

Cañada College



Catalog

1999/2000

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, and experience to achieve your goals.

This catalog is more than a list of courses. It is your guide to the academic programs 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!

BIENVENIDOS AL COLEGIO DE CAÑADA

La facultad, administración y personal de Cañada College les da una cordial bienvenida al colegio. Si es usted un estudiante nuevo, un estudiante que esta continuando o que haya sido estudiante anteriormente, estamos aquí para ayudarle a adquirir conocimientos habilidades, experiencia, y determinación para descubrir lo que desee realizar y alcanzar.

Este catálogo es más que una lista de cursos. Es una guía para sus valiosos estudios académicos y excelentes servicios de apoyo que Cañada College tiene para ofrecerle. Le recomendamos que aproveche de lleno todas las oportunidades educativas disponibles y que solicite nuestra ayuda cuando lo necesite.

Nuestros mejores deseos para su éxito en Cañada College.



CAÑADA COLLEGE

1999-00 CATALOG

ACCREDITATION

Cañada College is accredited by the Accrediting Commission for Community and Junior Colleges of the Western Association of Schools and Colleges (3402 Mendocino Avenue, Santa Rosa, CA 95403, [707] 569-9177), an institutional accrediting body recognized by the Commission on Recognition of Postsecondary Accreditation and the U.S. Department of 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 six-member Board of Trustees, five elected at large for four-year terms by county voters and one elected by students in the District for a one-year term.

Karen Schwarz, President
 Patricia Miljanich, Vice President-Clerk
 Thomas L. Constantino
 Helen Hausman
 Richard Holoher
 Raman Singh, Student Trustee, 1999-2000

Earl P. Johnson, District Chancellor

CAÑADA COLLEGE

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 Redwood City, CA 94061
 (650) 306-3100
<http://canadacollege.net>

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CALENDAR OF IMPORTANT DATES

Placement Tests (see Schedule of Classes for dates, times, locations)
Registration (see Schedule of Classes)

Summer Session-1999

| | |
|-----------------|----------------------------------|
| June 21 | Summer Intersession Begins |
| July 5 | Holiday -Independence Day |
| July 30 | 6-Week Summer Session Ends |
| August 13 | 8-Week Summer Session Ends |

Fall Semester-1999 (87 Total Days: 83 Instruction plus 4 flex)

| | |
|-----------------------|------------------------------------------------------|
| August 17 -20 | Faculty Orientation Days (Flex Days) |
| August 23 | First Day of Instruction |
| September 3 | Last Day to Drop with Eligibility for Partial Refund |
| September 3 | Last Day to Add Semester Length Class |
| September 4 & 5 | Declared Recess |
| September 6 | Holiday -Labor Day |
| September 13 | Census Day |
| September 17 | Last Day to Drop Without Appearing on Record |
| October 8 | Last Day to Apply for Degree/Certificate |
| October 15 | Mid-Term Grade Reports Due |
| November 11 | Holiday - Veteran's Day |
| November 19 | Last Day to Withdraw Semester Length Class |
| November 24 | Recess-Evening Classes only |
| November 25 | Holiday -Thanksgiving |
| November 26-28 | Declared Recess |
| December 15-21 | Final Examinations (Day & Evening Classes) |
| December 21 | Day & Evening Classes Close |

Spring Semester-2000 (88 Total Days: 86 Instruction plus 2 flex)

| | |
|------------------------|------------------------------------------------------|
| January 17 | Holiday -Martin Luther King Jr. |
| January 18 | Professional Growth Day - <i>No classes</i> |
| January 19 | First Day of Instruction |
| February 1 | Last day to Add Semester Length Class |
| February 1 | Last Day to Drop with Eligibility for Partial Refund |
| February 7 | Census Day |
| February 11 | Last Day to Drop Without Appearing on Record |
| February 17 | Last Day to Apply for Degree/Certificate |
| February 18 | Holiday -Abraham Lincoln |
| February 19 & 20 | Declared Recess |
| February 21 | Holiday -George Washington |
| March 17 | Mid-Term Reports Due |
| April 17-23 | Spring Recess |
| April 21 | Declared Holiday |
| April 27 | Last Day to Withdraw Semester Length Class |
| May 20-26 | Final Examinations (Day & Evening Classes) |
| May 26 | Day & Evening Classes Close |
| May 29 | Holiday -Memorial Day |
| May 30 | Professional Growth Day - <i>No classes</i> |
| May 26 | Commencement |

Note: Cañada College will be in recess on the evening of November 24, 1999 and will be in recess on the following weekends: September 4 & 5, and November 27 & 28, 1999 and February 19 & 20, and April 22 & 23, 2000.

ADMINISTRATION

Rosa Perez, Interim President

Olivia G. Martinez, Vice President, Student Services

Acting Vice President, Instruction (To be named)

Linda Hayes, Dean
 Business, Occupational Education & Off-Campus Programs

Elizabeth J. Armstrong, Dean
 Science, Technology and Learning Resources

John B Friesen, Dean
 Humanities
 Instructional Support

Irene Serna, Acting Dean
 EOOPS, Outreach and Enrollment Mangement

Sandra Mellor, Dean
 Corporate & Community Education

Accuracy Statement

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.

Open Enrollment Statement

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

Acknowledgements

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THE DISTRICT

District Mission Statement

Preamble

The Colleges of the San Mateo County Community College District, Cañada College, College of San Mateo, and Skyline College, recognizing each individual's right to education, provide 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 lifelong learning in partnership with its community and its surrounding 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. The District actively participates in the continuing development of the California Community Colleges as an integral and effective component of the structure of public higher education in the State.

Mission

In an atmosphere of collegiality and shared responsibility, and with the objective of sustaining open access for students and being responsive to community needs, the San Mateo County Community College District will fulfill the following mission with excellence:

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 required 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 student enrollment; and promote it in its staff and maintain a campus climate that supports student success.

To fulfill this educational mission, the District is committed to effective institutional research that supports the evaluation and improvement of programs, services, and student outcomes. Shared governance is practiced through processes that are inclusive with regard to information sharing and decision making, and that are respectful of all participants. The District plans, organizes, and develops its resources to achieve maximum effectiveness, efficiency, equity and accountability.

CAÑADA COLLEGE

Cañada College opened in 1968. Its 131-acre site is located in the western part 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, Redwood City, San Carlos, Menlo Park, Atherton, East Palo Alto, La Honda, Portola Valley and Woodside.

Mission Statement

It is the mission of Cañada College to ensure that students from diverse backgrounds achieve their educational goals by providing quality instruction in transfer and general education courses, professional/technical programs, basic skills and activities that foster students' personal development and academic success. Cañada College accepts responsibility for serving the community's diverse needs for lifelong enrichment and highly values close teacher to student teaching and learning relationships, support services and a co-curricular environment that contributes to personal growth and success for students.

