman for a mathematics course is determined by an evaluation of his/her transcript and scores on a placement test.

MATH 110 ELEMENTARY ALGEBRA

Units (Grade Option) 5

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

Basic Skills Level: 1, M3

Prerequisites: None

Description: This course provides an introduction to elementary algebra emphasizing basic algebraic concepts. Topics include the real number system, order of operations, solving equations and inequalities, polynomials and exponents, factoring, rational and irrational expressions, linear equations and graphs, polynomials, roots and radicals, and quadratic equations. One hour of lab per week by arrangement is required.

MATH 111 ELEMENTARY ALGEBRA I

Units (Grade Option) 3

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

Basic Skills Level: 1, M3

Prerequisites: None

Description: This course is equivalent to the first half of MATH 110 and is recommended for those who have not previously had elementary algebra. Topics include the real number system, order of operations, solving equations and inequalities, polynomials and exponents and factoring. One hour of lab per week by arrangement is required.

MATH 112 ELEMENTARY ALGEBRA II

Units (Grade Option) 3

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

Basic Skills Level: 1, M3

Prerequisites: Math 111 with grade of "C" or better or equivalent
Description: This course is a continuation of MATH 111 and is equivalent to the second half of MATH 110. Topics include rational expressions, graphing linear equations, linear systems, roots and radicals, and quadratic equations. One hour of lab by arrangement per week is required.

MATH 115 GEOMETRY

Units 5

Class Hours 5 lecture/1 lab hours/week

Basic Skills Level: 1, M4

Prerequisites: MATH 110 or MATH 111 and 112 with grade of C or better

Description: This course is a study of the properties of plane and solid figures, using formal logic and the real number system. Some non-Euclidean, projective and topological elements are included.

MATH 120 INTERMEDIATE ALGEBRA

Units 5

Class Hours 5 lecture/1 lab hours/week

Basic Skills Level: 1, M4

Prerequisites: MATH 110 with a grade of C or better

Description: This course is an extension of fundamental algebraic concepts and operations, binomial expansion, solution of linear and quadratic equations individually and in systems, determinants, radical equations, complex numbers, introduction to theory of equations.

MATH 121 INTERMEDIATE ALGEBRA

Units 3

Class Hours 3 lecture hours/week

Basic Skills Level: 1, M4

Prerequisites: MATH 110 or 112 with grade of C or better;

Satisfactory score on Math Placement Test #3.

Description: This course is an extension of fundamental algebraic concepts and operations, binomial expansion, solution of linear and quadratic equations individually and in systems, determinants, radical equations, complex numbers, and introduction to theory of equations.

MATH 122 INTERMEDIATE ALGEBRA I

Units 3

Class Hours 3 lecture/1 lab hours/week

Basic Skills Level: 1, M4

Prerequisites: MATH 110 or MATH 112 with grade of C or better

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

MATH 123 INTERMEDIATE ALGEBRA II

Units 3

Class Hours 3 lecture/1 lab hours/week

Basic Skills Level: 1, M4

Prerequisites: MATH 122 with grade of C or better

Description: This course is equivalent to the second half of MATH 120.

MATH 125 ELEMENTARY FINITE MATHEMATICS (CAN MATH 12)

Units 3

Class Hours 3 lecture hours/week

Basic Skills Level: 1, M5

Prerequisites: MATH 120 or 121 with grade of C or better

Description: This is a introduction to finite mathematics with attention to set theory, counting theory, probability, systems of equations, vector and matrix theory, inequalities and linear programming.

Transfer: CSU, UC.

MATH 130 ANALYTICAL TRIGONOMETRY (CAN MATH 8)

Units 3

Class Hours 3 lecture hours/week

Basic Skills Level: 1, M5

Prerequisites: MATH 115 and 120 or 121 (or equivalent) with grade of C or better

Description: This course covers trigonometric functions of real numbers and angles, their graphs and periodicity; reduction formulas; functions of multiple angles; identities and equations; radian measure; inverse functions, logarithms and exponents, solution of triangles; complex numbers and De Moivre's theorem. Transfer: CSU.

MATH 140 MATHEMATICS FOR GENERAL EDUCATION

Units 3

Class Hours 3 lecture/1 By Arrangement hr/week

Basic Skills Level: 1, M5

Prerequisites: MATH 120 with grade of C or better or equivalent

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

arithmetic and geometry, numeration systems, mathematical modeling and code theory. Transfer: CSU, UC.

MATH 200 ELEMENTARY PROBABILITY AND STATISTICS (CAN STAT 2)

Units 4

Class Hours 4 lecture/1 lab hour by arrangement/week

Basic Skills Level: 1, M5

Prerequisites: MATH 120 or equivalent with grade "C" or better
Description: This course presents the basic concepts underlying statistical methods and covers descriptive statistics, probability, probability distributions, hypothesis testing, estimates and sample sizes, correlation and regression, chi-square tests, analysis of variance, and nonparametric statistics. Computer analysis of statistical data is integrated into the course. Applications of statistics to business, life sciences and other areas are included. One hour of lab per week by arrangement is required. Transfer: CSU, UC.

MATH 219 PRE-CALCULUS COLLEGE ALGEBRA/TRIGONOMETRY (CAN MATH 16)

Units 5

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

Basic Skills Level: 1, M6

Prerequisites: MATH 130 or equivalent with grade of C or better
Description: This course is a unification of college algebra and analytical trigonometry based on the function concept. Topics include: properties of the real number system, inequalities, theory of equations, complex numbers, logarithmic and exponential functions, matrices, binomial theorem, sequence inverse functions. Transfer: CSU, UC.

MATH 220 PRE-CALCULUS COLLEGE ALGEBRA

Units 3

Class Hours 3 lecture hours/week

Basic Skills Level: 1, M6

Prerequisites: MATH 130 or equivalent with grade C or better
Description: The study of more advanced algebra including such topics as theory of equations, complex numbers, logarithmic and exponential functions, matrices, vectors, binomial theorem, and sequences is the focus of this course. Transfer: CSU, UC.

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

Units 5

Class Hours 5 lecture hours/week

Basic Skills Level: 1, M5

Prerequisites: MATH 120 or MATH 121 with grade of C or better
Description: This is the first half of a two-semester sequence for students of business, social sciences, technology and life sciences. Topics include: analytic geometry, limits, differentiation, integration, extrema, partial derivatives, calculus of trig/log functions and other selected topics. Transfer: CSU, UC.

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

Units 5

Class Hours 5 lecture hours/week

Basic Skills Level: 1, M5

Prerequisites: MATH 241 with grade of C or better
Description: This is the second half of a two-semester sequence for students of business, social sciences, technology and life sciences. Topics include: analytic geometry, limits, differentiation, integra-

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

MATH 251 ANALYTICAL GEOMETRY AND CALCULUS I (CAN MATH 18) (CAN MATH SEQ C=MATH 251 + 252 + 253)

Units 5

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

Basic Skills Level: 1, M7

Prerequisites: Math 219 or 220 with grade of C or better
Description: Basic concepts of calculus are studied in this course, including plane analytic geometry, differentiation, integration, differentials and anti-derivative formulas and application. Transfer: CSU, UC.

MATH 252 ANALYTICAL GEOMETRY AND CALCULUS II (CAN MATH 20) (CAN MATH SEQ C=MATH 251 + 252 + 253)

Units 5

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

Basic Skills Level: 2

Prerequisites: MATH 251 with grade of C or better

Description: This course further develops the basic theory of differential and integral calculus as applied to circular, hyperbolic, logarithmic and exponential functions and is an extension of the techniques of integration, polar coordinates, infinite series, and indeterminate forms. Transfer: CSU, UC.

MATH 253 ANALYTICAL GEOMETRY AND CALCULUS III (CAN MATH 22) (CAN MATH SEQ C=MATH 251 + 252 + 253)

Units 5

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

Basic Skills Level: 2

Prerequisites: MATH 252 with a grade of C or better

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

MATH 275 ORDINARY DIFFERENTIAL EQUATIONS (CAN MATH 24)

Units 3

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

Basic Skills Level: 2

Prerequisites: MATH 252 with grade C or better

Description: This course focuses on: differential equations of first, second and higher order; simultaneous, linear, homogeneous equations; solutions by power series; numerical methods; Laplace transformations, and applications. Transfer: CSU, UC.

MATH 410 TECHNICAL MATH

Units 3

Class Hours 3 lecture hours/week

Basic Skills Level: 1, M4

Prerequisites: MATH 110 or 111 and 112 with a grade of C or better
Description: This course is a survey of fractions, reciprocals, similar triangles, proportions, sine, tangent relationships, inverse law and graphing.

MATH 811 PRE-ALGEBRA

Units (Grade Option) 1-3

Class Hours 3 lecture/2 lab hours/week

Basic Skills Level: OC

Prerequisites: None

Description: This course reviews the fundamental processes in arith-

metic; reading mathematical notation; translating words into symbols; properties of the real number system. May be repeated for credit up to 3 units. Units do not apply toward AA/AS degree.

MUSIC

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

MUS. 100 FUNDAMENTALS OF MUSIC

Units (Grade Option) 3

Class Hours 3 lecture/1 lab hour/week

Basic Skills Level: 1

Prerequisites: None

Description: This introductory course is designed to develop literacy with the traditional musical symbol system and basic vocal or keyboard competence with rhythm, scales, intervals, triads, and articulation markings. The course is suggested as a preliminary course to MUS. 101 and 131 and is suggested for the elementary classroom teacher and the amateur musician. The units do not apply toward a music major degree. Transfer: CSU, UC.

MUS. 101 MUSICIANSHIP I

Units (Grade Option) 3

Class Hours 3 lecture/1 lab hour/week

Basic Skills Level: 1

Prerequisites: None

Description: Music notation, keys, key signatures, intervals, sight reading and ear training are covered in this course. Some pianistic ability desirable. Transfer: CSU, UC.

MUS. 102 MUSICIANSHIP II

Units (Grade Option) 3

Class Hours 3 lecture/1 lab hour/week

Basic Skills Level: 1

Prerequisites: MUS. 101

Description: This course is further work on music notation, keys, key signature, intervals, sight reading, ear training. Transfer: CSU, UC.

MUS. 103 MUSICIANSHIP III

Units (Grade Option) 3

Class Hours 3 lecture/1 lab hour/week

Basic Skills Level: 1

Prerequisites: MUS. 102

Description: Continuation of MUS. 102. Transfer: CSU, UC.

MUS. 104 MUSICIANSHIP IV

Units (Grade Option) 3

Class Hours 3 lecture/1 lab hour/week

Basic Skills Level: 1

Prerequisites: MUS. 103

Description: Continuation of MUS. 103. Transfer: CSU, UC.

MUS. 131 HARMONY I

Units 3

Class Hours 3 lecture/1 lab hour/week

Basic Skills Level: 1

Prerequisites: None

Description: Study of chords and their relation to each other, in order to develop the ability to harmonize melodies on paper or at the keyboard is the focus of this course. MUS. 131 & 132 carry the student from simple triads through and including chords of the dominant seventh. This course is usually taken concurrently with MUS. 101 & 103. Some piano ability is essential. Transfer: CSU, UC.

MUS. 132 HARMONY II

Units 3

Class Hours 3 lecture/1 lab hour/week

Basic Skills Level: 1

Prerequisites: MUS. 131

Description: This is the further study of chords and their relation to each other. Transfer: CSU, UC.

MUS. 202 MUSIC APPRECIATION

Units (Grade Option) 3

Class Hours 3 lecture/1 lab hour/week

Basic Skills Level: 1

Prerequisites: None

Corequisites: Concurrent enrollment in HUM. 699 is required

Description: Music 202 is a lecture course covering the development of Western art music from its beginnings to the present day. Emphasis is placed on aspects of music such as rhythm, counterpoint, form, harmony, and developmental techniques, and history which can assist the listener to understand and appreciate art music. Directed weekly listening in the library and attendance at three (minimum) live concerts of classical music are required. This course is for non-music majors, as well as music majors. Transfer: CSU, UC.

MUS. 301 PIANO I

Units (Grade Option) 2

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

Basic Skills Level: 1

Prerequisites: None

Description: This applied music course stresses the basics of piano playing at a beginning level. Students are taught the foundations of piano technique and to read music and to play musically. For those with no music literacy, concurrent or previous enrollment in MUS. 100 is recommended. Transfer: CSU, UC.

MUS. 302 PIANO II

Units (Grade Option) 2

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

Basic Skills Level: 1

Prerequisites: MUS. 301

Description: This course in applied music stresses basics of piano playing at an advanced beginner level. Students develop further the foundations of piano technique, the ability to play musically, and their repertoire. Transfer: CSU, UC.

MUS. 303 PIANO III

Units (Grade Option) 2

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

Basic Skills Level: 1

Prerequisites: MUS. 302

Description: This course in applied music emphasizes the basics of piano playing at an advanced beginner or intermediate level. Students develop further the foundations of piano technique and the ability to play musically, which were begun in Piano I and II, and to expand their repertoire. Transfer: CSU, UC.

MUS. 304 PIANO IV

Units (Grade Option) 2

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

Basic Skills Level: 1

Prerequisites: MUS. 303

Description: This course in applied music emphasizes the basics of piano playing at an intermediate or advanced level. Students develop further the foundations of piano technique, the ability to play musi-

cally, and their repertoire. This course may be repeated for credit.
Transfer: CSU, UC.

MUS. 305 KEYBOARD HARMONY I

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

Description: This course gives students hands-on keyboard proficiency in performing the harmonic theory studied in MUS. 131, 132, 133, 134; reinforces their aural perception of harmonic progressions; provides instruction for transposition; and lays foundation for improvisation at the keyboard. Some pianistic ability is helpful but not required. Transfer: CSU, UC.

MUS. 306 KEYBOARD HARMONY II

Units (Grade Option) 2
Class Hours 3 lecture hours/week
Basic Skills Level: 1
Prerequisites: MUS. 305

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

MUS. 307 KEYBOARD HARMONY III

Units (Grade Option) 2
Class Hours 3 lecture hours/week
Basic Skills Level: 1
Prerequisites: MUS. 306

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

MUS. 308 KEYBOARD HARMONY IV

Units (Grade Option) 2
Class Hours 3 lecture hours/week
Basic Skills Level: 1
Prerequisites: MUS. 307

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

MUS. 321 BRASS INSTRUMENTS I

Units 1
Class Hours 3 lecture/5 lab hours/week
Basic Skills Level: 1
Prerequisites: Concurrent enrollment in Ensemble or Orchestra.
Description: Techniques of playing the instrument of the student's choice, with individual instruction, are the focus of this course. The course may be repeated for credit. Grades will be determined by jury audition. Transfer: CSU, UC.

MUS. 322 BRASS INSTRUMENTS II

Units 1
Class Hours 3 lecture/5 lab hours/week
Basic Skills Level: 1
Prerequisites: MUS. 321 Concurrent enrollment in Ensemble or Orchestra required.
Description: Continuation of MUS. 321. Transfer: CSU, UC.

MUS. 323 BRASS INSTRUMENTS III

Units 1
Class Hours 3 lecture/5 lab hours/week
Basic Skills Level: 1
Prerequisites: MUS. 322 Concurrent enrollment in Ensemble or Orchestra required.
Description: Continuation of MUS. 322. Transfer: CSU, UC.

MUS. 324 BRASS INSTRUMENTS IV

Units 1
Class Hours 3 lecture/5 lab hours/week
Basic Skills Level: 1
Prerequisites: MUS. 323 Concurrent enrollment in Ensemble or Orchestra required.
Description: Continuation of MUS. 323. Transfer: CSU, UC.

MUS. 325 ADVANCED BRASS INSTRUMENTS I

Units 1
Class Hours 3 lecture/5 lab hours/week
Basic Skills Level: 1
Prerequisites: Successful completion of jury examination; concurrent enrollment in Ensemble or Orchestra.
Description: This course addresses advanced problems of performance. Literature covered and specific requirements may be obtained from the Humanities Division office. This course is a parallel course to the applied music major study at California State Colleges. Transfer: CSU, UC.