Vision

Cañada College ensures student success through personalized, flexible, and innovative instruction. The College infuses essential skills and competencies throughout the curriculum and assesses student learning and institutional effectiveness to make continuous improvement. Cañada responds to the changing needs of the people it serves by being involved in and responsive to the community, developing new programs and partnerships and incorporating new technologies and methodologies into its programs and services.

Values

Striving to produce responsible, life-long learners who become resourceful, adaptive, independent, and productive employees, employers, and members of their community, Cañada College values and actively promotes:

- Personalized instruction and service
- Active learning and interaction
- High standards of excellence
- Increased student access
- Diversity in staff, student body, and curriculum
- Partnerships with business, schools, colleges and universities, governments, and community based organizations

Programs

Cañada College awards the Associate in Arts and Associate in Science Degrees and Occupational Certificates through traditional semester courses, accelerated and intensive formats, distance education, or combinations of all three. The College specializes in:

- **Transfer** courses articulated with the University of California, California State Universities, other public universities and many private institutions.
- **Professional/Technical** courses in:
 - Accounting
 - Business
 - Business/Office Technology
 - Computer Information Systems
 - Early Childhood Education/Child Development
 - Fashion Design
 - Food Service
 - Human Services
 - Information Technology
 - Interior Design

- Paralegal
- Radiologic Technology
- Real Estate
- Systems and Facilities Maintenance Engineer
- Travel Industry Careers
- English Institute (ESL)
- Fine and Performing Arts

Services

The College capitalizes on its small size and caring staff to provide:

- Advising and Counseling
- CalWORKS
- Career Center
- Child Development Center
- Cooperative Education
- Disabled Student Program and Services (DSPS)
- Extended Opportunities Program and Services (EOPS)
- Financial Aid and Scholarship Program
- Fitness Center and Athletics
- Health and Psychological Services/Stepping Stones
- International Student Counseling Center
- Internet Services, On-line Courses, Telecourses
- Learning Center
- Library
- Off-Campus Centers in Downtown Redwood City and Menlo Park
- Study/Travel Abroad Information Center
- Transfer Center
- WorkAbility III

Off-Campus Centers

Cañada College Menlo Park/OICW Center

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

At the Menlo Park/OICW site, 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 through Corporate and Community Education as well.

Additional information about Cañada's Menlo Park/OICW facility may be obtained by telephoning (650) 325-6936 or 306-3201.

Cañada College Education & Technology Downtown Center

Located in Redwood City's City Center Plaza, the Cañada College Education & Technology Downtown Center is a result of a partnership between the Redwood City Community Development Agency, SMCCCD, and the College. Cañada offers Job Training programs and several academic transfer and English skills college courses. 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 (650) 599-9307.

Small Business Development Center

The Small Business Development component at the Cañada College Education & Technology Downtown Center features, at no cost to qualified persons, short-term intensive small business related courses for college credit needed to own and operate a small business. The Small Business Development Center works 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. Additional information may be obtained by calling (650) 599-9767.

Role of the Faculty and Students

Cañada College seeks the counsel of its faculty and students through a system of permanent councils, committees and informal consultation. Standing and ad hoc committees are organized under the College Council or 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.

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.

Revision of Regulations

Any regulation adopted by the administration of Cañada College or the San Mateo County Community College District 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.

GENERAL INFORMATION

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 (510) 642-3572; e-mail airforce@uclink.berkeley.edu; 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 maintains records and accounts of student activities. Other services provided by the Operations division include facility use, security, payroll, telephone, mail, and central duplicating.

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. Provider approved by the California Board of Registered Nursing, Provider Number CEP3180, for one semester unit equal to 15 contact hours. (Lab courses may be more.)

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 may 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.

Student Conduct

All members of the San Mateo County Community College District community share the responsibility for preserving the freedom to learn. The College's policies and procedures are designed to safeguard this freedom. Students attending any college in the San Mateo County Community College District will have full access to the rules and regulations under which these Colleges operate and will be assured an impartial hearing in instances when a regulation allegedly was violated.

Students enrolled in the Colleges of the District are expected to conduct themselves as responsible citizens and in a manner compatible with the District and College function as an educational institution.

Students are also subject to civil authority and to the specific regulations established by each College in the District. Violators shall be subject to

disciplinary action, including possible cancellation of registration, and may be denied future admission to the Colleges of the San Mateo County Community College District.

A system of derived authority provides the basis for the regulation of the conduct of students of the San Mateo County Community College District. Authority for the public educational system in California rests with the state. The state legislature has full authority, subject only to the limits placed upon it by the Constitution of the United States and the State of California, and fulfills its duty as follows:

1. By creating laws to regulate public education - these are to be found principally in the Education Code.
2. By delegating authority to local agencies such as the Board of Trustees of the San Mateo County Community College District, which, in turn, may delegate its administrative authority.

The following actions are prohibited and may lead to appropriate disciplinary action:

1. Continued disruptive behavior, continued willful disobedience, habitual profanity or vulgarity, the open and persistent defiance of the authority of, or persistent abuse of, college personnel.
2. Assault, battery, or any threat of force or violence upon a student or college personnel.
3. Physical abuse or verbal abuse or any conduct which threatens the health or safety of any person (including any action on campus or at any event sponsored or supervised by the College).
4. Theft or damage to property (including College property or the property of any person while he/she is on the College campus).
5. Interference with the normal operations of the College (i.e., obstruction or disruption of teaching, administration, disciplinary procedures, pedestrian or vehicular traffic, or other College activities, including its public service functions or other authorized activities on college premises).
6. Use of personal portable sound amplification equipment (e.g., radios and tape players) in a manner which disturbs the privacy of other individuals and/or the instructional program of the college. Determination of an acceptable level of amplification will be made by the Vice President, Student Services, or his/her designee(s).
7. Unauthorized entry into, or use of, College facilities.
8. Forgery, falsification, alteration or misuse of College documents, records, or identification.
9. Dishonesty such as cheating, plagiarism, or knowingly furnishing false information to the College and its officials.
10. Disorderly conduct or lewd, indecent, or obscene conduct or expression on any College owned or controlled property or at any College sponsored or supervised function.
11. Extortion or breach of the peace on College property or at any College sponsored or supervised function.
12. The use, possession, sale or distribution of narcotics or other dangerous or illegal drugs (as defined in California statutes) on College property or at any function sponsored or supervised by the College.
13. Possession or use of alcoholic beverages on College property, or at any function sponsored or supervised by the College.
14. Illegal possession or use of firearms, explosives, dangerous chemicals, or other weapons on College property or at College sponsored events.
15. Smoking in classrooms or other unauthorized campus areas as designated by the President or his/her designee.
16. Failure to satisfy College financial obligations.
17. Failure to comply with directions of College officials, faculty, staff, or campus security officers who are acting in performance of their duties.
18. Failure to identify oneself when on College property or at a College sponsored or supervised event, upon the request of a College official acting in the performance of his/her duties.
19. Gambling.

College Grievance and Appeal Procedure

| <i>Subject</i> | <i>First level for decision or action</i> | <i>Second level for decision or action</i> |
|-------------------------------------------|-------------------------------------------|--------------------------------------------|
| Academic Matters | Instructor | Division Dean |
| Academic Probation or Dismissal | Assistant Registrar | Academic Standards Committee |
| Admissions and Registration | Assistant Registrar | Vice President, Student Services |
| Attendance | Instructor | Division Dean |
| Discipline | Vice President, Student Services | President |
| Discrimination Matters | Vice President, Student Services | President |
| Fee Payments/Refunds/Non-Resident Tuition | Admissions/Academic Standards Committee | Vice President, Student Services |
| Financial Aid | Financial Aid Officer | Financial Aid Appeal Committee |
| Matriculation | Admissions/Counseling | Vice President, Student Services |
| Residency Determination | Assistant Registrar | Vice President, Student Services |
| Security and Parking | Supervisor, Business Operations | President |
| Sexual Harassment | Vice President, Student Services | President |
| Student Records | Admissions/Academic Standards Committee | Vice President, Student Services |
| Waiver of Academic Requirements | Counselor/Division Dean | Academic Standards Committee |
| Withdrawal (late) | Admissions/Academic Standards Committee | Vice President, Student Services |

20. Sexual harassment or sexual and racial discrimination.

21. Violation of other applicable federal and state statutes and District and College rules and regulations.

Student Grievances and Appeals

Students are encouraged to pursue their academic studies and become involved in other college sponsored activities that promote their intellectual growth and personal development. The College is committed to the concept that, in the pursuit of these ends, students should be free of unfair and improper actions on the part of any member of the academic community. If, at any time, a student believes that he or she has been subject to unjust actions or denied his or her rights, redress can be sought through the filing of a grievance or an appeal of the decision/action taken in response to a grievance, in accordance with the relevant District policies and procedures.

The chart above summarizes the appropriate college channels to be utilized by any student seeking redress. Detailed information and copies of the Student Grievance and Appeal Policy and Procedures are in the Student Handbook which is available in the Student Activities Office, Bldg. 5, Room 211C. For further information concerning any aspect of student grievances or right of appeal, students should contact the Office of the Vice President, Student Services, Bldg. 8, Room 310, telephone 306-3234.

POLICIES

(Información en español está en la página 14.)

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: Measures students' abilities in English, reading, mathematics, learning and study skills and assesses students' interests and values related to the world of work. In addition to helping students with course 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, Student Services, Building 8, Room 310.
- 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, Student Services, Building 8, Room 310.
- Challenge any prerequisite 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, Student Services, Building 8, Room 310.

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; Health Services, Building 5, Room 213; Psychological Services, Building 6, Room 13.
- 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 Science, Technology & Learning Resources Division (regarding the Math Lab), Building 18, Room 109.

Matriculation Appeal and/or Grievance Procedure

Any student who wishes to challenge any requirement of matriculation should contact the Vice President, Student Services, either by letter or by calling 306-3234, for assistance in completing forms and using the College's normal appeals procedure. (See page 6.)

Policy of Non-discrimination

Cañada College is committed to equal opportunity regardless of age, gender, marital status, disability, race, color, sexual orientation, religion, national origin, or other similar factors, for admission to the College, enrollment in classes, student services, financial aid, and employment in accordance with the provisions of Title VI of the Civil Rights Act of 1964, Title IX of the Education Amendments of 1972 (45CRF 86), Section 504 of the Rehabilitation Act of 1973 (P.L. 93-112), and the Americans with Disabilities Act of 1990.

It is important that students, staff, and all others associated with the College understand the importance of reporting concerns about possible violations of this policy. The College's commitment to equal opportunity demands full investigation of possible violations and an opportunity for a fair and impartial hearing on any matter relating to these laws and policies.

Any person seeking information concerning these laws and policies or claiming grievance because of alleged violations of Title VI of the Civil Rights Act of 1964, Section 504 of the Rehabilitation Act of 1973, and the Americans with Disabilities Act of 1990 should contact Dr. Olivia Martinez, Vice President, Student Services, (Building 8, Room 310, 306-3234).

All grievances will be reviewed in terms of Title VI and Title IX law, and persons involved will be advised of the provisions of the law and their legal rights. If normal channels are not available or fail to meet legal requirements, the necessary action will be initiated.

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

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 Dr. Olivia Martinez, Vice President, Student Services, at 306-3234 or Lesli Sachs, College Nurse, at 306-3309.

Policy on Sexual Harassment

It is the policy of San Mateo County Community College District and 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.

Students or staff seeking further information concerning this policy or claiming grievance because of alleged violation of this policy should contact Dr. Olivia Martinez, Vice President, Student Services, Building 8, Room 310, telephone 306-3234.

Additional Redress

In addition to, and concurrently with, the filing of a written grievance, a student has the right to file a complaint or charges with other appropriate governmental agencies such as the Equal Opportunity Commission, the Office for Civil Rights, the Department of Fair Employment and Housing, the Chancellor's Office of the California Community Colleges, or State or Federal court.

Policy on Smoking

In order to provide a safe learning and working environment for students and employees, smoking is prohibited in all indoor locations, outdoor balconies, terraces and stairs, and within a distance of fifteen (15) feet from any District doorway, entrance to an interior area, or air intake vents. Violation of this policy could lead to disciplinary action under usual disciplinary procedures. For a complete copy of the Smoking Policy and Guidelines, contact the Coordinator of Student Activities, Building 5, Room 214, telephone 306-3364.

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, as defined in California statutes, on District or College property, or at any function sponsored by the District or College. Students are expected to conduct themselves as responsible citizens and in a manner compatible with the community college function as an educational institution. Students are subject to civil authority and to all District and College rules and regulations.

Students found to be in violation of the drug-free campus policy by manufacturing, distributing, dispensing, possessing, or using controlled substances, as defined in California statutes, on any District property will be subject to disciplinary measures up to and including possible cancellation of registration.

Persons seeking further information concerning this policy or the health risks and effects associated with alcohol and narcotics or other dangerous or illegal drugs, should contact Lesli Sachs, College Nurse, Bldg. 5, Room 213 (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, 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 the College policy, the Family Education Rights and Privacy Act (Section 438 P.L. 93-380), and other pertinent information is available for review and inspection in the Admissions & Records Office, Building 8, Room 215, during normal business hours.