MUS. 326 ADVANCED BRASS INSTRUMENTS II

Units 1
Class Hours 3 lecture/5 lab hours/week
Basic Skills Level: 1
Prerequisites: MUS. 325 Successful completion of jury examination; concurrent enrollment in Ensemble or Orchestra required.
Description: Continuation of MUS. 325. Transfer: CSU, UC.

MUS. 327 ADVANCED BRASS INSTRUMENTS III

Units 1
Class Hours 3 lecture/5 lab hours/week
Basic Skills Level: 1
Prerequisites: MUS. 326 Successful completion of jury examination; concurrent enrollment in Ensemble or Orchestra required
Description: Continuation of MUS. 326. Transfer: CSU, UC.

MUS. 328 ADVANCED BRASS INSTRUMENTS IV

Units 1
Class Hours 3 lecture/5 lab hours/week
Basic Skills Level: 1
Prerequisites: MUS. 327 Successful completion of jury examination; concurrent enrollment in Ensemble or Orchestra required
Description: Continuation of MUS. 327. Transfer: CSU, UC.

MUS. 341 WOODWIND INSTRUMENTS I

Units 1
Class Hours 3 lecture/5 lab hours/week
Basic Skills Level: 1
Prerequisites: Concurrent enrollment in Ensemble or Orchestra required
Description: Techniques of playing the instrument of the student's choice, with individual instruction, are the focus of this course. Grades will be determined by jury audition. Transfer: CSU, UC.

MUS. 342 WOODWIND INSTRUMENTS II

Units 1
Class Hours 3 lecture/5 lab hours/week
Basic Skills Level: 1
Prerequisites: MUS. 341 Concurrent enrollment in Ensemble or Orchestra required.
Description: Continuation of MUS. 341. Transfer: CSU, UC.

MUS. 343 WOODWIND INSTRUMENTS III

Units 1

Class Hours 3 lecture/5 lab hours/week

Basic Skills Level: 1

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

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

MUS. 344 WOODWIND INSTRUMENTS IV

Units 1

Class Hours 3 lecture/5 lab hours/week

Basic Skills Level: 1

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

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

MUS. 345 ADVANCED WOODWIND INSTRUMENTS I

Units 1

Class Hours 3 lecture/5 lab hours/week

Basic Skills Level: 1

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

Description: This course addresses advanced problems of performance. Literature covered and specific requirements may be obtained from the Humanities Division office. The course is a parallel course to the applied music major study at California State Colleges. Transfer: CSU, UC.

MUS. 346 ADVANCED WOODWIND INSTRUMENTS II

Units 1

Class Hours 3 lecture/5 lab hours/week

Basic Skills Level: 1

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

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

MUS. 347 ADVANCED WOODWIND INSTRUMENTS III

Units 1

Class Hours 3 lecture/5 lab hours/week

Basic Skills Level: 1

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

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

MUS. 348 ADVANCED WOODWIND INSTRUMENTS IV

Units 1

Class Hours 3 lecture/5 lab hours/week

Basic Skills Level: 1

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

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

MUS. 361 STRING INSTRUMENTS I

Units 1

Class Hours 3 lecture/5 lab hours/week

Basic Skills Level: 1

Prerequisites: Concurrent enrollment in Ensemble or Orchestra required.

Description: Techniques of playing the violin, viola, cello or string bass, with individual instruction and ensemble playing, are covered in this course. Grades will be determined by jury audition. Transfer: CSU, UC.

MUS. 362 STRING INSTRUMENTS II

Units 1

Class Hours 3 lecture/5 lab hours/week

Basic Skills Level: 1

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

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

MUS. 363 STRING INSTRUMENTS III

Units 1

Class Hours 3 lecture/5 lab hours/week

Basic Skills Level: 1

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

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

MUS. 364 STRING INSTRUMENTS IV

Units 1

Class Hours 3 lecture/5 lab hours/week

Basic Skills Level: 1

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

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

MUS. 365 ADVANCED STRING INSTRUMENTS I

Units 1

Class Hours 3 lecture/5 lab hours/week

Basic Skills Level: 1

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

Description: Advanced problems of performance are addressed in this course. Literature covered and specific requirements may be obtained from the Humanities Division office. This course is a parallel course to the applied music major study at California State Colleges. Transfer: CSU, UC.

MUS. 366 ADVANCED STRING INSTRUMENTS II

Units 1

Class Hours 3 lecture/5 lab hours/week

Basic Skills Level: 1

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

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

MUS. 367 ADVANCED STRING INSTRUMENTS III

Units 1

Class Hours 3 lecture/5 lab hours/week

Basic Skills Level: 1

Prerequisites: MUS. 366. Successful completion of jury examination; concurrent enrollment in Ensemble or Orchestra required.

Description: Continuation of MUS. 366. Transfer: CSU, UC.

MUS. 368 ADVANCED STRING INSTRUMENTS IV

Units 1

Class Hours 3 lecture/5 lab hours/week

Basic Skills Level: 1

Prerequisites: MUS. 367. Successful completion of jury examination; concurrent enrollment in Ensemble or Orchestra required.

Description: Continuation of MUS. 367. Transfer: CSU, UC.

MUS. 371 GUITAR I

Units (Grade Option) 1

Class Hours 3 lecture/lab hours/week

Basic Skills Level: 1

Prerequisites: Possession of a guitar.

Description: This course covers basic techniques of playing the guitar. Group and individual attention are included. Transfer: CSU, UC.

MUS. 372 GUITAR II

Units (Grade Option) 1

Class Hours 3 lecture/lab hours/week

Basic Skills Level: 1

Prerequisites: MUS. 371

Description: Advanced techniques of playing the guitar. Group and individual attention. Transfer: CSU, UC.

MUS. 373 GUITAR III

Units (Grade Option) 1

Class Hours 3 lecture/lab hours/week

Basic Skills Level: 1

Prerequisites: MUS. 372

Description: Continuation of MUS. 372. Transfer: CSU, UC.

MUS. 374 GUITAR IV

Units (Grade Option) 1

Class Hours 3 lecture/lab hours/week

Basic Skills Level: 1

Prerequisites: MUS. 373

Description: Continuation of MUS. 373. Transfer: CSU, UC.

MUS. 391 PERCUSSION INSTRUMENTS I

Units 1

Class Hours 3 lecture/5 lab hours/week

Basic Skills Level: 1

Prerequisites: Concurrent enrollment in Ensemble or Orchestra required.

Description: Techniques of playing the various percussion instruments, including mallet instruments, with class instruction, individual instruction and ensemble participation are the focus of this course. Transfer: CSU, UC.

MUS. 392 PERCUSSION INSTRUMENTS II

Units 1

Class Hours 3 lecture/5 lab hours/week

Basic Skills Level: 1

Prerequisites: MUS. 391 Concurrent enrollment in Ensemble or Orchestra required.

Description: Continuation of MUS. 391. Transfer: CSU, UC.

MUS. 393 PERCUSSION INSTRUMENTS III

Units 1

Class Hours 3 lecture/5 lab hours/week

Basic Skills Level: 1

Prerequisites: MUS. 392 Concurrent enrollment in Ensemble or Orchestra required.

Description: Continuation of MUS. 392. Transfer: CSU, UC.

MUS. 394 PERCUSSION INSTRUMENTS IV

Units 1

Class Hours 3 lecture/5 lab hours/week

Basic Skills Level: 1

Prerequisites: MUS. 393 Concurrent enrollment in Ensemble or Orchestra required.

Description: Continuation of MUS. 393. Transfer: CSU, UC.

MUS. 401 SOLO VOICE I

Units (Grade Option) 1

Class Hours 3 lecture/1 lab hours/week

Basic Skills Level: 1

Prerequisites: None

Description: Vocal problems are analyzed and corrected through exercises and songs. Included are class sessions and individualized instruction. Transfer: CSU, UC.

MUS. 402 SOLO VOICE II

Units (Grade Option) 1

Class Hours 3 lecture/1 lab hours/week

Basic Skills Level: 1

Prerequisites: MUS. 401

Description: Continuation of MUS. 401. Transfer: CSU, UC.

MUS. 403 SOLO VOICE III

Units (Grade Option) 1

Class Hours 3 lecture/1 lab hours/week

Basic Skills Level: 1

Prerequisites: MUS. 402

Description: Continuation of MUS. 402. Transfer: CSU, UC.

MUS. 404 SOLO VOICE IV

Units (Grade Option) 1

Class Hours 3 lecture/1 lab hours/week

Basic Skills Level: 1

Prerequisites: MUS. 403

Description: Continuation of MUS. 403. Transfer: CSU, UC.

MUS. 405 ADVANCED SOLO VOICE I

Units 1

Class Hours 3 lecture/1 lab hours/week

Basic Skills Level: 1

Prerequisites: Successful completion of jury examination prior to each semester.

Description: Advanced problems in vocal performance and technique are addressed in this course. This course is a parallel course to the applied music major study at California State Universities. Transfer: CSU, UC.

MUS. 406 ADVANCED SOLO VOICE II

Units 1

Class Hours 3 lecture/1 lab hours/week

Basic Skills Level: 1

Prerequisites: MUS. 405 Successful completion of jury examination.

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

MUS. 407 ADVANCED SOLO VOICE III

Units 1

Class Hours 3 lecture/1 lab hours/week

Basic Skills Level: 1

Prerequisites: MUS. 406 Successful completion of jury examination.

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

MUS. 408 ADVANCED SOLO VOICE IV

Units 1

Class Hours 3 lecture/1 lab hours/week

Basic Skills Level: 1

Prerequisites: MUS. 407 Successful completion of jury examination.

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

MUS. 440 SYMPHONY ORCHESTRA

Units (Grade Option) 1

Class Hours 3 lecture hours/week

Basic Skills Level: 1

Prerequisites: MUS. 325, 345 or 365 or equivalent. Previous orchestral experience and demonstrated ability through audition.

Description: This course is the study and performance of standard symphony orchestra literature and techniques. Performance is required. Each semester covers material differing from preceding semester. This course may be repeated for credit up to 3 times. Transfer: CSU, UC.

MUS. 441 ORCHESTRA I

Units (Grade Option) 2

Class Hours 5 lecture hours/week

Basic Skills Level: 1

Prerequisites: MUS. 321, 341, 361 or equivalent demonstrated ability.

Description: The study and performance of standard literature and techniques for chamber and orchestral ensembles are the focus of this course. Performance is required. Each semester covers material differing from preceding semesters. Transfer: CSU, UC.

MUS. 442 ORCHESTRA II

Units (Grade Option) 2

Class Hours 5 lecture hours/week

Basic Skills Level: 1

Prerequisites: MUS. 441

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

MUS. 443 ORCHESTRA III

Units (Grade Option) 2

Class Hours 5 lecture hours/week

Basic Skills Level: 1

Prerequisites: MUS. 442

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

MUS. 444 ORCHESTRA IV

Units (Grade Option) 2

Class Hours 5 lecture hours/week

Basic Skills Level: 1

Prerequisites: MUS. 443

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

MUS. 450 JAZZ BAND

Units 1

Class Hours 3 lab hours/week

Basic Skills Level: 1

Prerequisites: Demonstration of ability by audition

Description: This course provides for the study of all phases of big band jazz. Performance is required. Demonstration of proficiency is a prerequisite. TRANSFER: CSU.

MUS. 461 INSTRUMENTAL ENSEMBLE I

Units 1

Class Hours 3 lecture hours/week

Basic Skills Level: 1

Prerequisites: Demonstration of ability by audition.

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

MUS. 462 INSTRUMENTAL ENSEMBLE II

Units 1

Class Hours 3 lecture hours/week

Basic Skills Level: 1

Prerequisites: MUS. 461

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

MUS. 463 INSTRUMENTAL ENSEMBLE III

Units 1

Class Hours 3 lecture hours/week

Basic Skills Level: 1

Prerequisites: MUS. 462

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

MUS. 464 INSTRUMENTAL ENSEMBLE IV

Units 1

Class Hours 3 lecture hours/week

Basic Skills Level: 1

Prerequisites: MUS. 463

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

MUS. 476 CHOIR

Units (Grade Option) 1

Class Hours 3 lab hours/week

Basic Skills Level: 1

Prerequisites: Student must be able to match pitch vocally.

Description: This course is the study and performance of choral literature for accompanied and unaccompanied chorus. The repertoire includes "popular" contemporary styles. Performances are required. Field trips may be required. May be repeated for credit up to 3 times. Transfer: CSU, UC.

MUS. 486 COLLEGE SINGERS

Units 1

Class Hours 5 lab hours/week

Basic Skills Level: 1

Prerequisites: Previous choral experience and demonstrated ability by audition

Description: This is an advanced ensemble specializing in the performance of choral literature for small choruses. The repertoire includes both traditional and contemporary styles. Performances are required. Field trips may be required. May be repeated for credit up to 3 times. Transfer: CSU, UC.

MUS. 490 MASTER CHORALE

Units (Grade Option) 1

Class Hours 3 lecture hours/week

Basic Skills Level: 1

Prerequisites: Previous choral experience and demonstrated ability through auditions.

Description: Rehearsal and performance of oratorios and other choral literature is the content of this course. Performance is required. This course may be repeated for credit up to 3 times. Transfer: CSU, UC.

MUS. 491 MASTER CHORALE

Units 0.5

Class Hours 1.5 lab hours/week

Basic Skills Level: 1

Prerequisites: Previous choral experience and ability demonstrated by audition.

Description: This course focuses on rehearsal and performance of oratorios and other choral literature. Participation in performances is required. This course may be repeated for credit. Transfer: CSU, UC.

MUS. 495 MUSICAL THEATRE

Units 1-3

Class Hours By Arrangement

Basic Skills Level: 1

Prerequisites: Audition

Description: This course covers training in chorus, instrumental, and solo parts of staged musical shows or opera. Units depend on the hours the part demands. This course may be repeated for credit up to a maximum of three units. Transfer: CSU, UC.

MUS. 496 MUSIC RECITALS

Units (Credit/No Credit) 0.5

Class Hours 1 lecture hour/week

Basic Skills Level: OC

Prerequisites: None

Description: This course is open to all students. It is a listening course designed to acquaint students with musical literature as performed by professional musicians and advanced students in the area. Music majors are required to complete four semesters. Transfer: CSU.

NATURAL SCIENCES**NSCI 100 INTRODUCTION TO NATURAL SCIENCES**

Units (Grade Option) 3

Class Hours 3 lecture hours/week

Basic Skills Level: 1

Prerequisites: None

Description: This course is an overview of the natural sciences, emphasizing their impact upon modern society. Descriptive material is taken from both biological and physical sciences. Emphasis is upon recent discoveries which have affected modern living. Transfer: CSU, UC.

OCEANOGRAPHY**OCEN 100 OCEANOGRAPHY**

Units (Grade Option) 3

Class Hours 3 lecture hours/week

Basic Skills Level: 1

Prerequisites: None

Description: Chemical and biological history of the oceans, currents, waves, tides and coastal processes are studied in this course. Origin and evolution of the oceans and ocean basins with emphasis on recent discoveries in continental drift and sea floor spreading are included. Transfer: CSU, UC.

OFFICE TECHNOLOGY*(See BUSINESS/OFFICE TECHNOLOGY)***PALEONTOLOGY****PALN 110 ANCIENT LIFE AND PAST ENVIRONMENTS**

Units 3

Class Hours 3 lecture hours/week

Basic Skills Level: 1

Prerequisites: None

Description: This is an introductory ecological approach to the changing parade of life and ancient environments through the past 3.5 billion years of Earth history. Included are collecting, preparing, analyzing and interpreting a fossil marine fauna. Transfer: CSU, UC.

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

Units (Grade Option) 3

Class Hours 3 lecture hours/week

Basic Skills Level: 2

Prerequisites: None

Description: This course will provide an entering student with an introduction to the role of a paralegal, an overview of the U.S. legal system, and an introduction to the substantive areas of law taught in the paralegal program. Transfer: CSU.

LEGL 250 LEGAL RESEARCH AND WRITING

Units (Grade Option) 3

Class Hours 3 lecture hours/week

Basic Skills Level: 3

Prerequisites: LEGL 249 or concurrent enrollment in LEGL 249

Description: The student is introduced to reading and briefing legal cases and the principles of legal writing. Students will also learn the differences between 1) primary and secondary sources, 2) title and court records, and 3) county, state, and specialization law libraries, and specialized libraries. Other topics included in the course are organization and management of an office law library, cite checking, and preparation of bibliographies. Transfer: CSU.

LEGL 251 TORTS

Units (Grade Option) 3

Class Hours 3 lecture hours/week

Basic Skills Level: 2

Prerequisites: LEGL 249

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

LEGL 252 CIVIL LITIGATION AND TRIAL PREPARATION

Units (Grade Option) 3

Class Hours 3 lecture hours/week

Basic Skills Level: 2

Prerequisites: LEGL 249

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

LEGL 253 ESTATE ADMINISTRATION

Units (Grade Option) 3

Class Hours 3 lecture hours/week

Basic Skills Level: 2

Prerequisites: LEGL 249

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

LEGL 254 FAMILY LAW

Units (Grade Option) 3

Class Hours 3 lecture hours/week

Basic Skills Level: 2

Prerequisites: LEGL 249 or concurrent enrollment in LEGL 249

Description: In this course students will learn the legal principles

applicable to the marriage contract and analyze problems arising from the marital relationship. Other topics will include the examination of property rights, support obligations, and child custody. Transfer: CSU.

LEGL 255 CORPORATIONS AND BUSINESS ENTITIES

Units (Grade Option) 3

Class Hours 3 lecture hours/week

Basic Skills Level: 2

Prerequisites: LEGL 249 or concurrent enrollment in LEGL 249

Description: In this course students are provided a basic orientation to business organizations involving sole proprietorships and partnerships. Procedures followed for qualifying a foreign corporation in California are discussed as well. Transfer: CSU.

LEGL 256 REAL PROPERTY LAW

Units (Grade Option) 3

Class Hours 3 lecture hours/week

Basic Skills Level: 2

Prerequisites: LEGL 249 or concurrent enrollment in LEGL 249

Description: In this course, emphasis is placed on the relationships between buyer and seller of real estate and between landlord and tenant. The role of the legal assistant in the analysis and solution of legal problems and in the preparation of documents is also evaluated. Transfer: CSU.

LEGL 257 BANKRUPTCY

Units (Grade Option) 3

Class Hours 3 lecture hours/week

Basic Skills Level: 2

Prerequisites: LEGL 249 or concurrent enrollment in LEGL 249

Description: This is an overview of the bankruptcy court, administration of bankrupt estates by receivers and trustees, and the preparation of voluntary cases. Students will learn to apply the analytical skills needed to assist attorneys in preparing bankruptcy petitions and other documents. Transfer: CSU.

LEGL 258 ADVANCED CIVIL LITIGATION AND TRIAL PREPARATION

Units (Grade Option) 3

Class Hours 3 lecture hours/week

Basic Skills Level: 2

Prerequisites: LEGL 249

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

LEGL 260 ADVANCED LEGAL RESEARCH AND WRITING

Units (Grade Option) 3

Class Hours 3 lecture hours/week

Basic Skills Level: 2

Prerequisites: LEGL 249 and 250

Description: Students will develop and refine legal research and writing skills by preparing a series of projects which include legal documents for court cases filed by attorneys. Students will efficiently use law libraries. Transfer: CSU.

LEGL 262 PARALEGALISM AND STUDY OF LEGAL ETHICS

Units (Grade Option) 3

Class Hours 3 lecture hours/week

Basic Skills Level: 3

Prerequisites: LEGL 249

Description: This course is an overview of the major aspects and issues of the paralegal profession, skills of a paralegal, and legal ethics. Topics include new careers in law, paralegal employment, the regulation of paralegals, legal analysis, interviewing, investigation in a law office, and formal and informal advocacy with administrative agencies. Transfer: CSU.

LEGL 264 CONTRACTS

Units (Grade Option) 3

Class Hours 3 lecture hours/week

Basic Skills Level: 2

Prerequisites: LEGL 249

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

LEGL 268 ADMINISTRATIVE LAW

Units (Grade Option) 3

Class Hours 3 lecture hours/week

Basic Skills Level: 2

Prerequisites: LEGL 249

Description: This course is an overview of the fundamentals of the 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; workers' compensation and social security will be examined also. Transfer: CSU.

LEGL 270 ENVIRONMENTAL LAW

Units (Grade Option) 2

Class Hours 2 lecture hours/week

Basic Skills Level: 2

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

LEGL 274 FAMILY LAW PROJECTS

Units (Grade Option) 3

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

Basic Skills Level: 3

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.

LEGL 276 COMPUTERS IN THE LAW

Units (Grade Option) 1

Class Hours 1 lecture hour/week

Basic Skills Level: 2

Prerequisites: None

Corequisites: LEGL 699

Description: This course is an overview of software and hardware available for use in legal offices/departments. Other topics include selection of software for specific purposes in the law office and the use of computers in litigation support, case management and legal

research. Concurrent enrollment in LEGL 699 is required, two hours per week minimum. Transfer: CSU.

LEGL 282 PARALEGAL CAREER FORUM

Units (Credit/No Credit) .5
Class Hours .5 lecture hours/week
Basic Skills Level: 1
Prerequisites: None

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

LEGL 350 PARALEGAL ISSUES: LEGAL UPDATES

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

Description: This course is an overview of the laws passed during a calendar year. Legal updates are offered during the spring semester in family law, probate/estate administration, and litigation/discovery. A review of statutes enacted by the Legislature in the preceding year which become effective during the current year will be included also. May be repeated for credit up to 3 units. Transfer: CSU.

PHILOSOPHY

PHIL 100 INTRODUCTION TO PHILOSOPHY (CAN PHIL 2)

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

Description: The aim of this introductory course is to analyze philosophical assumptions, evaluate and discuss the ideas and theories of selected philosophies, think critically, and observe the involvement of philosophical thought in everyday life. Some classical philosophical problems in the areas of ethics, epistemology, metaphysics, and social and political philosophy will be compared and contrasted. Transfer: CSU, UC.

PHIL 103 CRITICAL THINKING

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

Description: In this course a general overview of reasoning skills is presented. Techniques will be introduced to facilitate the recognition of arguments from various types of discourse. Students will analyze and distinguish valid from invalid arguments, sound and unsound arguments, the structure of arguments, and informal fallacies. Students will be required to practice and develop skills of constructing valid and sound arguments, write three short argumentative essays, and write a substantial paper of critical analysis of an assigned topic. Transfer: CSU, UC.

PHIL 160 HISTORY OF PHILOSOPHY: ANCIENT AND MEDIEVAL

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

Description: This course is an introduction to the history of Western philosophy from pre-Socratic to Renaissance. Selections from repre-

sentative philosophers and/or schools--pre-Socratic, Plato, Aristotle, philosophy of the Roman world, and Christian and early rationalist thought--will be studied. Analysis of attempts to resolve fundamental metaphysical, epistemological, and ethical questions is also included. Transfer: CSU, UC.

PHIL 175 HISTORY OF PHILOSOPHY: 16TH TO 18TH CENTURY

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

Description: This course is a general survey of epistemological, metaphysical, and ethical systems in Western philosophical tradition from around the 16th to 18th Century. Rationalists, Empiricists, Kant, and some early idealists will be studied. Transfer: CSU, UC.

PHIL 190 CONTEMPORARY PHILOSOPHY

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

Description: This course is a general survey of trends in 19th and 20th Century philosophy and its impact on social, political, economic and religious movements. Idealism, existentialism, Marxism, Christian philosophy, logical positivism, pragmatism, utilitarianism, and linguistic analysis will also be studied. Transfer: CSU, UC.

PHIL 200 INTRODUCTION TO LOGIC (CAN PHIL 6)

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

Description: This course is an introduction to the study of logic which includes informal fallacies, syllogism and symbolic logic. Also included is the critical study of the conditions of clear statements, analysis and evaluation of arguments, and skills for constructing logical arguments. Transfer: CSU, UC.

PHIL 240 INTRODUCTION TO ETHICS (CAN PHIL 4)

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

Description: In this course students will examine the principles of ethical decision making and ethical responsibility. Classical and contemporary deontological and teleological theories in ethics will be carefully examined, and contemporary ethical problems such as abortion, privacy, drug testing, and AIDS will be studied in depth. Transfer: CSU, UC.

PHIL 300 INTRODUCTION TO WORLD RELIGIONS

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

Description: This course is an introduction to the study of great religions of the world; their cultural background, tenets, practices, literature and art; and their impact on society and culture. Also covers the development of religious ideas of major religions and their significant influence on the meaningfulness of human existence. Transfer: CSU, UC.

PHIL 310 PHILOSOPHY OF RELIGION

Units (Grade Option) 3

Class Hours 3 lecture hours/week

Basic Skills Level: 1

Prerequisites: None

Description: This course is an investigation of questions arising from the tradition of religions. Students will compare and contrast the philosophical theories of religious skepticism, nature of God, revelation, miracles, faith, mystical experience, the problems of evil and death and immortality. Transfer: CSU, UC.

PHIL 320 ASIAN PHILOSOPHY

Units (Grade Option) 3

Class Hours 3 lecture hours/week

Basic Skills Level: 1

Prerequisites: None

Description: This course is a general survey of the philosophical developments in China, India, and Japan. Major philosophical theories of these countries will be compared and evaluated. The philosophical impact on Asian perspective of purpose and meaningfulness of existence, human destiny, ethical, and metaphysical views will be examined. Transfer: CSU, UC.

PHYSICAL EDUCATION

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

ADAPTIVE/CORRECTIVE**ADAP 350 ADAPTIVE GENERAL CONDITIONING**

Units (Grade Option) 0.5-1.0

Class Hours 1.5-3 lab hours/week

Basic Skills Level: OC

Prerequisite: None

Description: This course provides a total fitness program for the adaptive physical education student, emphasizing cardiovascular endurance, flexibility, muscular strength, balance, coordination, posture, and body mechanics. May be repeated for credit up to 3 times. Transfer: CSU, UC.

ADAP 351 ADAPTIVE STRENGTH TRAINING

Units (Grade Option) 0.5-1.0

Class Hours 1.5-3 lab hours/week

Basic Skills Level: OC

Prerequisite: None

Description: In this course students use a variety of equipment and resistive techniques to increase overall strength, endurance, and flexibility. May be repeated for credit up to 3 times. Transfer: CSU, UC.

COMBATIVES**COMB 401 SELF DEFENSE**

Units (Grade Option) 1

Class Hours 3 lab hours/week

Basic Skills Level: OC

Prerequisites: None

Description: This course is designed to provide students knowledge about basic self-defense. Areas covered are mental preparation,

avoidance of areas conducive to violent action; front and rear grasp releases, and ground tactics will be stressed. Both violent and non-violent techniques will be covered. Activities deal with all releases, striking, hitting, kicking, and knife and gun situations. Emphasis is placed on dealing with confrontations. May be repeated for credit up to 3 times. Transfer: CSU, UC.

DANCE**DANC 140 BALLET**

Units (Grade Option) 1

Class Hours 3 hours/week

Basic Skills Level: OC

Prerequisites: None

Description: Beginning techniques of classical ballet are studied and executed. Movement skills, body alignment and placement, rhythmic structures, qualities of movement, and the classical terminology are presented. May be repeated for credit up to 3 times. Transfer: CSU, UC.

DANC 205 BEGINNING JAZZ

Units (Grade Option) 0.5-1

Class Hours 1.5-3 lab hours/week

Basic Skills Level: OC

Prerequisites: None

Description: Elementary jazz techniques, foot and leg development, basic turns, isolation of body parts and understanding of the rhythms of jazz music are covered in this course. Short combinations will be learned using basic jazz techniques. Emphasis on locomotive movements. May be repeated for credit up to 3 times. Transfer: CSU, UC.

DANC 210 BEGINNING/INTERMEDIATE JAZZ

Units (Grade Option) 1

Class Hours 3 lab hours/week

Basic Skills Level: OC

Prerequisites: DANC 205 or equivalent

Description: This course is a continuation of Beginning Jazz. Emphasis is placed on single and double turns, longer combinations, and more complex techniques. There will be opportunity to perform in groups in classroom demonstrations. May be repeated for credit up to 3 times. Transfer: CSU, UC.

DANC 215 INTERMEDIATE JAZZ

Units (Grade Option) 0.5-1

Class Hours 1.5-3 lab hours/week

Basic Skills Level: OC

Prerequisites: DANC 210 or equivalent

Description: This course is designed for the more advanced dance student. Techniques and skills include more difficult and longer combinations and sequences. Opportunities to perform and creative endeavors will be encouraged. May be repeated for credit up to 3 times. Transfer: CSU, UC.

DANC 220 CONDITIONING FOR DANCE TECHNIQUE

Units (Grade Option) 1

Class Hours 3 lab hours/week

Basic Skills Level: OC

Prerequisites: None

Description: This course is designed for the athlete, student of dance/drama, and others to help increase overall performance. Exercises to increase strength, endurance, flexibility, muscle tone and poise will be used. Concepts of nutrition, prevention and care of injury, yoga,

ballet, and body alignment will be covered in detail. The history of dance and comparison of various dance styles will be discussed. May be repeated for credit up to 3 times. Transfer: CSU.

DANC 230 BODY MOVEMENT

Units (Grade Option) 0.5
Class Hours 1.5 lab hours/week
Basic Skills Level: OC
Prerequisites: None

Description: This course is designed for the student with none or very limited dance experience. Development of basic movement skills, use of props, understanding elements of music are included. This course is recommended for singers and actors. May be repeated for credit up to 3 times. Transfer: CSU, UC.

DANC 350 DANCE AEROBICS

Units (Grade Option) 0.5-1
Class Hours 1.5-3 lab hours/week
Basic Skills Level: OC
Prerequisites: None

Description: Warm up, toning exercises, vigorous dance sequences, cool down and stretching are presented to upbeat pop music. Safely working at one's own pace is emphasized. May be repeated for credit up to 3 times. Transfer: CSU, UC.

DANC 400 DANCE PRODUCTION

Units (Grade Option) 1
Class Hours 3 lab hours/week
Basic Skills Level: OC
Prerequisites: Successful audition

Description: This course includes techniques and composition of actual dance performance productions. Choreography, music, make-up, costumes, lighting and staging are included. Rehearsal of seven weeks culminates in performance in the Spring musical production. May be repeated for credit up to 3 times. Transfer: CSU, UC.

FITNESS

FITN 105 FITNESS FOR LIFE

Units 2
Class Hours 6 lab hours/week
Basic Skills Level: OC
Prerequisites: None

Description: This course is designed to be a complete fitness experience with emphasis on cardiovascular fitness, flexibility, muscular strength, endurance and knowledge of fitness, nutrition, well-being of the human body. A Coronary Risk Evaluation (Cost: \$20) is required of each new student and every 2 years in the program. Individual fitness counseling is provided. Students must take all fitness certification exams. May be repeated for credit up to 3 times. Transfer: CSU, UC.

FITN 140 EXERCISE APPRECIATION I

Units (Grade Option) 0.5-1
Class Hours 1.5-3 lab hours/week
Basic Skills Level: OC
Prerequisites: None

Description: This is a basic conditioning course. Progressive exercise plans are offered that involve strength, endurance, flexibility, coordination, balance and agility. Tests and evaluation are affiliated with the Cañada Fitness Institute. May be repeated for credit up to 3 times. Transfer: CSU, UC.