Student Right to Know and Campus Security Act

In order to make Cañada College a safe and pleasant environment for students and employees, the College has established procedures in compliance with Federal Public Law 101-542 (Student Right-to-Know and Campus Security Act). Persons seeking information concerning Cañada campus law enforcement procedures, crime prevention efforts, and crime statistics should contact Campus Security, Building 13, Room 28, or call 306-3420.

In compliance with the Student Right-to-Know and Campus Security Act of 1990, it is the policy of the San Mateo County Community College District and Cañada College to make available its completion and transfer rates to all current and prospective students. Beginning in Fall 1995, all certificate-, degree-, and transfer-seeking first-time, full-time students were tracked over a three-year period; their completion and transfer rates are listed below. These rates do not represent the success rates of the entire student population at Cañada College, nor do they account for student outcomes occurring after this three-year tracking period.

Based upon the cohort defined above, 41.8% attained a certificate, degree, or became "transfer-prepared" during a three-year period (Fall 1995 to Spring 1998). Students who are "transfer-prepared" have completed 56 transferable units with a GPA of 2.0 or better.

Based upon the cohort defined above, 38.1% transferred to another postsecondary institution (CSU, UC, or another California Community College) prior to attaining a degree, certificate, or becoming "transfer-prepared" during a five semester period (Spring, 1996 to Spring, 1998).

More information about Student Right-to-Know Rates and how they should be interpreted can be found at the California Community Colleges "Student Right-to-Know Information Clearinghouse Website" located at <http://srk.cccco.edu>.

Secret Organizations

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

Transportation

Field Trip/Excursion Guidelines

Throughout the semester/school year, the District may sponsor voluntary off-campus extracurricular field trips/excursions. If students choose to participate, they are advised that pursuant to California Code of Regulations, subchapter 5, section 55450, students have agreed to hold the District, its Officers, agents and employees harmless from any and all liability or claims which may arise out of or in connection with student participation in the activity.

Non-District Sponsored Transportation

Some classes may be conducted off campus. Unless specifically advised otherwise, students are responsible for arranging for their own transportation to and from the class site. Although the District may assist in coordinating the transportation and/or recommend travel times, route or caravanning, students are advised that the District assumes no liability or responsibility for the transportation, and any person driving a personal vehicle is not an agent of the District.

Public 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 Business Office, Building 8, Room 303. For

more information, call the SamTrans Telephone Information Center at 1-800-660-4BUS.

Redi-Wheels Subscription Rides

Once a student's schedule has been determined, Redi-Wheels will try to arrange a subscription transportation schedule for the entire semester or length of the course. For more information, call Brenda Lomax at (650) 508-7940.

FEES

(Información en español está en la pagina 14.)

(Fees are subject to change.)

Enrollment Fee: All students enrolling in courses in any California Community College are required to pay \$11.00 per semester unit.

Non-resident Tuition Fee: Out-of-state and international students are required to pay a non-resident tuition fee of \$128 per semester unit (in addition to the \$12 per semester unit enrollment fee).

Health Fee (non-refundable): \$11.00 per semester; \$8.00 for Summer Session. Required of all students except concurrently enrolled high school students and students enrolled only in weekend or off-campus courses.

International Student (F-1 Visa) Health Insurance: \$492 per year for the San Mateo County Community College District medical and hospitalization plan

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.

Student Body Fee: \$5 per Fall and Spring semesters; includes a photo ID card and discounts; supports many student activities and programs; fee is automatically assessed as part of the student's total fees. If a student chooses not to pay this fee, the student should contact the Student Activities Office for reimbursement, Building 5, Room 211C, or phone 306-3364.

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 Assistance Programs on page 18.

International Students

The current estimate of annual expenses for International Students is \$11,000 (including \$492.00 for the San Mateo County Community College District medical and hospitalization plan).

International students are required to make a pre-payment for their first semester tuition, enrollment fees and health fees upon acceptance and prior to their admission to the College.

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.

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/session 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 211C (306-3364).

Holds on Student Records

Holds will be placed on student 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/Credits

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

Prior to the First Day of Instruction

- Students dropping all classes will receive full credit toward future registration fees for the amount of all fees paid. A \$10 processing fee (plus an additional \$50 processing fee for non-resident students and F-1 Visa international students) will be retained by the College if a refund is issued to the student.
- If a parking sticker has been issued, it must be returned to the Business Office before a credit or refund of the Parking Fee will be processed.

On or After the First Day of Instruction

- *Enrollment Fee/ Nonresident Tuition*
Students will receive full enrollment fee and non-resident tuition credit toward future registration fees if they reduce their program or officially withdraw from all courses within the first 10% of the period of instruction of their courses. Students who officially withdraw from all courses and request a refund will be subject to a \$10 processing fee. An additional \$50 processing fee will be retained by the college for non-resident and F-1 Visa international students who request a refund.

(Example: If a course has 12 meetings, 10% of 12 = 1.2. The College will round up to 2.0. Therefore, to be eligible for a credit or refund, the student must withdraw no later than the end of the day of the second class meeting.)

- *Variable Unit Courses*

No Enrollment Fee or Nonresident Tuition refund or credit will be available to students enrolled in variable unit courses who earn fewer units of credit than the number for which they originally registered. Students earning additional units will be charged accordingly.

- *Health Services and Parking Fees*

Students will receive a full refund through the second week of instruction for semester-length classes and through the first 10% of the instructional period for students enrolled in less than semester-length classes.

- *Student Body Fee*

Students will receive a full refund upon request and within the published deadlines.

- *Student Representation Fee*

The Student Representation Fee will be waived for students who refuse to pay for religious, political, moral, or financial reasons. This waiver must be submitted in writing prior to registration.

Credit balances remain on student accounts for a maximum of five (5) years. A student may either choose to maintain a credit balance on account or contact the Business Office to arrange for a refund. Refunds are NOT issued automatically. Fees paid by personal check will require 30 days for bank clearance before refunds can be processed. To be eligible for a refund/credit, a student must officially withdraw from a course. A withdrawal initiated by an instructor will NOT result in a refund or credit. Student records are automatically held until all debts to the District colleges have been cleared.

See page 18 for information regarding Financial Assistance Programs.

INFORMACION EN ESPAÑOL

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INTRODUCCION

Esta sección del Catálogo de el Colegio de Cañada contiene información introductoria para aplicantes y estudiantes que tengan como lengua principal el Español. La sección en Inglés del catálogo contiene información detallada. Para asistencia relacionada con el catálogo, pongase en contacto con la oficina del Instituto de Inglés (Edificio 13, Oficina 121, teléfono 306-3412), o llame a la Oficina de Admisiones y Registros al teléfono 306-3226, escoja la selección "0" de las opciones del menú telefónico, y pregunte por la asistencia de un empleado de habla hispana.