FITN 151 BEGINNING STEP AEROBICS

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

Description: The seventeen basic step techniques are developed in this beginning step aerobic course with emphasis on strength, endurance and flexibility. Routines include the use of step benches which aid improvement of overall fitness levels. The class activity includes warm-up, vigorous activity and cool-down. Small weights are used to develop upper body and abdominal strength. May be repeated for credit up to 3 times. Transfer: CSU, UC.

FITN 201 BEGINNING WEIGHT CONDITIONING

Units (Grade Option) 0.5-1
Class Hours 1.5-3 lab hours/week
Basic Skills Level: OC
Prerequisites: None

Description: Instruction and practice are provided in the elementary lifts and procedures of weight conditioning. Physiological considerations, nutrition, safety procedures, basic program of exercises and design of individualized workout sequences and goals are included. May not be repeated. Transfer: CSU, UC.

FITN 204 INTERMEDIATE/ADVANCED WEIGHT CONDITIONING

Units (Grade Option) 0.5-1
Class Hours 1.5-3 lab hours/week
Basic Skills Level: OC
Prerequisites: FITN 201 or equivalent

Description: This course is a continuation of FITN 201. Progressive skills and weight development in various weight conditioning exercises are emphasized in this course. Opportunities are granted to specialize in different areas of the body and to develop individualized programs. May be repeated for credit up to a maximum of 3 units. Transfer: CSU, UC.

FITN 210 VARSITY WEIGHT CONDITIONING

Units (Grade Option) 1
Class Hours 3 lab hours/week
Basic Skills Level: OC
Prerequisites: Concurrent enrollment in a team sport or demonstrated skill in athletic competition.

Description: This course is designed for students in varsity or team sport. It is designed to improve strength, balance, flexibility, and bulk through the use of free weights and weight machines. May be repeated for credit up to 3 times. Transfer: CSU, UC.

FITN 306 FITNESS WALKING

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

Description: This comprehensive course includes an historical perspective, with emphasis on the physical and mental benefits of walking, its effect on longevity, injury prevention, the cardiovascular system and disease rehabilitation. Additionally, such topics as hiking and backpacking, safety gear and weather will be covered. Techniques of striding, race walking and nutrition, as it relates to overall fitness, will be introduced. Areas conducive to safe walking, both in the community and in local parks, will be used as well as the campus. May be repeated for credit up to 3 times. Transfer: CSU, UC.

FITN 320 AEROBIC FITNESS

Units (Grade Option) 0.5-1

Class Hours 1.5-3 lab hours/week

Basic Skills Level: OC

Prerequisites: None

Description: Weather permitting, class is conducted outdoors. Through a slow build-up, utilizing calisthenics, stretching, and jogging, the student is led through a series of progressions leading to aerobic fitness. The core activity is jogging. The assumption made is that this is a first-time experience for the student and all progressions start at the beginners level. May not be repeated. Transfer: CSU, UC.

FITN 332 FLEXIBILITY AND STRETCHING

Units (Grade Option) 1

Class Hours 3 lab hours/week

Basic Skills Level: OC

Prerequisites: None

Description: Learning the proper methods and implementation of total body stretching is the focus of this course. Utilizing a set routine, once properly learned, the class is led through the routine daily, using appropriate music as a background aid, making the class atmosphere more conducive to stretching. May not be repeated. Transfer: CSU, UC.

FITN 340 AEROBIC CYCLING

Units (Grade Option) 1

Class Hours 3 lab hours/week

Basic Skills Level: OC

Prerequisites: None

Description: This aerobic cycling course is to acquaint students with use of stationary ergometers to help increase cardiovascular fitness levels and assist in lowering body fat, while increasing lean body mass. May be repeated for credit once. Transfer: CSU, UC.

INDIVIDUAL SPORTS**INDV 120 BADMINTON**

Units (Grade Option) 1

Class Hours 3 lab hours/week

Basic Skills Level: OC

Prerequisites: None

Description: This course provides instruction in the basic fundamentals of the game of badminton. Techniques of singles and doubles play will be covered. Rules of the game, as well as basic strategy are included. May be repeated for credit up to 3 times. Transfer: CSU, UC.

INDV 161 BEGINNING GOLF

Units (Grade Option) 0.5-1

Class Hours 1.5-3 lab hours/week

Basic Skills Level: OC

Prerequisites: None

Description: This course provides instruction in the techniques, rules, etiquette and philosophy of the game for the beginning golfer. Stance, grip, position, swing and follow-through as associated with selected irons and woods is covered. Most sessions will be held on campus, some activity may be scheduled for local courses and driving ranges. May not be repeated. Transfer: CSU, UC.

INDV 164 INTERMEDIATE/ADVANCED GOLF

Units (Grade Option) 0.5-1

Class Hours 1.5-3 lab hours/week

Basic Skills Level: OC

Prerequisites: Demonstrated ability

Description: This course is an extension of the fundamentals learned in Beginning Golf. Considerable emphasis is placed on the competitive aspects of golf; tournament play is a major part of the course. Sessions are conducted at Cañada College and Emerald Hills golf course. May be repeated for credit up to 2 times. Transfer: CSU, UC.

INDV 166 EXPERT GOLF TRAINING

Units (Grade Option) 2

Class Hours 6 lab hours/week

Basic Skills Level: OC

Prerequisites: Demonstrated skill

Description: This course is designed for students of expert golf ability who wish to develop their golf skills for competitive purposes. Included is instruction in the fundamentals as well as use of drills designed to improve golf skills. Play on a golf course and strategy will also be a major part of this course. May be repeated for credit up to 3 times. Transfer: CSU, UC.

INDV 251 BEGINNING TENNIS

Units (Grade Option) 0.5-1

Class Hours 1.5-3 lab hours/week

Basic Skills Level: OC

Prerequisites: None

Description: The fundamentals of tennis are covered in this course, including forehand and backhand ground strokes, serve and volley, rules, scoring system, tennis etiquette and basic tactics of singles and doubles play. Some competition is included at the end of the course. The improvement of the individual player is emphasized. May not be repeated. Transfer: CSU, UC.

INDV 252 BEGINNING/INTERMEDIATE TENNIS

Units (Grade Option) 0.5-1

Class Hours 1.5-3 lab hours/week

Basic Skills Level: OC

Prerequisites: INDV 251 or equivalent

Description: This course is designed for students who have completed a semester of beginning tennis or the equivalent. Emphasis is on continued improvement in forehand and backhand ground strokes, serve, volley, lob and smash, and basic tactics of singles and doubles. Drills and match play occur throughout the semester. May not be repeated. Transfer: CSU, UC.

INDV 254 INTERMEDIATE/ADVANCED TENNIS

Units (Grade Option) 0.5-1

Class Hours 1.5-3 lab hours/week

Basic Skills Level: OC

Prerequisites: INDV 252 or equivalent

Description: This course is designed for the student with prior tennis experience. All strokes and shots are presented, including forehand and backhand ground strokes, serve, volley, lob and overhead. Advanced instruction in singles and doubles play is included. Individual improvement is a major emphasis. May be repeated for credit one time. Transfer: CSU, UC.

INDV 256 EXPERT TENNIS TRAINING

Units (Grade Option) 2

Class Hours 6 lab hours/week

Basic Skills Level: OC

Prerequisites: Demonstrated skill

Description: This course is designed for men and women of expert tennis ability who wish to develop their tennis skills in daily workouts of 1.5 hours duration. Students will be instructed in the fundamentals

as needed and put through many drills designed to improve their tennis skills. Conditioning and strategy will also be a major part of this course. May be repeated for credit up to 3 times. Transfer: CSU, UC.

THEORY

P.E. 115 INTRODUCTION TO ADAPTIVE PHYSICAL EDUCATION

Units (Grade Option) 2
Class Hours 2 lecture hours/week
Basic Skills Level: OC
Prerequisites: None

Description: This course is designed to provide a working knowledge of numerous disabilities and current adaptive physical education techniques for students interested in pursuing a career in adaptive physical education, physical therapy, special education, or any other health-related field. Transfer: CSU.

P.E. 116 ASSISTING IN ADAPTIVE PHYSICAL EDUCATION

Units (Grade Option) 0.5-3.0
Class Hours 1.5-9 lab hours/week
Basic Skills Level: OC
Prerequisites: None

Description: In this course students will gain practical experience in the techniques of working with disabled persons through assisting in any of the adaptive physical education classes. Transfer: CSU.

P.E. 305 THEORY OF BASKETBALL

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

Description: This course presents the techniques, strategies, history, and philosophy of the game of basketball. High school, college, and professional guest speakers participate in the course. Transfer: CSU, UC.

P.E. 306 THEORY OF COACHING SOCCER

Units (Grade Option) 3
Class Hours 3 lecture hours/week
Basic Skills Level: 1
Prerequisites: TEAM 141 or equivalent

Description: This course is designed for the student who wishes to coach soccer at the youth, adult or collegiate level. Rules of the game, coaching theories for youth and adults, and coaching tactics for basic and advanced situations will be discussed. Transfer: CSU, UC.

P.E. 308 ATHLETIC INJURY CARE INTERNSHIP

Units (Grade Option) 2
Class Hours 6 lab hours/week
Basic Skills Level: OC
Prerequisites: None

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. May be repeated for credit up to 3 times. Transfer: CSU.

TEAM SPORTS

TEAM 105 ADVANCED BASEBALL

Units (Grade Option) 2
Class Hours 6 lab hours/week
Basic Skills Level: OC
Prerequisites: Demonstrated competency

Description: This course is designed for the advanced baseball player with superior skills of play. Fundamentals of baseball related to the advanced player will be offered. Evaluation devices are geared to advanced skill in performance. May be repeated for credit once. Transfer: CSU, UC.

TEAM 111 BEGINNING BASKETBALL

Units (Grade Option) 0.5-1
Class Hours 1.5-3 lab hours/week
Basic Skills Level: OC
Prerequisites: None

Description: This course provides the fundamental skills of basketball such as dribbling, passing, and shooting. Elementary team offense and defense situations are offered dealing primarily with two and three men situations. Playing rules of the game will be stressed through written and practical examinations. Skill testing is emphasized. A round robin schedule will be provided. May not be repeated. Transfer: CSU, UC.

TEAM 115 ADVANCED BASKETBALL

Units (Grade Option) 1-1.5
Class Hours 3-4.5 lab hours/week
Basic Skills Level: OC
Prerequisites: TEAM 111 or demonstrated skill

Description: Advanced aspects of team offense and defense will be offered. Emphasis will be placed on team play through the medium of round robin schedules and tournaments. Evaluation will be conducted through written and practical examinations on rules and skills taught. May be repeated for credit up to 2 times. Transfer: CSU, UC.

TEAM 141 BEGINNING SOCCER

Units (Grade Option) 0.5-1
Class Hours 1.5-3 lab hours/week
Basic Skills Level: OC
Prerequisites: None

Description: This course covers instruction in basic fundamentals essential for team play. Skills such as dribbling, trapping, passing, heading, shooting, and throw-ins will be combined with conditioning drills preparing one for competition. The laws of the game will be taught for a thorough understanding of team play. Tests of basic skills and game laws will be conducted. May not be repeated. Transfer: CSU, UC.

TEAM 143 ADVANCED SOCCER

Units (Grade Option) 1-1.5
Class Hours 3-4.5 lab hours/week
Basic Skills Level: OC
Prerequisites: Demonstrated skill

Description: Competitive team play will be stressed with advanced strategies employed. Tactics will be emphasized that require advanced skills and conditioning. Tests will be conducted to measure the degree of proficiency. May be repeated for credit up to 2 times. Transfer: CSU, UC.

TEAM 148 INDOOR SOCCER

Units (Grade Option) 1

Class Hours 3 lab hours/week

Basic Skills Level: OC

Prerequisites: TEAM 141 or demonstrated skill

Description: This course focuses on indoor soccer at an intermediate level of play. It includes individual and group drills, skills development, rules of the game, and team play through round robin competition. May be repeated for credit up to 3 times. Transfer: CSU, UC.

TEAM 151 BEGINNING SOFTBALL

Units (Grade Option) 0.5-1

Class Hours 1.5-3 lab hours/week

Basic Skills Level: OC

Prerequisites: None

Description: This is a course which offers instruction in the basic fundamentals of softball play. Students participate in both round robin and tournament schedules. Beginning skills are taught and play situations expanded. Slow pitch receives the major emphasis, but fast pitch may be offered. May be repeated for credit up to 3 times. Transfer: CSU, UC.

TEAM 171 BEGINNING VOLLEYBALL

Units (Grade Option) .5-1.0

Class Hours 1.5-3 lab hours/week

Basic Skills Level: OC

Prerequisites: Demonstrated skill

Description: Designed for students desiring volleyball team play and individual skills beyond the beginning level, this course includes a review of the skills of TEAM 170, as well as the bump, overhand serve, and related footwork. The spike, block and tumble dig are introduced and incorporated in team play. Evaluation of offensive and defensive tactics will be through round robin and tournament schedules. May not be repeated for credit. Transfer: CSU, UC.

TEAM 174 INTERMEDIATE/ADVANCED VOLLEYBALL

Units (Grade Option) 0.5-1

Class Hours 1.5-3 lab hours/week

Basic Skills Level: OC

Prerequisites: TEAM 171 or demonstrated skill

Description: This course is a continuation of TEAM 171, Beginning Volleyball. Emphasis is placed on refinement of basic fundamentals of the game, team set ups, play, and knowledge of the rules. Round robin team play is involved. May be repeated for credit up to 2 times. Transfer: CSU, UC.

INTERCOLLEGIATE SPORTS**VARS 104 VARSITY BASEBALL**

Units 3

Class Hours 10 lab hours/week

Basic Skills Level: OC

Prerequisites: Demonstrated ability

Description: This course consists of intercollegiate competition in the Coast Conference and participation in regional tournaments, Northern California playoffs and the State C.C. Championships when qualified. May be repeated for credit up to 3 times. Transfer: CSU, UC.

VARS 114 VARSITY BASKETBALL

Units 3

Class Hours 10 lab hours/week

Basic Skills Level: OC

Prerequisites: Demonstrated ability

Description: This course consists of intercollegiate competition in the Coast Conference and participation in regional tournaments, Northern California playoffs and the State C.C. Championships when qualified. May be repeated for credit up to 3 times. Transfer: CSU, UC.

VARS 140 VARSITY GOLF

Units 3

Class Hours 10 lab hours/week

Basic Skills Level: OC

Prerequisites: Demonstrated ability

Description: This course consists of intercollegiate competition in the Coast Conference and participation in dual matches, invitationals and the conference championships. Team members will also participate in the Northern California and State C.C. Championships when qualified. May be repeated for credit up to 3 times. Transfer: CSU, UC.

VARS 154 VARSITY SOCCER

Units 3

Class Hours 10 lab hours/week

Basic Skills Level: OC

Prerequisites: Demonstrated ability

Description: This course consists of intercollegiate competition in the Coast Conference and participation in regional tournaments, NorCal playoffs and the state conference championships when qualified. This course may be repeated for credit up to 3 times. Transfer: CSU, UC.

VARS 170 VARSITY TENNIS

Units 3

Class Hours 10 lab hours/week

Basic Skills Level: OC

Prerequisites: Demonstrated ability

Description: This course consists of intercollegiate competition in the Coast Conference and participation in dual matches, invitationals, league meets, Northern California and State C.C. Championships when qualified. May be repeated for credit up to 3 times. Transfer: CSU, UC.

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

Units (Grade Option) 4

Class Hours 3 lecture/3 lab hours/week

Basic Skills Level: 1, M6

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

Description: In this course the student will gain knowledge of the basic concepts of physics, including the nature of physics, mechanics, elasticity and simple harmonic motion, waves and sound, fluids, heat and temperature, and the kinetic theory of gases. The course meets general education requirements and requirements for many majors in the life sciences. Transfer: CSU, UC.

PHYS 220 GENERAL PHYSICS II (CAN PHYS 4)

Units (Grade Option) 4

Class Hours 3 lecture/3 lab hours/week

Basic Skills Level: 1, M6

Prerequisites: PHYS 210 with grade of C or better

Description: In this course the student gains knowledge of the basic concepts of physics including the nature of physics, electricity and magnetism, electromagnetic waves, optics, the special theory of

relativity, atomic physics, and quantum mechanics. The course meets requirements for many majors in the life sciences. Transfer: CSU, UC.

PHYS 250 GENERAL PHYSICS (CAN PHYS 8) (CAN PHYS SEQ B = PHYS 250 + 260 + 270)

Units 4

Class Hours: 3 lecture/3 lab hours/week

Basic Skills Level: 1

Prerequisites: PHYS 210 or equivalent course with grade of C or better; and MATH 251 or equivalent course with grade of C or better
Description: This course is the first in a three-semester series designed to provide a thorough foundation in the fundamentals of physics for students majoring in engineering, physics, chemistry and other science related majors. Topics include vectors, kinematics, particle dynamics, energy methods, system of particles, momentum, rotational motion, oscillations, equilibrium, gravitation, and fluid dynamics. Transfer: CSU, UC.

PHYS 260 ELECTRICITY & MAGNETISM (CAN PHYS 12) (CAN PHYS SEQ B = PHYS 250 + 260 + 270)

Units 4

Class Hours: 3 lecture/3 lab hours/week

Basic Skills Level: 1

Prerequisites: PHYS 250 or equivalent course with grade of C or better; and MATH 252 or equivalent course with grade of C or better
Description: This course is the second in a three-semester sequence for students majoring in engineering, physics, chemistry and other science related majors. The course covers electrostatics, circuits, magnetostatics, magnetism of currents, AC circuits and both mechanical and electromagnetic waves. Transfer: CSU, UC.

PHYS 270 THERMODYNAMICS, LIGHT, AND MODERN PHYSICS (CAN PHYS 14) (CAN PHYS SEQ B = PHYS 250 + 260 + 270)

Units 4

Class Hours: 3 lecture/3 lab hours/week

Basic Skills Level: 1

Prerequisites: PHYS 250 or equivalent course with grade of C or better; and MATH 252 or equivalent course with grade of C or better
Description: This course is the third in a three-semester series designed for students majoring in engineering, physics, chemistry, and other science-related majors. Topics include thermodynamics, geometrical optics, physical optics, and modern physics including special relativity and quantum mechanics. Transfer: CSU, UC.

PHYS 405 APPLIED RADIOGRAPHIC PHYSICS

Units 3

Class Hours 3 lecture hours/week

Basic Skills Level: 2, M4

Prerequisites: MATH 110 or equivalent and an introductory course in Physical Science such as CHEM 192, 410 or equivalent.

Description: This course is an introduction to the basic ideas about matter, energy, electricity, magnetism and electromagnetic radiation, with emphasis on X-ray phenomena. Applications to the interaction of radiation with matter and X-ray circuits are included. This course is required for students pursuing careers as Radiologic Technologists. Transfer: CSU.

PHYSIOLOGY

PSIO 256 PRINCIPLES OF PHYSIOLOGY

Units 4

Class Hours 3 lecture/3 lab hours/week

Basic Skills Level: 2, M4

Prerequisites: Completion of ANAT 250 with a C or better

Description: This course will concentrate on the basic mechanisms involved with the functioning of the human body. Topics will include both cellular and major body system functioning. This course is not suitable for nursing or physical therapy. These majors should enroll in PSIO 260. Prior to taking this course, it is recommended that students take a Chemistry course. Transfer: CSU, UC.

PSIO 260 HUMAN PHYSIOLOGY (CAN BIOL 12)

Units 5

Class Hours 3 lecture/6 lab hours/week

Basic Skills Level: 2, M4

Prerequisites: BIOL 110 or 130 or 225 or ANAT 250 or the equivalent; high school chemistry or CHEM 192 or 410 or the equivalent.

Corequisites: Concurrent enrollment in BIOL 699 is required

Description: This course is designed to familiarize the student with the functions of the organs and systems of the human body. This course is for students of Nursing, Physiotherapy, Physical Education, Psychology and other related fields. Transfer: CSU, UC.

POLITICAL SCIENCE

PLSC 103 CRITICAL THINKING ABOUT WORLD POLITICS

Units (Grade Option) 3

Class Hours 3 lecture hours/week

Basic Skills Level: 1

Prerequisites: None

Description: This introductory course is designed to improve the student's ability to think clearly about world political problems and their social, political, and economic implications. Reasoning skills will be applied when evaluating and constructing convincing arguments about current world political controversies. Transfer: CSU, UC.

PLSC 130 INTERNATIONAL RELATIONS

Units (Grade Option) 3

Class Hours 3 lecture hours/week

Basic Skills Level: 1

Prerequisites: None

Description: This course is an introductory survey of world politics. The historical background, recent, and ongoing developments in the international politics of the major countries and regions of the world are explored for their social, political, and economic implications. Also included is the study of nation-state system, military and economic challenges to world peace, and attempts to resolve international conflicts by peaceful means. Transfer: CSU, UC.

PLSC 150 INTRODUCTION TO POLITICAL THEORY

Units (Grade Option) 3

Class Hours 3 lecture hours/week

Basic Skills Level: 1

Prerequisites: None

Description: This course is a comparative study of contemporary political ideologies such as nationalism, fascism, communism, and capitalist/socialist versions of democracy and their social, political,

and economic implications. Traditional concepts of political thought such as authority, community, freedom, and obligation as they affect current issues are explored. Transfer: CSU, UC.

PLSC 205 AMERICAN SOCIETY

Units (Grade Option) 5

Class Hours 5 lecture hours/week

Basic Skills Level: 1

Prerequisites: None

Description: Students are introduced to American political institutions, cultural values and social conditions and their social, economic, and political implications. This course is a comparative study of economics, national and local politics, education, mass media, family, and current social problems; students analyze these topics, seeking alternative responses and solutions in their native countries and apply what they find and study in the U.S., looking for similarities and differences. This course is designed for international students and/or recent immigrants. Transfer: CSU.

PLSC 210 AMERICAN POLITICS (CAN GOVT 2)

Units (Grade Option) 3

Class Hours 3 lecture hours/week

Basic Skills Level: 1

Prerequisites: None

Description: This course is a survey of American politics and government. Students learn about voting patterns and elections, public opinion, pressure groups, political party activity, the functions of the President, Congress and Supreme Court, citizens' guaranteed rights and liberties, and their political, social, and economic implications. Transfer: CSU, UC.

PLSC 310 CALIFORNIA STATE AND LOCAL GOVERNMENT

Units (Grade Option) 3

Class Hours 3 lecture hours/week

Basic Skills Level: 1

Prerequisites: None

Description: California state and local government with special emphasis placed on the political and social problems of urban and metropolitan communities are examined in this course. Current issues and processes are stressed. Transfer: CSU.

PSYCHOLOGY

PSYC 100 GENERAL PSYCHOLOGY (CAN PSY 2)

Units (Grade Option) 3

Class Hours 3 lecture hours/week

Basic Skills Level: 1

Prerequisites: None

Description: This is an introductory psychology course designed to examine principles of learning, theories of personality, uses for tests and measurements, behavioral disorders, mental health theories, developmental aspects of individuals, and social psychology. Students will analyze experimental designs and research data and their social implications. Transfer: CSU, UC.

PSYC 106 PSYCHOLOGY OF ETHNIC MINORITY GROUPS

Units (Grade Option) 3

Class Hours 3 lecture hours/week

Basic Skills Level: 1

Prerequisites: None

Description: This course is a broad overview of the variables which influence the psychological development, adjustment, coping strate-

gies, and mental health of ethnic minority groups in the United States. Economic, educational, political, and legal issues will also be analyzed for their psychological impact on these groups. Special attention is given to Americans of African, Asian, Hispanic, and Native American descent, although other ethnic minority groups will be included also. Psychological research studies and clinical illustrations make up a portion of the course. (Fulfills Ethnic Studies requirement.) Transfer: CSU, UC.

PSYC 110 MARRIAGE AND RELATIONSHIP CHOICES (CAN H EC 12)

Units (Grade Option) 3

Class Hours 3 lecture hours/week

Basic Skills Level: 1

Prerequisites: None

Description: This is a broad survey of past, present, and future relationships which involve closeness and intimacy. Lifestyles of singlehood, marriage, divorce, and widow/widowerhood will be analyzed. Other topics include love and romance, sexual values, loneliness, power, jealousy, communication and conflict, choices of relationships, and stepfamilies. Transfer: CSU.

PSYC 112 APPLIED PSYCHOLOGY THROUGH FILM

Units (Grade Option) 3

Class Hours 3 lecture hours/week

Basic Skills Level: 1

Prerequisites: None

Description: This course focuses on topics in the field of psychology using the media of film with attention given to the following areas: maladaptive behavior, the special child, interpersonal relationships, adolescent adjustment, learning and personality development, and the adjustment of the elderly. Transfer: CSU.

PSYC 201 CHILD DEVELOPMENT (CAN H EC 14)

Units (Grade Option) 3

Class Hours 3 lecture hours/week

Basic Skills Level: 1

Prerequisites: PSYC 100

Description: This course is a broad overview of the developmental trends affecting human growth from the prenatal period to adolescence. Factors influencing physical, emotional, mental, and social development are also analyzed. PSYC 100 is a required prerequisite for transfer. Transfer: CSU, UC.

PSYC 202 ADOLESCENT BEHAVIOR

Units (Grade Option) 3

Class Hours 3 lecture hours/week

Basic Skills Level: 1

Prerequisites: None

Description: This course is a broad overview of the behaviors, values and complexities of the adolescent years. The changes that occur in physical, emotional, mental, and social development during adolescence and their implications will be analyzed. Transfer: CSU, UC.

PSYC 221 THE SPECIAL CHILD

Units (Grade Option) 3

Class Hours 3 lecture hours/week

Basic Skills Level: 1

Prerequisites: None

Description: This course is a broad overview of issues and changes in the field of special education. Descriptive and diagnostic differences of exceptional persons (deaf, learning disabled, orthope-

dically handicapped, visually handicapped, emotionally disturbed, deaf/blind, and the gifted) will be analyzed. Transfer: CSU.

PSYC 300 SOCIAL PSYCHOLOGY

Units (Grade Option) 3

Class Hours 3 lecture hours/week

Basic Skills Level: 1

Prerequisites: PSYC 100 or SOCI 100

Description: This course is an overview of the interaction among groups. Self-concept, attitude formation and change, interpersonal attraction, aggression, group dynamics and leadership, impression formation, and other related topics are analyzed also. Transfer: CSU, UC.

PSYC 330 SPORTS PSYCHOLOGY

Units (Grade Option) 3

Class Hours 3 lecture hours/week

Basic Skills Level: 1

Prerequisites: None

Description: This course is a broad overview of the analysis of psychological and sociological concepts relating to participation in sports. The mental factors which help produce optimum performance are examined. Also included are the latest research and practice in applied sports psychology.

PSYC 340 PSYCHOLOGY OF HUMAN SEXUALITY

Units (Grade Option) 3

Class Hours 3 lecture hours/week

Basic Skills Level: 1

Prerequisites: None

Description: This course is a broad overview of the psychological aspects of human sexuality influencing sexual identity and behavior and their implications. Also includes relevant research, sexual mal-function, therapeutic approaches, and personal attitudes and values. Transfer: CSU, UC.

PSYC 391 PARENTING

Units (Grade Option) 3

Class Hours 3 lecture hours/week

Basic Skills Level: 1

Prerequisites: None

Description: This course is an overview of the stages of parenting and their social and cultural implications. Guides for positive parenting structures for parents, single parents, step parents and working parents will be provided. Emphasis will be placed on the adjustment to parenthood and guidelines for meeting the needs of children. Recommended as an elective for Early Childhood Education majors. Transfer: CSU.

RADIOLOGIC TECHNOLOGY

RADT 400 ORIENTATION TO RADIOLOGIC TECHNOLOGY

Units 2

Class Hours 2 lecture hours/week

Basic Skills Level: 2

Prerequisites: Acceptance in the Radiologic Technology Program

Description: This course is an orientation to Radiologic Technology including organization of medical practice, the socio-economic, political and legal aspects of health care with special emphasis on radiology. Included will be an introduction to radiation protection and the provisions of the California Administrative Code, Title XVII Radiation Control Regulations.

RADT 408 PERSPECTIVES IN RADIOLOGY

Units (Credit/No Credit) 0.5

Class Hours 4 lecture/12 by arrangement hours total

Basic Skills Level: 2

Prerequisites: Acceptance to the Radiologic Technology Program

Description: This course is designed for the person who has been accepted to the Radiologic Technology Program and the person who has been accepted to the program in the "alternate" status. It consists of guided observation of the working radiology department and requires the student to complete a descriptive paper on the experience. At the end of the course, all participants in RADT 408 will meet together to review and discuss the activities. A descriptive paper will be submitted to the program coordinator at that time.

RADT 410 RADIOGRAPHIC POSITIONING

Units 4

Class Hours 3 lecture/3 lab hours/week

Basic Skills Level: 2

Prerequisites: Acceptance in the Radiologic Technology Program

Description: Positioning of the human body for radiographic purposes is covered in this course. Included are all routine examinations, discussion of pathologic conditions encountered on radiographs. Laboratories offer demonstration and student practice on actual radiographic equipment.

RADT 415 RADIATION PROTECTION AND BIOLOGY

Units 3.0

Class Hours 3 lecture hours/week

Basic Skills Level: 2, M4

Prerequisites: PHYS 405

Description: This course is a study of the effects and methods of measurement of radiation in the human body. Discussion of historic and current concepts in governmental regulations and protection requirements will provide the student with background sufficient to understand the methods for protecting patients as well as medical personnel from unnecessary radiation exposure.

RADT 418 CLINICAL EDUCATION I

Units (Credit/No Credit) 4.5

Class Hours: 16 lab hours/week

Basic Skills Level: 2

Prerequisites: Acceptance in the Radiologic Technology Program and concurrent enrollment in RADT 410

Description: This course is designed for the first semester Radiologic Technology student. It is the first segment of the first rotation. It consists of orientation to clerical procedures, film processing/dark-room procedures, patient transportation procedures, supplies and equipment. Students will observe and participate in radiographic positioning and other procedures appropriate to the student's current level of education.

RADT 420 RADIOGRAPHIC POSITIONING II

Units 3.5

Class Hours 3 lecture/1.5 lab hours/week

Basic Skills Level: 2, M4

Prerequisites: RADT 410 and concurrent enrollment in RADT 428

Description: The student will position the human body for radiographic purposes with emphasis on neuro-radiography, genito-urinary and vascular radiography. Specialized procedures of the skeletal, respiratory and gastro-intestinal systems and patient care will also be included. Pathological conditions appropriate for radiographers will be discussed. Students will perform related projects in the

affiliated hospital to which they are assigned for Clinical Education (Radt 428).

RADT 428 CLINICAL EDUCATION II

Units (Credit/No Credit) 5

Class Hours: 16 lab hours/21 weeks; total 328 hours

Basic Skills Level: 2

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

Description: This course is designed for the second semester Radiologic Technology student. It is the second segment of the first rotation. Students continue to build their skills in radiographic positioning and maintain their skill levels in tasks mastered in RADT 418.

RADT 430 PRINCIPLES OF RADIOGRAPHIC FILM PRODUCTION

Units 3.5

Class Hours 3 lecture/1.5 lab hours/week

Basic Skills Level: 2, M4

Prerequisites: PHYS 405 with grade of "C" better

Description: Students apply the theoretical physics principles of the production of radiation to the practical job of producing quality radiographs with the least possible exposure dose to the patient. Included will be a thorough exploration of the major and minor technical factors and their use and effects, analysis of film quality, and methods for correcting improperly exposed radiographs. Transfer: CSU.