ADMISION AL COLEGIO

La Oficina de Admisiones y Registros es responsable de la admisión e inscripción de todo estudiante de nuevo ingreso al plantel, así como de los alumnos y ex-alumnos. Por este motivo, la Oficina de Admisiones y Registros está a cargo de lo siguiente:

- Determinar la elegibilidad para admisión al colegio
- Determinar la condición de exentar o no-exentar alumnos de la matriculación
- Proveer las inscripciones de las clases
- Verificar la inscripción
- Procesar los archivos estudiantiles
- Procesar las calificaciones
- Dirigir las investigaciones institucionales
- Certificar la elegibilidad para los diplomas de Asociado en Artes o Ciencias y los certificados que se ofrecen en los varios programas de preparación
- Procesar créditos transferibles obtenidos en otros colegios

El Programa Internacional Estudiantil y la oficina de Negocios para Veteranos Militares también se encuentran localizadas en la oficina de Admisiones.

Requisitos de Elegibilidad

Determinación de Residencia

Un residente de California, con el propósito de asistir a un colegio comunitario, es una persona que es elegible a establecer residencia y que haya permanecido físicamente en el estado por lo menos un año y un día antes del primer día de clases con la intención de convertir a California en su hogar. El estudiante tiene la responsabilidad de proveer la información necesaria para poder establecer su residencia.

Residentes de California

Cualquier residente de California que aplique para admisión al Colegio de Cañada debe cumplir con uno de los siguientes requisitos:

- Ser un graduado de la escuela preparatoria.
- No ser un graduado de la escuela preparatoria, de 16 o 17 años de edad, que tenga consigo en el momento de inscribirse uno de los siguientes:
 - Certificado formal de la Oficina Estatal de Educación de California el cual indique que el estudiante ha aprobado el Examen de Aptitud para la Escuela Preparatoria (High School Proficiency Exam).
 - Diploma de Educación General (G.E.D.), Certificado de Equivalencia de Escuela Preparatoria de California (California High School Equivalency Certificate), con un promedio de 55 o más en todos los exámenes y un resultado de por lo menos 50 en cada examen.
 - Un documento oficial escrito, procedente del distrito de escuelas preparatorias al que el estudiante pertenece. Este documento

deberá demostrar que ella o el ha sido exento de asistir a la escuela preparatoria.

- Tener por lo menos 18 años de edad y, en la opinión del Presidente del Colegio de Cañada, ser capaz de beneficiarse de la enseñanza que se otorga.

- Ser un estudiante de escuela preparatoria cursando el grado 9, 10, 11 o 12 al cual se le recomienda la admisión al colegio por su director escolar y aprobado por el Presidente de Cañada.

No-Residentes

Personas que sean residentes de otro estado podrán calificar para admisión al Colegio de Cañada al cumplir los siguientes requisitos:

- Ser un graduado de la escuela preparatoria.
- Tener por lo menos 18 años de edad y, en la opinión del Presidente del Colegio de Cañada, ser capaz de beneficiarse de la enseñanza que se otorga.
- Tener un registro académico o resultados de exámenes que indiquen un potencial para obtener éxito en un programa acreditado de un colegio.
- No ser un graduado de la escuela preparatoria, de 16 o 17 años de edad, que ha aprobado el Examen de Aptitud para la Escuela Preparatoria (High School Proficiency Exam) o concluido la serie de exámenes del Diploma de Educación General (G.E.D.) con un promedio de 55 o más en todos los exámenes y un resultado de por lo menos 50 en cada examen.

Proceso de Inscripción

Los estudiantes que están aplicando para inscribirse en el Colegio de Cañada les es requerido lo siguiente:

- Suministrar una aplicación por escrito para inscribirse usando las formas proporcionadas por el Colegio.
- Obtener copias de sus archivos estudiantiles de todas las instituciones a las que hayan asistido (escuela preparatoria y del colegio). Los estudiantes deberán traer estas copias con ellos cuando vengan al plantel educativo para asesoría. Las copias de archivo estudiantil de la escuela preparatoria no son requeridas si el aplicante no ha atendido a la escuela preparatoria en los últimos cinco años.
- Tomar un examen de Colocación o aptitud y otros exámenes específicos que sean requeridos. (Ver la página 13 para más información sobre requisitos de exámenes.) Las fechas y horas para los exámenes están anotadas en el Horario de Clases de cada término semestral.

La información completa acerca de las inscripciones puede ser encontrada en la página 13 en este catálogo.

ASESORIA

Cada estudiante que va a reingresar, continuar o de nuevo ingreso que desea obtener un título o un certificado vocacional del Colegio de Cañada o quien intenta transferirse a un colegio/universidad debe consultar con un consejero. El consejero trabajará con el estudiante para planear una secuencia apropiada de cursos, discutir direcciones futuras, y aconsejarle el retiro o adición de clases. Los estudiantes que desean obtener un título, certificado vocacional o que desean transferirse a una universidad deben tener la firma de un consejero en sus peticiones para graduarse, recibir un certificado o una certificación para una transferencia de educación general. Los estudiantes que toman clases durante el día o la noche pueden pedir una cita para ver a un consejero.

Servicios de asesoría sin previa cita son disponibles en el Centro de Carreras/Asesoría (Career/Counseling Center). Los horarios de asesoría durante el día y la noche están colocados en el tablero de anuncios afuera

de las oficinas de asesoría en el Edificio 5, Oficina 214. Para mas información, llamar al 306-3452 (durante el día) o 306-3100 (en la noche).

La información completa acerca de la asesoría puede ser encontrada en la página 25 de este Catálogo.

ESTIMACION DE HABILIDADES/ COLOCACION O APTITUD

Exámenes de Colocación y Aptitud en Inglés (Lectura y Escritura) o Inglés para personas cuya lengua principal no es el Inglés (Lectura, Comprensión y Escritura) y Matemáticas son dados a todos los estudiantes nuevos a menos que entreguen copias de certificados de estudios indicando que ya han obtenido un Título de Asociado en Artes (AA)/Ciencias (AS) o un título mas alto o que ellos hayan terminado ciertos cursos en Lectura/Inglés y/o Matemáticas con un grado de "C" o mejor. En adición, Exámenes de Colocación o Aptitud en Inglés se suspenden para estudiantes que presenten evidencia de una calificación mínima o haber completado un curso como se muestra en la página 25.

Las fechas específicas, horarios y lugar para los exámenes de colocación son publicados en el Horario Semestral de Clases del Colegio.

La información completa acerca del Examen de Aptitud/Colocación puede ser encontrada en la página 25 de este Catálogo.

REGISTRACION/INSCRIPCION

Inscripciones Abiertas

Cada curso ofrecido en el Colegio de Cañada (a menos que sea específicamente exento por estatutos legales) está abierto para inscripción y participación en el por cualquier persona que haya sido admitida en Cañada y que reúna los requisitos del curso.