RADT 435 IMAGING EQUIPMENT AND QUALITY CONTROL

Units 1

Class Hours 0.5 lecture/1.5 lab hours/week

Basic Skills Level: 2, M4

Prerequisites: RADT 430

Description: This course provides the student with an introduction to the various types of equipment and tests required to organize and implement a program of quality control in diagnostic imaging. Traditional and innovative imaging equipment requiring quality control programs will be discussed.

RADT 438 CLINICAL EDUCATION III

Units (Credit/No Credit) 2.5

Class Hours: 16 lab hours/week for 10 weeks; total 160 hours

Basic Skills Level: 2

Prerequisites: RADT 428

Description: This course is designed for the third semester Radiologic Technology student. It is the third segment of the first rotation. Students continue to build their skills.

RADT 440 ADVANCED IMAGING MODALITIES AND SPECIALIZED PROCEDURES

Units 4

Class Hours 4 lecture hours/week

Basic Skills Level: 2, M4

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

Description: Students apply basic technical and positioning knowledge to special procedures and care of the patient undergoing such procedures. Appropriate pathology encountered in special procedures is discussed. Principles of CT and MRI are introduced in this course.

RADT 441 SECTIONAL ANATOMY

Units (Grade Option) 1.5

Class Hours 1.5 lecture hours/week

Basic Skills Level: 2

Prerequisites: Anatomy 250 or equivalent or certification as a Radiologic Technologist

Description: The human anatomic structures from a sectional perspective utilizing transverse and axial planes for reference are covered in this course. Anatomic landmarks are identified. This course is required for Radiologic Technology students.

RADT 442 RADIOGRAPHIC PATHOLOGY

Units (Grade Option) 1.5

Class Hours 1.5 lecture hours/week

Basic Skills Level: 2

Prerequisites: ANAT 250 or PSIO 260 or PSIO 256 or technical experience in Radiography

Description: Disease processes commonly encountered by the Radiographer are presented in this course. Students will study Radiographic CT and MRI images of skeletal, neurologic, gastrointestinal, respiratory, circulatory and reproductive systems. This course is required for Radiologic Technology students.

RADT 448 CLINICAL EDUCATION IV

Units (Credit/No Credit) 6.5

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

Basic Skills Level: 2

Prerequisites: Successful completion of RADT 438

Description: This course is designed for the fourth semester radiologic technology student. It is the first segment of the second rotation. Students continue to build the skills obtained in previous clinical education experiences.

RADT 450 REGISTRY REVIEW

Units (Credit/No Credit) 1.5

Class Hours 1.5 lecture hours/week

Basic Skills Level: 2

Prerequisites: Successful completion of or concurrent enrollment in an approved Radiologic Technology Program

Description: This course is designed to prepare the student for board examination through lecture review and preparatory testing. This course is required for the Radiologic Technology student.

RADT 458 CLINICAL EDUCATION V

Units (Credit/No Credit) 7.5

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

Basic Skills Level: 2

Prerequisites: Successful completion of RADT 448

Description: This course is designed for the fifth semester radiologic technology student. It is the second segment of the second rotation. Students continue to build the skills obtained in previous clinical education experiences.

RADT 468 CLINICAL EDUCATION VI

Units (Credit/No Credit) 5.5

Class Hours 40 lab hours/4 weeks, 24 lab hours/8 weeks; total 352 hours

Basic Skills Level: 2

Prerequisites: Satisfactory completion of Radt 458

Description: This final phase of clinical education allows the student to perform radiographic procedures on patients in affiliated hospitals with minimal or indirect assistance in preparation for entry into employment. The final four weeks of training are dedicated to a

specialized area of radiography and require full time attendance in the clinical setting.

RADT 470 SPECIALIZED TECHNIQUES: MAMMOGRAPHY

Units (Grade Option) 1.5

Class Hours 1.5 lecture hours/week

Basic Skills Level: 2

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

Prerequisites: Certification as a 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.

READING

READ 420 SPEED/EFFECTIVE READING

Units (Grade Option) 3

Class Hours 3 lecture hours/week

Basic Skills Level: 2

Prerequisites: None

Description: Students are led to increase reading speed and rate flexibility in this course. Various reading rates, including scanning, skimming, speed/rapid reading, average reading, analytical/critical reading, and study reading are covered. Study skills strategies applied to college-level material and advanced college-level vocabulary are emphasized. Transfer: CSU.

READ 801 DEVELOPMENTAL READING

Units (Credit/No Credit) 0.5-3

Class Hours 5 lecture hours/week

Basic Skills Level: OC

Prerequisites: None

Description: By means of individual and small group work, Developmental Reading concentrates on the teaching of basic reading skills. Word attack, vocabulary, and comprehension improvement are stressed. Students may enroll in the class up to the twelfth week of the semester. May be repeated for credit up to maximum of three units. Units do not apply toward AA/AS degree.

READ 802 ACADEMIC READING STRATEGIES

Units (Grade Option) 3

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

Basic Skills Level: 1

Prerequisites: None

Description: Reading comprehension, study skills, and vocabulary are emphasized in this course. Reading rate flexibility is introduced as well. Units do not apply toward AA/AS degree.

SECRETARIAL/OFFICE SKILLS/WORD PROCESSING

(See BUSINESS/OFFICE TECHNOLOGY)

SOCIAL SCIENCE

SOSC 120 INTRODUCTION TO SOCIAL GERONTOLOGY

Units (Grade Option) 3

Class Hours 3 lecture hours/week

Basic Skills Level: 1

Prerequisites: None

Description: This course is a broad overview of the field of gerontology. The elderly and the aging process with emphasis on the physical, psychological, and sociological aspects and their social, political, and cultural implications will be examined. Transfer: CSU.

SOSC 250 MEXICAN-AMERICAN CULTURE

Units (Grade Option) 3

Class Hours 3 lecture hours/week

Basic Skills Level: 1

Prerequisites: None

Description: This course is a broad overview of the study of the contemporary Mexican-American community. Also addressed are the study of the Mexican-American political and cultural heritage, social structures, problems, movements, and creative contributions. (Fulfills Ethnic Studies requirement.) Transfer: CSU, UC.

SOSC 800 DRUGS IN SOCIETY

Units (Credit/No Credit) 1

Class Hours 1 lecture/1 by arrangement hour/week

Basic Skills Level: OC

Prerequisites: None

Description: This course covers basic physical and psycho-pharmaceutical actions of commonly abused substances, and the patterns of substance abuse in various subpopulations in the community. Units do not apply toward the AA/AS degree.

SOSC 890 INTRODUCTION TO THE SOCIAL SCIENCES

Units (Grade Option) 3

Class Hours 3 lecture hours/week

Basic Skills Level: OC

Prerequisites: None

Description: This is a content-based survey course of the basic concepts, skills, and vocabulary used in history, political science, sociology, psychology, geography, philosophy, social sciences and economics. Also included will be analytical reading, outlining, and specialized writing skills, such as composition, sentence and paragraph structure related to essays written for courses in social sciences. The course is taught by a content instructor and an ESL/English instructor. Units do not apply toward the AA/AS degree.

SOCIOLOGY

SOCI 100 INTRODUCTION TO SOCIOLOGY (CAN SOC 2)

Units (Grade Option) 3

Class Hours 3 lecture hours/week

Basic Skills Level: 1

Prerequisites: None

Description: This is an introductory course on the identification and analysis of basic social structures and forces that motivate and direct social behavior. Additional topics include an overview of the methods

of sociology and a survey and analysis of America's social institutions and their political, economic, and social implications. Transfer: CSU, UC.

SOCI 105 SOCIAL PROBLEMS (CAN SOC 4)

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

Description: This course is an overview of selected social issues in relation to changes in society and their social, political, and economic implications. Additional topics include poverty, aging, health care, corporate power, work, and economic and political structures. Emphasis is placed on social science research and theory in a changing world. Transfer: CSU, UC.

SOCI 141 UNDERSTANDING DIVERSE RACIAL/ETHNIC CULTURES

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

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

SOCI 254 SOCIOLOGY OF WOMEN

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

Description: This course is an overview of the social significance and social creation of gender. The impact of gender as a social factor in shaping inequality; sexual segregation; and the dynamics of interpersonal power in the family, the work place, and personal relationships will be analyzed. Transfer: CSU, UC.

SPANISH

SPAN 110 ELEMENTARY SPANISH

Units 5
Class Hours 5 lecture/2 lab hours/week
Basic Skills Level: 1
Prerequisites: None

Description: Spanish structures and active vocabulary based on oral and written pattern drills. Conversation based on short readings containing only structures already practiced. Students are urged to make extensive use of the listening facilities in the language laboratory. Two lab hours per week required. Transfer: CSU, UC.

SPAN 111 ELEMENTARY SPANISH I

Units 3
Class Hours 3 lecture/2 lab hours/week
Basic Skills Level: 1
Prerequisites: None

Description: Approximately half of the semester's work in Spanish 110 is covered in this course. Recommended for those students without any background in foreign language study. Two lab hours per week required. Transfer: CSU, UC.

SPAN 112 ELEMENTARY SPANISH II

Units 3
Class Hours 3 lecture/2 lab hours/week
Basic Skills Level: 1
Prerequisites: SPAN 111

Description: Approximately the second half of the semester's work in Spanish 110 is covered. (Spanish 111 and 112 are equivalent to Spanish 110.) Two lab hours per week required. Transfer: CSU, UC.

SPAN 120 ADVANCED ELEMENTARY SPANISH

Units 5
Class Hours 5 lecture/2 lab hours/week
Basic Skills Level: 1
Prerequisites: Spanish 110 or equivalent

Description: This course is a continuation of Spanish 110. Additional reading of Spanish short stories serves as a basis for classroom conversation. Students are urged to make extensive use of the listening facilities in the language laboratory. Two lab hours per week required. Transfer: CSU, UC.

SPAN 121 ADVANCED ELEMENTARY SPANISH I

Units 3
Class Hours 3 lecture/2 lab hours/week
Basic Skills Level: 1
Prerequisites: SPAN 110 or equivalent

Description: The basic principles of Advanced Elementary Spanish, offered at a less intense pace than Spanish 120, are the focus of this course. One semester equals approximately half of Spanish 120. This course may be used for partial fulfillment of transfer language requirements. Two lab hours per week required. Transfer: CSU, UC.

SPAN 122 ADVANCED ELEMENTARY SPANISH II

Units 3
Class Hours 3 lecture/2 lab hours/week
Basic Skills Level: 1
Prerequisites: SPAN 121

Description: This course covers further basic principles of Advanced Elementary Spanish, offered at a less intense pace than Spanish 120. This course may be used for partial fulfillment of transfer language requirements. Two lab hours per week required. Transfer: CSU, UC.

SPAN 130 INTERMEDIATE SPANISH

Units 5
Class Hours 5 lecture/2 lab hours/week
Basic Skills Level: 1
Prerequisites: SPAN 120 or equivalent

Description: This course covers practice of conversation and composition; review of grammar; class and collateral reading of Spanish and Spanish literature. Students are urged to make extensive use of the facilities in the language laboratory. Two lab hours per week required. Transfer: CSU, UC.

SPAN 131 INTERMEDIATE SPANISH I

Units 3
Class Hours 3 lecture/2 lab hours/week
Basic Skills Level: 1
Prerequisites: SPAN 120 or equivalent

Description: This course includes the study, analysis and practice of conversation and composition; review of grammar; class and collateral readings of Spanish and Spanish literature. This course is equal to approximately the first half of SPAN 130. Two lab hours per week required. Transfer: CSU, UC.

SPAN 132 INTERMEDIATE SPANISH II

Units 3

Class Hours 3 lecture/2 lab hours/week

Basic Skills Level: 1

Prerequisites: SPAN 131

Description: This course includes the study, analysis and practice of conversation and composition; review of grammar; class and collateral readings of Spanish and Spanish literature. This course is equal to approximately the second half of SPAN 130. Two lab hours per week required. Transfer: CSU, UC.

SPAN 140 ADVANCED INTERMEDIATE SPANISH

Units 3

Class Hours 3 lecture hours/week

Basic Skills Level: 1

Prerequisites: SPAN 130 or equivalent

Description: This course includes further practice of conversation and composition based on class reading of works of modern Spanish and Latin-American authors; review of grammar; collateral reading of Spanish and Spanish-American literature. This course is intended for English speaking students rather than bilingual students. Transfer: CSU, UC.

SPAN 161 READINGS IN SPANISH LITERATURE I

Units 3

Class Hours 3 lecture hours/week

Basic Skills Level: 1

Prerequisites: SPAN 140 or equivalent

Description: This course includes oral and written composition; class reading of works of Spanish and Spanish-American literature; extensive collateral reading of varied types of Spanish and Spanish-American literature; and review of grammar. Transfer: CSU, UC.

SPAN 162 READINGS IN SPANISH LITERATURE II

Units 3

Class Hours 3 lecture hours/week

Basic Skills Level: 1

Prerequisites: SPAN 161

Description: This course includes further study and practice in oral and written composition; class reading of works of Spanish and Spanish-American literature; collateral reading of varied types of Spanish and Spanish-American literature; and review of grammar. Transfer: CSU, UC.

SPAN 196 SPANISH LANGUAGE LABORATORY

Units (Credit/No Credit) 0.5-1

Class Hours 1.5-3 lab hours/week

Basic Skills Level: 1

Prerequisites: SPAN 120 or equivalent

Description: This course is a program consisting of 25-50 hours of work in the language laboratory, emphasizing speaking and understanding Spanish. May be repeated for credit up to a maximum of one unit. Transfer: CSU.

SPAN 801 CONVERSATIONAL SPANISH I

Units (Grade Option) 2

Class Hours 3 lecture hours/week

Basic Skills Level: OC

Prerequisites: None

Description: This is a practical course in the Spanish language, approached by way of conversation. Intensive drill in the formulas and idioms of daily speech, supported with sufficient grammar to give flexibility in the spoken language. This course will not fulfill lan-

guage requirement at California State Colleges or at the University of California. Units do not apply toward AA/AS degree.

SPAN 802 CONVERSATIONAL SPANISH II

Units (Grade Option) 2

Class Hours 3 lecture hours/week

Basic Skills Level: OC

Prerequisites: SPAN 801

Description: Further drill in the patterns and idioms of daily speech is supported with sufficient grammar to give flexibility in the spoken language. This course will not fulfill language requirement at California State Colleges or at the University of California. Units do not apply toward AA/AS degree.

SPAN 803 CONVERSATIONAL SPANISH III

Units (Grade Option) 2

Class Hours 3 lecture hours/week

Basic Skills Level: OC

Prerequisites: SPAN 802

Description: More advanced drill in the patterns and idioms of daily speech is supported with sufficient grammar to give flexibility in the spoken language. This course will not fulfill language requirement at California State Colleges or at the University of California. Units do not apply toward AA/AS degree.

SPAN 804 CONVERSATIONAL SPANISH IV

Units (Grade Option) 2

Class Hours 3 lecture hours/week

Basic Skills Level: OC

Prerequisites: SPAN 803

Description: Further advanced drill in the formulas and idioms of daily speech is supported with sufficient grammar to give flexibility in the spoken language. (This course will not fulfill language requirement at California State Colleges or at the University of California.) Units do not apply toward AA/AS degree.

SPEECH**SPCH 100 FUNDAMENTALS OF SPEECH COMMUNICATION (CAN SPCH 4)**

Units 3

Class Hours 3 lecture hours/week

Basic Skills Level: 2

Prerequisites: SPCH 811 or 812 for non-native speakers of English

Description: This class is designed to introduce students to the form, function, history, and ethical requirements of public address. Students will study, prepare, and deliver speeches in the traditional forms. Speeches will be delivered in both impromptu (spontaneous) and extemporaneous (prepared) modes. Transfer: CSU, UC.

SPCH 105 SURVEY OF SPEECH COMMUNICATION

Units 3

Class Hours 3 lecture hours/week

Basic Skills Level: 1

Prerequisites: None

Description: Students spend approximately equal time during the semester studying the methods, principles, and theories of oral communication. Focus will be placed upon public speaking, private talk, and group discussion. Transfer: CSU.

SPCH 111 ORAL INTERPRETATION I

Units 3

Class Hours 3 lecture hours/week

Basic Skills Level: 1

Prerequisites: SPCH 811 or 812 for non-native speakers of English

Description: This course focuses on reading aloud from the printed page. Students will be instructed in the techniques necessary for effective oral reading and will be encouraged to develop greater appreciation for literature and for the considerable pleasure experienced when read to by others. Students will read to others in turn.

Transfer: CSU, UC.

SPCH 112 ORAL INTERPRETATION II

Units 3

Class Hours 3 lecture hours/week

Basic Skills Level: 1

Prerequisites: SPCH 111

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

SPCH 120 INTERPERSONAL COMMUNICATION (CAN SPCH 8)

Units 3

Class Hours 3 lecture hours/week

Basic Skills Level: 1

Prerequisites: None

Description: This course provides an introduction to the theory, basic principles, and methods of oral communication, with emphasis on improving speaking and listening skills within the context of interpersonal communication. The readings and class activities provide both theoretical and practical considerations of the behaviors which facilitate or block successful attempts at private discourse. Although not a course in public address, class presentations are required.

Transfer: CSU.

SPCH 130 VOICE AND ARTICULATION

Units 3

Class Hours 3 lecture hours/week

Basic Skills Level: 1

Prerequisites: None

Description: This course consists of a study of the communication of ideas, emotions, and values through the use of the vocal mechanism. Included are lessons in vocal variety, expressiveness, resonance, articulation, and pronunciation. Designed for all students who feel the need to improve their ability to speak clearly and well. This class is likely to be especially helpful to those who intend to teach and for those who plan to enter the fields of speech, drama, radio-television, law, political science, and business. Transfer: CSU, UC.

SPCH 140 GROUP DISCUSSION

Units 3

Class Hours 3 lecture hours/week

Basic Skills Level: 2

Prerequisites: None

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

TOURISM**TOUR 101 SELLING TRAVEL**

Units (Grade Option) 3

Class Hours 3 lecture hours/week

Basic Skills Level: 1, M2

Prerequisites: None

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

TOUR 102 INTRODUCTION TO TOURISM SERVICES

Units 3

Class Hours 3 lecture hours/week

Basic Skills Level: 1

Prerequisites: None

Description: This course is an overview of the private, profit, and non-profit 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 200 MARKETING AND ENTREPRENEURSHIP FOR TOURISM

Units (Grade Option) 3

Class Hours 3 lecture hours/week

Basic Skills Level: 1

Prerequisites: None

Description: This course is an introduction to the hospitality/ tourism and travel industries from the viewpoint of the manager/ executive/ entrepreneur. The emphasis is on making management decisions based on custom and practice in these industries, identifying major trends in tourism, and developing travel/ hospitality products and services designed to capitalize on major trends and shifts in the economy. Transfer: CSU.

TOUR 700 APOLLO TRAVEL INDUSTRY REFERENCES

Units (Grade Option) 3

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

Basic Skills Level: 1

Prerequisites: None

Corequisites: Concurrent enrollment in TOUR 699 is required

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. Concurrent enrollment in TOUR 699 is required, two hours per week minimum.

TOUR 750 ICTA: TRAVEL AGENCY BUSINESS MANAGEMENT

Units (Grade Option) 3

Class Hours 3 lecture hours/week

Basic Skills Level: 1

Prerequisites: TOUR 700, 768, 770, 764 and 766

Description: This course increases management effectiveness by applying professional office management techniques to travel agencies. Content includes methods for improving the productivity; accu-

racy, and efficiency of travel agency personnel. The Institute of Certified Travel Agents' (ICTA) examination on business management is given at the end of the course.

TOUR 751 ICTA: MANAGING SALES PERSONNEL

Units (Grade Option) 3

Class Hours 3 lecture hours/week

Basic Skills Level: 1

Prerequisites: TOUR 700, 768, 764 and 766

Description: This course covers the management skills needed to measure productivity of sales personnel. The development of sales training programs for personnel, recruitment, and retention and setting goals and directions for sales teams are emphasized also. The Institute of Certified Travel Agents' (ICTA) examination on sales management is given at the end of the course. Enrollment in TOUR 770 is recommended.

TOUR 752 ICTA: MARKETING AND SALES MANAGEMENT

Units (Grade Option) 3

Class Hours 3 lecture hours/week

Basic Skills Level: 1

Prerequisites: TOUR 700, 768, 770, 764 and 766

Description: This course covers the management skills needed to develop a marketing plan which includes desk and field market research methods. Analysis of market data and forecasting market trends in commercial and leisure travel are emphasized also. The Institute of Certified Travel Agents' (ICTA) examination on marketing management is given at the end of the course.

TOUR 753 ICTA: INTERNATIONAL TRAVEL AND TOURISM

Units (Grade Option) 3

Class Hours 3 lecture hours/week

Basic Skills Level: 1

Prerequisites: TOUR 700, 768, 770, 764 and 766

Description: This course covers the management skills needed to function as the sales distribution arm of the international hospitality industry. The analysis of international travel purchasing, development of tourism infrastructure and superstructure, and the international laws governing the tourism/travel/hospitality industries are emphasized also. The Institute of Certified Travel Agents' (ICTA) examination on international tourism will be given at the end of the course.

TOUR 756 TRAVEL INDUSTRY CAREERS AND ENTREPRENEURSHIP OPPORTUNITIES

Units (Credit/No Credit) 0.5

Class Hours 0.5 lecture hour/week

Basic Skills Level: 1

Prerequisites: None

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

TOUR 757 CURRENT TOPICS IN TOURISM

Units (Credit/No Credit) 0.5-4 (no more than 1.5 units per semester)

Class Hours 0.5-4 lecture hours/week

Basic Skills Level: 1

Prerequisites: None

Description: This course is designed to present a variety of topics dealing with the travel industry; these topics include destinations to various countries (North America, Africa, Asia, Europe, and South America); cost-effective sales; adventure and special interest travel,

and selling cruises, ferries, and freighters. May be repeated for credit up to a maximum of 4 units.

TOUR 758 APOLLO COMPUTER TIME SAVERS

Units (Credit/No Credit) 0.5

Class Hours 0.5 lecture hours/week

Basic Skills Level: 1

Prerequisites: None

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

TOUR 759 APOLLO COMPUTER TECHNIQUES FOR TRAVEL AGENTS

Units (Credit/No Credit) 0.5

Class Hours 0.5 lecture hours/week

Basic Skills Level: 1

Prerequisites: None

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

TOUR 760 APOLLO HOTEL SALES

Units (Credit/No Credit) 0.5

Class Hours 0.5 lecture hours/week

Basic Skills Level: OC

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.

TOUR 761 APOLLO CAR SALES

Units (Credit/No Credit) 0.5

Class Hours 0.5 lecture hours/week

Basic Skills Level: OC

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.

TOUR 762 AIRLINE COMPUTER RESERVATIONS TRAINING

Units (Grade Option) 3

Class Hours 3 lecture/2 lab hours/week

Basic Skills Level: 1

Prerequisites: None

Corequisites: Concurrent enrollment in TOUR 699 is required

Description: This course is designed to provide "hands-on" training using the Apollo computerized airline data base system. All computer applications used in planning and confirming airline itineraries and related travel services are included. Students will learn to use Apollo as an information reference system. Concurrent enrollment in TOUR 699 is required, two hours per week minimum.

TOUR 764 DOMESTIC AIR TARIFF AND TICKETING

Units (Grade Option) 3

Class Hours 3 lecture hours/2 lab hours/week

Basic Skills Level: 1

Prerequisites: None

Corequisites: Concurrent enrollment in TOUR 699 is required

Description: Students will use the Official Airline Guide and the Apollo computerized data base to complete domestic travel documents. Codes, flight itineraries, connection time, reference materials, problems with scheduling and pricing, tariff rules, local fares, routing, preparation of tickets, and price check lists are included also. Concurrent enrollment in TOUR 762 is recommended. Concurrent enrollment in TOUR 699 is required, two hours per week minimum.

TOUR 766 INTERNATIONAL AIR TARIFF AND TICKETING

Units (Grade Option) 3

Class Hours 3 lecture/2 lab hours/week

Basic Skills Level: 1

Prerequisites: TOUR 764

Corequisites: Concurrent enrollment in TOUR 699 is required

Description: This course consists of international geography, international air tariff rules, fare construction principles, the mileage system, higher intermediate point fares, circle-trip minimum fares and currency regulations. The content of this course is an enrichment of the Preliminary International Association of Travel Agents (IATA) diploma materials. Concurrent enrollment in TOUR 699 is required, two hours per week minimum.

TOUR 768 ARC FORMS AND PROCEDURES

Units (Grade Option) 3.0

Class Hours 3 lecture/2 by arrangement hours/week

Basic Skills Level: 1

Prerequisites: TOUR 764

Description: In this course students will learn the accounting procedures for airline ticket refunds, reissues, and other airline documents. Ticket sales reporting and general travel agency office procedures will be examined also.

TOUR 770 F.I.T. PLANNING AND COSTING

Units (Grade Option) 3

Class Hours 3 lecture hours/week

Basic Skills Level: 1

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

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 hours/2 by arrangement lab hours/week

Basic Skills Level: 1

Prerequisites: TOUR 762 and TOUR 764; TOUR 764 may be taken concurrently

Corequisites: Concurrent enrollment in TOUR 699 is required

Description: This course is an overview of customer service skills required for airport flight departures and arrivals. Procedures for

airport check-in, flight overbooking, handling baggage, handling irate customers, ticket reissues, cancelled flights, and flight emergencies will be examined also. Concurrent enrollment in TOUR 699 is required, two hours per week minimum.

TOUR 776 AIRLINE GENERAL OFFICE SKILLS

Units (Grade Option) 3

Class Hours 3 lecture hours/week

Basic Skills Level: 1

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, group sales contracts, and sales tracing will be examined also.

TOUR 778 CORPORATE TRAVEL PROCEDURES

Units (Grade Option) 3

Class Hours 3 lecture hours/week

Basic Skills Level: 1

Prerequisites: None

Description: This course covers office procedures, policies, and business practices typical of corporate travel services and used by travel agency in-plant operations and by separate departments of a corporation. 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

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.

WORD PROCESSING

(See BUSINESS/OFFICE TECHNOLOGY)

WRITING

WRIT 801 BASIC WRITING I

Units (Credit/No Credit) 1

Class Hours 1 lecture hour/2 lab hours/week

Basic Skills Level: Same as that of concurrent English course.

Prerequisites: None

Corequisites: Concurrent enrollment in ENGL 801.

Description: The student will learn to plan, organize, support and arrange short writing exercises, ranging from one paragraph to the five paragraph essay. Special attention will be given to grammatical and mechanical conventions. Students will be introduced to the major non-fiction writing types. Units do not apply toward AA/AS degree.

WRIT 802 BASIC WRITING II

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

Class Hours 3-9 lab hours/week

Basic Skills Level: Same as that of concurrent English course(s)

Prerequisites: None

Corequisites: Concurrent enrollment in ENGL 800, 100, or 110

Description: The student will learn to plan, organize, support, and arrange the essay. Special attention will be given to planning, drafting, and revising of the college essay. Mechanics and grammar will be reviewed as needed. Diction and various methods of support are stressed. Documentation and logic play a major role. May be repeated for credit up to 2 times for a maximum of 3 units. Units do not apply toward the AA/AS degree.



EDUCATIONAL OPPORTUNITIES AT OTHER SAN MATEO COUNTY COMMUNITY COLLEGES

Cañada College is part of the San Mateo County Community College District which also operates College of San Mateo (CSM) and Skyline College in San Bruno. In addition to offering comprehensive general education, vocational, transfer, and remedial programs, each college has a number of special offerings. The following is a list of unique opportunities at CSM and Skyline.

COLLEGE OF SAN MATEO 1700 WEST HILLSDALE BOULEVARD, SAN MATEO, CA 94402, (415) 574-6161

Aeronautics, Apprenticeship, Architecture, Broadcasting Arts, Building Inspection, Cosmetology, Dental Assisting, Drafting Technology, Electronics Technology, Fashion Merchandising, Filmmaking, Floristry, Fire Science Technology, Horticulture, Humanities, Machine Tool Technology, Manufacturing and Industrial Technology, Medical Assisting, Nursing (Registered), Real Estate, Technical Arts & Graphics, Transportation, Welding Technology
Athletics: Men's Cross Country, Men's Football, Men's Track and Field, Women's Cross Country, Women's Basketball, Women's Softball, Women's Tennis, Women's Track and Field

SKYLINE COLLEGE 3300 COLLEGE DRIVE, SAN BRUNO, CA 94066, (415) 355-7000 (DAY), (415) 355-6580 (EVENING)

Automotive Mechanic Technology, Automotive Apprenticeship Program, Convention and Meeting Management, Cosmetology, Emergency Medical Technology I, Fashion Merchandising, Fiber Optics, Gallery Management, General Studies, Hotel and Restaurant Operations, Image Consulting, Public Trust Management, Recreation Education, Respiratory Therapy, Sign Language, Telecommunications Technology, Toyota Technical Education Network
Athletics: Men's Cross Country, Men's Track and Field, Men's Wrestling, Women's Cross Country, Women's Softball, Women's Track and Field, Women's Volleyball

CAMPUS DIRECTORY

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

Admissions & Records/Registration	8-215	306-3226	Library	6-2	306-3267
Athletics	1-204	306-3341	Lost & Found (located in Bookstore)	2	306-3313
Audio/Visual	5-105	306-3348	Math Lab	5-105	306-3304
Basic & Applied Sciences Division	18-109	306-3291	Media-Audio/Visual	5-105	306-3348
Bookstore	2	306-3313	Operations	8-305	306-3270
Box Office	8-305	306-3396	Physical Education Office	1-204	306-3341
Business Office/Cashier	8-305	306-3270	Placement Testing (English & Math)	5-216	306-3335
Business/Social Sciences Division	13-105	306-3201	President's Office	8-312	306-3238
Business Skills Center	13-217	306-3380	Psychological Services	6-13	306-3455
Career Center	5-204	306-3452	Public Information	3-103	306-3340
Computer Lab	5-105	306-3430	Reading Lab	3-104	306-3326
CARE	5-207	306-3300	Refunds (Registration Fees)/Cashier	8-305	306-3270
Coop. Ed./Work Experience Program	5-211C	306-3367	Scholarship Office	8-305	306-3297
Corporate/Community Education	CSM	574-6173	Security Office (Parking Enforcement)	13-28	306-3420
Counseling Offices	5-204	306-3385	Student Activities	5-214	306-3373
Disabled Student Program	3-117	306-3490	Student Government Office	5-211B	306-3364
English (ESL) Institute	13-121	306-3412	Switchboard/Directory Assistance	8-203	"3000"
Evening Services	8-215	306-3100		or	306-3100
EOPS	5-207	306-3300	Theatre Manager	3-132	306-3316
Facilities Usage/Rental	8-305	306-3271	Tourism Center	17-112	306-3450
Financial Aid	5-207	306-3307	Transfer Center	5-211A	306-3372
Health Center	5-213	306-3309	Transcripts (Admissions & Records)	8-215	306-3228
Housing (Off Campus) Information	5-214	306-3373	Transportation:		
Humanities Division	3-205	306-3336	SAMTRANS Bus Schedules/Passes	8-211	306-3100
Instruction Office	8-306	306-3353	Rediwheels (Disabled)	3-117	306-3490
International Students:	8-206	306-3494	Tutorial Center	5-105	306-3357
Language Lab	5-105	306-3348	Veteran's Affairs	8-215	306-3227
Learning Center	5-105		Vice President, Instruction	8-310	306-3353
Computer Lab		306-3430	Vice President, Student Services	8-211	306-3234
Language Lab		306-3348	Visitor's Parking Permits	8-305	306-3270
Math Lab		306-3304	Work-Study Grant Program	5-207	306-3307
Media-Audio/Visual		306-3348	Writing Lab	5-105	306-3306
Tutorial Center		306-3357			
Writing Lab		306-3306			

FACULTY**1995-1996**

(Date of appointment to San Mateo County
Community College District follows name.)