Horario de Clases del Colegio

La información completa acerca de las fechas de inscripción y de los procedimientos están publicados en el Horario de Clases del Colegio para cada semestre. Los horarios están disponibles en el plantel de Cañada, Escuelas Preparatorias locales, y en las Librerías Públicas de el Condado de San Mateo, y en el World Wide Web: <http://canadacollege.net>

Inscripción por Teléfono (SMART)

Inscripción computarizada por teléfono puede hacerse antes de cada semestre. Los estudiantes deben informarse en el Horario de Clases del Colegio para mas información acerca de los procedimientos.

La información completa acerca de inscripción puede ser encontrada en la página 26 de este Catálogo.

PROGRAMAS DE ASISTENCIA FINANCIERA

El programa de ayuda financiera en el Colegio de Cañada está dedicado por el concepto de que no se le debe negar la educación a los individuos solamente por razones financieras. Cualquier estudiante aplicando para ser admitido en el colegio de Cañada y que tenga una necesidad financiera se le ruega que aplique para recibir ayuda.

La Oficina de Ayuda Financiera administra un programa de becas, préstamos y programas de trabajo estudiantil que pueden ser dados a los estudiantes

que califiquen. Los estudiantes obtienen ayuda cuando aplican para Becas del Estado de California, Becas de Oportunidad del Colegio, Becas para Entrenamiento Profesional y todas las otras becas determinadas por el estado o la localidad.

Para información detallada acerca de programas de asistencia específicos, los estudiantes deben ponerse en contacto con la Oficina de Ayuda Financiera, Edificio 5, Oficina 207 entre las horas de 8:00 a.m. y 4:30 p.m., de Lunes a Jueves, o al teléfono (650) 306-3307.

Programas y Servicios de Oportunidades Extendidas (E.O.P.S.)

EOPS es un programa para los estudiantes con desventajas económicas. A los Colegios de la comunidad de California se les es requerido por ley establecer programas y servicios dirigidos a la identificación, reclutamiento, retención y estimulación intelectual y vocacional de los estudiantes afectados por desventajas económicas, sociales o del lenguaje.

La oficina de EOPS y C.A.R.E. está localizada en el Edificio 5, Oficina 207. Para más información llamar al teléfono 306-3300.

Información completa acerca de los programas de Ayuda Financiera puede ser encontrada en la página 18 de este catálogo.

Agencias Cooperativas de Recursos para Programas de Educación (C.A.R.E.)

C.A.R.E. es un programa educativo único diseñado para asistir al recipiente de Bienestar Social (Welfare) que desea educacion relacionada a un trabajo. El Programa C.A.R.E. es un esfuerzo cooperativo que envuelve al Colegio de Cañada, Los Servicios Sociales del Condado y al Departamento de Desarrollo de Empleos. Los servicios de apoyo de C.A.R.E. incluyen cuidado de niños, medios de transportación, libros, tutoría, asesoría y otros servicios relativos.

Programa de Oportunidades de Trabajo y Responsabilidad hacia los Niños de California (CalWORKs)

CalWORKs, una adición nueva a los programas educacionales de el Colegio de Cañada, está diseñado específicamente para asistir y ayudar a los estudiantes de AFDC/TANF a permanecer en la escuela y a cumplir los nuevos requisitos de la reforma del programa de Asistencia Pública. El Colegio de Cañada ha hecho un gran progreso en el desarrollo curricular y de programas que asisten a los estudiantes de CalWORKs a obtener el entrenamiento necesario para encontrar empleo en áreas de alta demanda. El Programa de CalWORKs también asistirá a los estudiantes de AFDC/TANF a cubrir las cuarenta (40) horas de trabajo y actividades escolares requeridas. El Programa de CalWORKs provee los siguientes servicios:

- Pagos de cuidado infantil
- Trabajo fuera y dentro del plantel
- Servicios de Ayuda Académica
- Servicios de Asesoría
- Desarrollo y Colocación de Empleo
- Asistencia en la preparación de formas para ayuda financiera
- Pases para el servicio de autobús

En adición a los servicios anteriores, hay un centro de cuidado infantil que da prioridad a los estudiantes de AFDC/TANF. El centro tiene un cupo aproximado para 24 niños. El Programa de CalWORKs está localizado en el edificio 5, cuarto 206A. Para más información llamar a la directora del proyecto, Gloria Darafshi, al teléfono (650) 306-3459.

Centro de Desarrollo Infantil

El Centro de Desarrollo Infantil del Colegio de Cañada, localizado al Norte del Edificio 16, provee un programa general de desarrollo infantil como un servicio para asistir a estudiantes que tienen niños de 2 ½ a 5 años de edad.

El centro está vinculado muy de cerca al Departamento de Pedagogía Infantil (Early Childhood Education) como un laboratorio de aprendizaje e instrucción para los estudiantes inscritos en el Departamento de Pedagogía Infantil con la meta de adquirir un certificado o un título.

El centro está abierto de 7:30 am a 5:00 pm de Lunes a Viernes. Actualmente, las cuotas para niños varían de \$19.00 a \$35.00 por día, dependiendo en la edad del infante y el número de horas diarias. Hay una cuota adicional de inscripción de \$20.00 por semestre. Todas las cuotas son sujetas a cambios. Algunas familias pueden ser elegibles para ayuda financiera. La elegibilidad es determinada por la suma total de ingresos mensuales y el número de personas de cada familia. El programa está disponible para todos los estudiantes, maestros y personal docente del Colegio de Cañada, y para las familias de la comunidad local. Se da prioridad a los estudiantes inscritos en el Programa de CalWorks y luego a los estudiantes de bajos ingresos. Para más información, llamar al teléfono (650) 306-3115.

CUOTAS

Debido a los problemas actuales del presupuesto del Estado, las cuotas están sujetas a cambios.

Todos los estudiantes inscritos en los cursos en cualquier Colegio de la Comunidad de California les es requerido pagar \$12.00 por unidad. La colegiatura semestral para los estudiantes residentes de otros estados o extranjeros es de \$128.00 por unidad, también les es requerido pagar \$12.00 por unidad como cuota de inscripción.

Cuota de Salud (no reembolsable): \$11.00 por semestre; \$8.00 para la Sesión de Verano. Requerido para todos los estudiantes, excepto para los estudiantes inscritos en la escuela preparatoria y para los estudiantes inscritos solamente en los cursos de fines de semana o fuera del plantel educativo.

Permisos de Estacionamiento (no reembolsable): requerido para todos los estudiantes que se estacionan en el plantel educativo:

\$20.00 por semestre o 75 centavos por día

\$10.00 en la sesión de verano o 75 centavos por día

Libros y Materiales: \$400.00 por semestre (es una estimación)

Cuota de Cheques sin Fondos: \$10.00 por cheque cancelado por el banco por no tener suficientes fondos.