- Adams, H. Grace (1969)
Professor
Business
Dean of Business/Social Sciences
B.A., South Carolina State University
M.A., San Jose State University
Ed.D., Nova University
- Aguirre, Alicia (1988)
Associate Professor
English Institute
B.A., Marygrove College
M.A., Eastern Michigan University
- Anderson, Richard W. (1970)
Professor
Physical Education, Computer Science,
Mathematics
B.A., San Jose State University
M.A., Stanford University
- Armstrong, Elizabeth J. (1974)
Professor
Chemistry
Dean of Basic & Applied Sciences
B.A., M.Sc., San Francisco State University
- Ashley, Lyman C. (1968)
Professor
Physical Education
B.S., M.A., California State Polytechnic
College
- Bogue-Feinour, Carole J. (1990)
Vice President, Instruction
B.A., Duchesne College
M.S., University of Nebraska
Ph.D., University of Colorado
- Bratton, Glory (1982)
Associate Professor
Counselor
B.A., San Francisco State University
M.A., University of Santa Clara
M.S., San Francisco State University
- Chaney, Ronda (1991)
Assistant Professor
Home Economics
B.S., University of Missouri
M.A., San Francisco State University
- Claire, S. Richard (1976)
Professor
Business
A.A., College of San Mateo
B.A., San Francisco State University
M.B.A., University of Santa Clara
- Cunningham, Lois (1971)
Professor
Social Science, Sociology
B.A., Briar Cliff College
M.A., St. Louis University
- Curtis, Robert M. (1967)
Professor
Drama, English
B.A., M.A., San Francisco State University
- Del Gaudio, Joan B. (1965)
Professor
Counseling
B.S., Cen. Connecticut State College
M.Ed., Boston University
- Earnhardt, Eldon D. (1969)
Professor
Anthropology, Archeology
B.A., M.A., San Francisco State University
- Easter, Stanley E. (1969)
Professor
Music
B.M., Performer's Certificate, University of
Rochester, Eastman School of Music
M.M.Ed., University of Oklahoma
Ed.D., Columbia University
- Edmonds, Bruce D. (1990)
Assistant Professor
Athletic Director, Counselor
B.A., M.A. San Jose State University
- Egan, Philip F. (1971)
Professor
Art
B.A., Indiana University
B.F.A., Kansas City Art Institute
M.F.A., Pennsylvania State University
- Enriquez, Amelito (1995)
Assistant Professor
Engineering, Mathematics
B.S., University of Philippines
M.S., Ohio State University
Ph.D., University of California, Irvine
- Erickson, Denise (1977)
Associate Professor
Art History
B.A., M.A., University of California,
Santa Barbara
- Eyer, Dianne M. (1970)
Professor
E.C.E., Psychology, Special Education,
Home Economics, Counselor
B.S., M.S., Purdue University
M.A., San Francisco State University
- Festa, Angelo R. (1966)
Professor
Physical Education
B.S., Michigan State University
M.S., Southern Illinois University
- Finn, Sharon (1989)
Coordinator, Tourism Department
Tourism
A.A., City College of San Francisco
B.A., San Francisco State University
- Friesen, John B, Jr. (1963)
Professor
English
Dean of Humanities
A.B., M.A., University of California, Berkeley
- Garcia, Michael E. (1989)
Associate Professor
Physical Education, Adaptive Physical
Education
B.S., California State University, Fullerton
M.S., Hayward State University
- Gavazza, Steven D. (1981)
Professor
Computer Science, Mathematics, Engineering
B.S., Stanford University
M.A., Univ. of California, Berkeley
Ph.D., Stanford University
- Giuntoli, Mervin A. (1966)
Professor
Biology, Zoology
B.A., M.A., San Jose State University
- Gray, Ella Turner (1969)
Professor
Biological Sciences
B.S., Southern University, Louisiana
M.S., University of Nebraska
- Greenalch, John H. (1977)
Professor
Philosophy, Counselor
B.A., St. Mary's University
S.T.B., St. Mary's University
S.T.L., St. Mary's University
M.Ed., Duquesne University
- Griffin, Irene F. (1964)
Professor
Drama
A.B., Barnard College
A.M., Stanford University
- Gunderson, Peter K. (1973)
Professor
Geography, Tourism
B.S., Michigan State University
M.A., Wayne State University

- Hayes, Linda (1988)
Associate Professor
Business/Office Technology
B.A., University of San Francisco
M.A., San Francisco State University
- Hayward, Marilyn (1992)
Coordinator, Library Services
B.S., Southern University
M.A., University of Denver
- Henry, Amy (1968)
Professor
English
B.A., Southern University
M.A., North Carolina College
- Hetrick, Jane A. (1980)
Professor
Program Specialist for the Handicapped
B.A., University of California, Los Angeles
M.A., University of Santa Clara
MBA, College of Notre Dame
- Innerst, Evan (1991)
Associate Professor
Mathematics
B.A., M.A., San Jose State University
- Iverson, Charles (1994)
Assistant Professor
Mathematics, Computer Science, Engineering
B.S., Harvey Mudd
M.S., University of California, Santa Barbara
- Jeppson, Joseph (1963)
Professor
History, Law
B.S., LL.B., J.D., University of Utah
A.M., Stanford University
Ph.D., University of California, Berkeley
- LeBow, Diane (1968)
Professor
English
A.B., Douglas College (Rutgers)
M.A., University of California, Berkeley
Ph.D., University of California, Santa Cruz
- Legarza, Michael J. (1989)
Associate Professor
Physical Education
A.B., University of Nevada, Reno
M.A., University of San Diego
- Lewis, Eileen L. (1974)
Professor
Chemistry, Physics
B.S., M.S., Texas A & M University
Ph.D., University of California, Berkeley
- Loughry, Alice P. (1970)
Professor
Business/Office Technology
B.S., University of Maryland
M.S., New York State College, Cornell University
- Mangiola, Frank A. (1980)
Professor
Physical Education
B.A., San Jose State University
M.A., University of San Francisco
- Martinez, Olivia G. (1989)
Vice President, Student Services
B.A., San Francisco State University
M.S.W., University of California, Berkeley
Ed.D., University of San Francisco
- McCarthy, Barbara (1981)
Professor
Adaptive Physical Education
B.A., M.A., San Francisco State University
- McGill, Sally J. (1971)
Professor
Nutrition, Foods & Dietetics, Fitness
B.S., University of Oklahoma
M.P.H., University of California, Berkeley
- McNamara, Cheryl J. (1968)
Professor
Physical Education
B.A., San Jose State University
M.A., San Francisco State University
- Mendoza, Salvador (1984)
Associate Professor
Counseling
B.A., San Diego State University
M.A., Boston University
M.A., Middlebury College
- Messner, Gerald M. (1964)
Professor
English
A.B., Stanford University
M.A., California State University, Los Angeles
- Moore, Nancy H. (1973)
Professor
Radiologic Technology
B.A., M.S., San Francisco State University
- Morales, William (1992)
Assistant Professor
Art
B.A., University of California, Santa Cruz
M.F.A., Boston University
- Nicholls, Anne L. (1988)
Assistant Professor
A.A., Skyline College
A.S., Cañada College
B.A., University of California, Davis
- Norman, Timothy H. (1968)
Professor
Mathematics
B.A., Illinois Benedictine College
M.S., University of Notre Dame
- Olesen, Karen (1988)
Assistant Professor
Career Counseling
B.S., Fresno State University
M.S., San Francisco State University
- Owyang, Walter M. (1970)
Professor
Psychology
A.B., University of California, Berkeley
M.A., San Jose State University
Ph.D., University of Nebraska
- Pastori, Sharon (1994)
Assistant Professor
Learning Center
B.A., California State University, Chico
M.A., University of California, Berkeley
- Phillips, Jacqueline B. (1989)
Associate Professor
English Institute
A.A., Monterey Peninsula College
B.A., Robert College, Istanbul
M.A., University of California, Berkeley
- Preston, Jack (1984)
Professor
Computer Science, Mathematics, Physics, Astronomy
B.A., Clark University
M.A., San Francisco State University
- Reller, Theodore L., Jr. (1968)
Professor
Political Science
A.B., M.A., University of California, Berkeley
- Rodriguez, Ernesto (1970)
Professor, College Psychologist
A.B., M.A., San Francisco State University
Ph.D., Wright Institute
- Roscelli, Paul (1990)
Assistant Professor
Economics, Business Law
A.B., University of California, Berkeley
B.S., San Francisco State University
J.D., University of Santa Clara

- Sandler, Marie H. (1974)
Professor
E.C.E., Psychology
B.S., M.S., Florida State University
- Sanfilippo, Rudy A. (1976)
Professor
Sociology, Management
B.A., M.A., San Jose State University
- Saterfield, Sondra (1985)
Professor
Counseling
B.S., Cheney State College
M.S., Hayward State University
- Schoenky, Mary A. (1963)
Professor
Counseling
R.N., College of St. Scholastica
B.S., University of Minnesota
M.N., University of Washington
- Sharon, Jared B. (1986)
Professor
Chemistry
B.S., University of Richmond
M.S., Ph.D., University of Southern California
- Smith, Pamela D. (1969)
Professor
English
A.B., M.A., University of California, Berkeley
- Sorensen, Lenora H. (1975)
Professor
Tourism
B.A., Texas A&M
M.A., George Washington University
- Stegner, Paul F. (1969)
Professor
Psychology, Computer Science
B.S., Pennsylvania State University
M.A., California State University, Fresno
Ph.D., Washington State University
- Steidel, James N. (1971)
Professor
History, Ethnic Studies
B.A., Kenrick College
M.A., Ph.D., University of Southern California
- Sutherland, Kenton (1970)
Professor
English, English Institute
A.A., Compton College
B.A., University of the Americas
M.A., University of California, Los Angeles
- Szabo, Rosalee (1969)
Professor
English
B.S., Cornell University
M.A., University of Rochester
- Thein, Van Raymond (1970)
Professor
Music
B.A., M.A., San Francisco State University
- Thiele, Romelia (1992)
Assistant Professor
Business/Office Technology
B.S., California State University, Long Beach
M.A., San Jose State University
- Tovissi, Joseph A. (1965)
Professor
Mathematics, Counselor
B.S., Kent State University
A.M., Stanford University
M.S., Purdue University
- Trugman, Ronald F. (1973)
Professor
Business/English
B.A., Long Beach State University
M.S., M.S.Ed., Ph.D., University of Southern California
- Upton, James (1968)
Professor, Mathematics
B.A., M.A., Gonzaga University
M.S., Seattle University
- Vial, Silvano A. (1964)
Professor
Physical Education
B.S., University of Idaho
A.M., Stanford University
- Villanueva, Tlaxcalli (1988)
Assistant Professor
Counseling
B.A., California State University Northridge
M.S.W., San Diego State University
M.A., Stanford University
- Ward-Smith, Pamela (1987)
Professor
Counseling
B.A., M.A., California State University, Fresno
- Weidman, Jane C. (1975)
Professor
English
A.B., University of Oregon
M.S., California State University, Hayward
- Welles, Samuel Paul, Jr. (1970)
Professor
Biology, Tennis
B.S., M.S., Ph.D., University of California, Berkeley
- Workman, Gilbert B. (1968)
Professor
History
B.A., Yale University
M.A., San Jose State University
- Young, Frank C. C. (1969)
Professor
Philosophy
B.A., University of Florida
M.A., San Francisco State University

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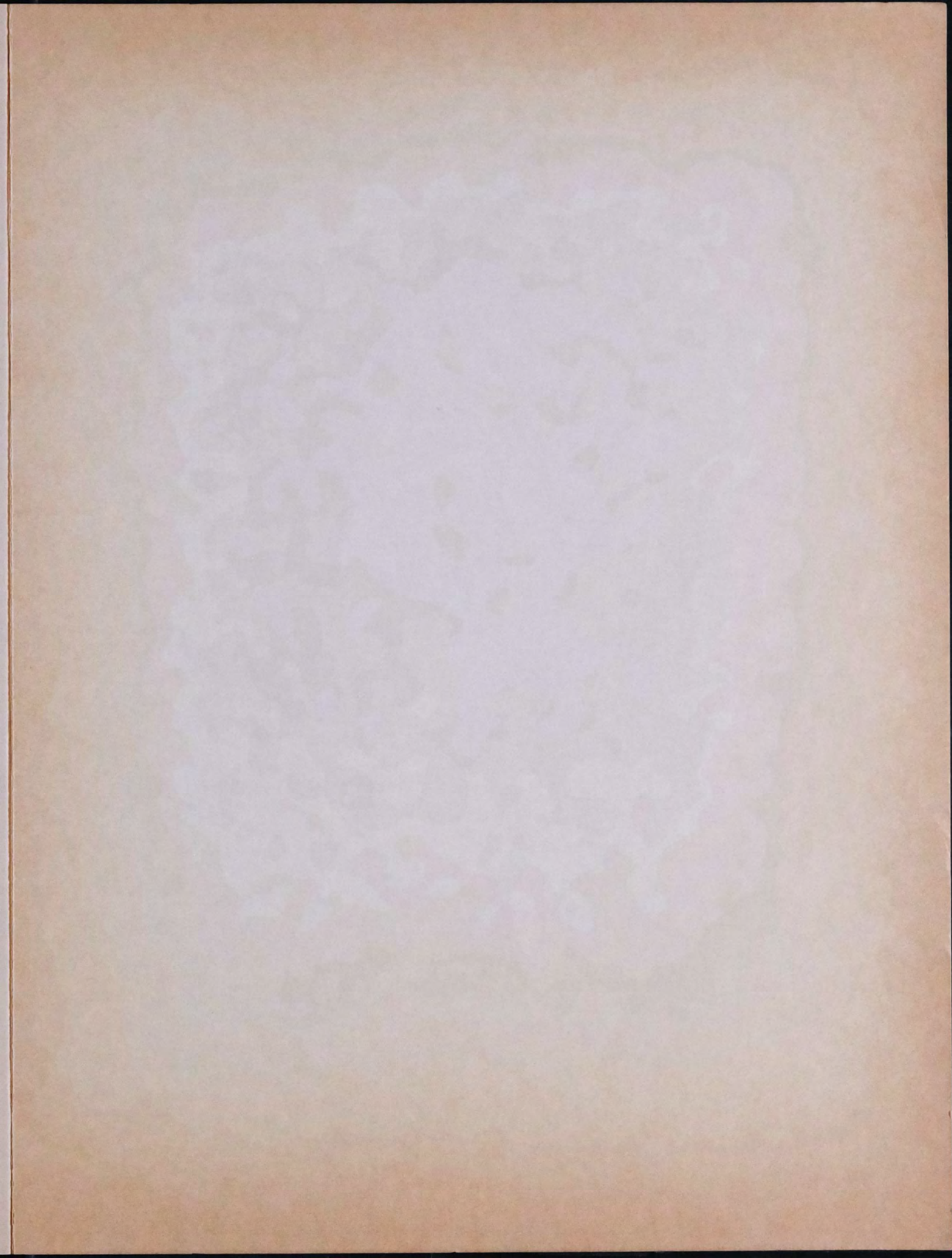
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