Cuota del Cuerpo Estudiantil: \$5.00 por semestre; incluye una tarjeta de identificación con fotografía y descuentos; ayuda a muchas actividades y programas estudiantiles; la cuota es automáticamente incluida en el costo total. Si un estudiante decide no pagar esta cuota, el estudiante deberá ponerse en contacto con la Oficina de Actividades Estudiantiles para un reembolso.

Cuota de Representación Estudiantil: \$1 por semestre.

Información completa acerca de las Cuotas puede ser encontrada en la página 9 de este catálogo.

POLITICAS

Política de No Discriminación

Cañada College se compromete a proporcionarles a todos la misma oportunidad de ingresar en el colegio, de matricularse en las clases y de recibir servicios, ayuda financiera y empleo estudiantil, sin que se tenga en cuenta la edad, el sexo, el estado civil, la incapacidad física o mental, la raza, el color, la orientación sexual, la religión, el origen u otro factor similar. Nuestra política se basa en las disposiciones de las leyes referidas en los siguientes títulos reglamentarios, a saber: Title VI of the Civil Rights Act of 1964, Title IX of the Education Amendments of 1972 (45CRF 86), Section 504 of the Rehabilitation Act of 1973 (P.L. 93-112), and the Americans with Disabilities Act of 1990.

Es importante que todo estudiante, empleado o individuo asociado con el Colegio aprecie lo importante que es el reportar cualquier caso que parezca ser una infracción de esta política. El Colegio se propone ofrecerles las mismas oportunidades a todos y por eso facilita la investigación exhaustiva de posibles infracciones y asegura el establecimiento de un foro legal para la vista justa e imparcial de cualquier asunto relacionado con las leyes y nuestra política. Cualquier persona que necesite obtener más información sobre estas leyes o esta política o que quiera hacer una reclamación basada en la infracción alegada de los títulos susodichos - Title VI of the 1964 Civil Rights Act y Section 504, Rehabilitation Act of 1973 - debe dirigirse a la Oficina del Vice Presidente para los Servicios de Estudiantes, que se encuentra en Edificio 8, Oficina 310, al teléfono 306-3234.

Conforme a las leyes en los títulos citados anteriormente, se estudiará cada reclamación y a todas las personas a quienes concierna se les informará sobre las disposiciones de las leyes y los derechos legales pertinentes. Si por la manera prescrita resulta imposible ejecutar el proceso susodicho, o si no se cumple con los requisitos prescritos por las leyes, se iniciará la acción legal necesaria.

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

La falta de conocimientos o habilidad en el idioma inglés no será una barrera u obstáculo para poder ser admitido y participar en programas vocacionales educativos.

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 cajeras 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. 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

ollame al: (202) 514-0301 (voz)
(202) 514-0381 (TDD)

Política de Agresión Sexual

Es la política del Distrito de Colegios Comunitarios del Condado de San Mateo y de el Colegio de Cañada de prohibir, en cualquier y todas formas, la agresión sexual de sus estudiantes y sus empleados. La agresión sexual en estudiantes por otros estudiantes o empleados, y/o la agresión sexual en empleados por estudiantes, es considerada como conducta intolerable y se actuara e investigara inmediatamente.

Estudiantes o empleados buscando mas información correspondiente a esta política o quejandose por supuesta violacion de esta política deben ponerse

en contacto con la Dra. Olivia Martinez, Vice Presidente, que se encuentra en Edificio 8, Oficina 310, al teléfono 306-3234.

Enmienda Adicional

En adición a, y concurrentemente a, el archivamiento de una queja por escrito, un estudiante tiene el derecho de presentar una demanda o cargos con otras agencias gubernamentales como: la Comisión de Oportunidad de Igualdad (Equal Opportunity Commission), la Oficina de Derechos Civiles (Office of Civil Rights), el Departamento Equitativo de Viviendas y Empleo (Department of Fair Employment and Housing), la Oficina del Canciller de Colegios Comunitarios de California (Chancellor's Office of the California Community Colleges), o la Corte Estatal o Federal.

Política de Fumar

Para poder proveer un ambiente de aprendizaje y trabajo sano para los estudiantes y empleados, el fumar esta prohibido en todas las localidades interiores y a una distancia de quince (15) pies de cualquier puerta, entrada a una area interior, o respiradero de aire del Distrito. La violación de esta política podra conducir a medidas disciplinarias conforme a los procedimientos disciplinarios usuales. Para obtener una copia de la Política y Directiva del Fumar (Smoking Policy and Guidelines), ponerse en contacto con Coordinador de Servicios Estudiantiles, Edificio 5, Oficina 214, o al teléfono 306-3364.

Política de Colegio Libre de Drogas

El Distrito de Colegios Comunitarios del Condado de San Mateo y el Colegio de Cañada, en cumplimiento con las Escuelas Libres de Drogas y las Enmiendas de las Actas Comunitarias de 1989, prohíben el uso, posesión, venta o distribución de alcohol, narcóticos, drogas dañinas o ilegales, u otras sustancias reguladas definidas en los estatutos de California, en las propiedades del Distrito o Colegio, o en cualquier evento auspiciado por el Distrito o Colegio.

Los estudiantes deben conducirse como ciudadanos responsables y de una manera compatible con la función del Colegio Comunitario como una institución educativa. Los estudiantes estan sujetos a la autoridad civil y a todas las reglas y regulaciones del Distrito y del Colegio.

Los estudiantes que sean encontrados violando las reglas de la política de colegio libre de drogas al manufacturar, distribuir, repartir, poseer, o usar sustancias reguladas definidas en los estatutos de California, en cualquier propiedad del Distrito Escolar seran sujetos a medidas disciplinarias que pueden incluir la posible cancelación de su inscripción.

Personas solicitando más información correspondiente a esta política o a los riesgos de salud y efectos asociados con el alcohol y los narcoticos u otras drogas toxicas e ilegales, deben ponerse en contacto con Lesli Sachs, Enfermera del Colegio, Edificio 5, Oficina 213, o al teléfono 306-3309.

La información completa acerca de las políticas puede ser encontrada en las páginas 6-9 de este Catálogo.

RESOURCES & SPECIAL SERVICES FOR YOU

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RESOURCES & SPECIAL SERVICES FOR YOU

Adaptive Physical Education

The Adaptive Physical Education Program through the Physical Education/Athletics Department 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 Programs

Cañada College sponsors sports within the Coast Conference for the benefit of those students interested in team competition. Cañada College adheres to the California State Athletic Code and the Coast Conference eligibility rules and regulations. Final eligibility decisions rest with the Coast Conference Commissioner or the California State Athletic Commission.

No student may represent his/her college in any athletic contest unless he/she is enrolled in and is passing at all times a minimum of 12 units of work. In order for incoming students to be eligible to participate in athletic activities, 9 of the 12 units in a semester and 18 of 24 units in a year shall be attempted in courses counting toward graduation, remediation, transfer, and/or certification as defined by the college catalog and shall be consistent with the student athlete's educational plan. By the second semester of attendance, the student shall have on file an individual education plan. Certain courses may be repeated and may be counted towards the minimum 12 units of work required for athletic eligibility. Any student desiring athletic eligibility should contact the Director of Athletics at 306-3341.

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 Jai Kumar in the bookstore.

Child Development Center

The Cañada College Child Development Center, located north of Building 16, provides a comprehensive child development program as a service to assist students who have children ages 2½ through 5. The Center is closely linked to the Early Childhood Education Department as an instructional learning resource lab for students enrolled in the ECE certificate or degree programs.

The Center is open from 7:30 a.m. to 5:00 p.m. daily. Currently, tuition fees for children are: part-time (less than 5.5 hours per day) \$19 per day; full-time (5.5 hours or more) \$24 per day. In addition, there is a \$20 registration fee each semester. All fees are subject to change. Some families may be eligible for financial assistance. Eligibility is determined by the family's gross monthly income and number in the family. The program is open to all Cañada students, faculty and staff as well as families in the local

community. Priority is given first to students enrolled in the CalWORKs Program and second to low-income students. For information, call 306-3115.

Cooperative Education - Work Experience

Through Cooperative Education/Work Experience, students earn college credit by improving their skills and knowledge on a paid or 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. Spring and Fall semesters, students must be enrolled in seven (7) units, including Cooperative Education/Work Experience. Summer session, students must be enrolled in any half-unit (0.5) course plus Cooperative Education/Work Experience. Call 306-3367 for additional information.

Students who have jobs related to their occupational goals may earn one unit of credit for each 75 hours of paid work 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.

Disabled Student Program

The Disabled Student Program offers a range of services to students with various 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, 306-3490. (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 may include:

- Individualized counseling, vocational referral and information;
- 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 obtain an official Cañada College Handicapped Parking Permit. These handicapped permits must be reauthorized 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.

Additional services are available through Health and Psychological Services, (page 19), The Learning Center (page 20), and Workability III (page 19).

ECE Agreement with Skyline College

Cañada College and Skyline College offer a state-approved conjoint program in Early Childhood Education/Child Development for the benefit of students. The twelve-unit required core courses may be taken at Cañada or Skyline. The remaining twelve units for the certificate, fifty percent (50%) of the major, must be taken in residence at Cañada College-the college authorized to grant the certificate and AS degree.

Engineering Computer Center

The Engineering Computer Center (Bldg. 16, Room 110) provides computer 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.

Financial Assistance Programs

(Información en español está en la página 13.)

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, 5:30-8:30 p.m. on Wednesday, and 8:00 a.m.-2:00 p.m. on Friday.

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, (650) 365-2116 or 369-6809.

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.

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, and 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
- AFDC/TANF recipient (for a minimum of one continuous year)
- At least 18 years old
- Must pursue vocational training
- Have at least one child under the age of 14 years

For additional information, call 306-3300.

The California Work Opportunities and Responsibility to Kids (CalWORKs)

CalWORKs is an addition to Cañada's educational program specifically designed to assist and support AFDC/TANF students to stay in school and meet the new welfare reform requirements. Cañada has made great strides in developing courses and programs that will assist CalWORKs students in obtaining the training needed to find skillful employment in high demand areas. The CalWORKs Program will also assist AFDC/TANF students in meeting the forty hours of work and school related activities required. The CalWORKs Program provides the following services:

- Child care payments
- On and Off Campus Work Study
- Academic Support Services
- Counseling Services
- Job Development and Placement
- Assistance in preparing Financial Aid Forms
- Bus passes

In addition to the above services there is a child care center on campus to serve AFDC/TANF students specifically. The center accommodates approximately 24 children. The CalWORKs Program is located in Building 5, Room 206A. For information, contact Gloria Darafshi, Project Director at 306-3459.

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 number of scholarships are available to new, 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 Financial Aid Office, Building 5, Room 207. The application deadline is March 1 for the general scholarship program.

Fitness Center

The Cañada College Fitness Center, located in Building 1, Room 139, is equipped with new state-of-the-art cardiovascular and selectorized weight conditioning equipment. Those wishing to use the Center must sign up for Individualized Fitness, FITN 680, a variable unit, open entry course, and participate in an orientation session prior to using the Center. The Center is open from 6:30 a.m. to 1:00 p.m. Monday through Friday, 5:30 p.m. to 8:00 p.m. Monday through Thursday, and 7:00 a.m. to 11:00 a.m. Saturday. Students may use the Center whenever it is open. For further information, call the Physical Education Office at 306-3341.

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, over-the-counter medications, personal health counseling, first aid, pregnancy testing, 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 health insurance is available to all students enrolled in a minimum of 4 units of credit. All students are covered by District accident insurance. 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, Workability III (see Job Training Programs section for details), and Stepping Stones which provides support services for high school students in transition to college.

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.

International/Intercultural Education

A special 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. Instructors in numerous courses across disciplines include topics and issues of international/intercultural concern.

Cañada College makes available to students a recommended transfer program in International Business (see page 48) and an Associate in Arts degree in Social Sciences with an International emphasis (see page 61).

Cañada College students can earn college credit while studying abroad. 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 Gil Workman at 306-3280 or call the program's 24-hour hotline at 574-6595.

Job Training Programs

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 program at Cañada College is a county-wide program serving economically disadvantaged persons and laid off workers who will benefit from learning new skills for employment. Through the program, eligible students may receive assistance for college-level study on all three SMCCCD campuses as well as Cañada's Menlo Park/OICW site and the Cañada College Education and Technology Downtown Center. Studies include computer literacy and encompass more than twenty-five career areas such as Early Childhood Education, Paralegal studies, Medical Assisting, Office Technology, Travel Careers, and Information Systems.

Individuals who have been laid off from work, been out of work for a period of time, been unable to find work because of a lack of marketable skills, or who have a low family income may be eligible for the Cañada College Job Training Program. A program of short-term, intensive course work will be designed that will equip eligible participants with skills that are currently in demand. A job developer works with individuals on a one-to-one basis to help with development of resumes, interviewing skills, and employer contacts. The goal is to help participants find a job within 90 calendar days of completion of the course work.

Students who do not meet the JTPA eligibility criteria may purchase program services. For more information, including the cost of services, contact the JTPA/Cañada office at 306-3186.

Workability III

The Workability III Program (WAIII) is a Federal/State funded partnership between Cañada College and the California State Department of Rehabilitation (DR). WAIII offers the following services in a supported environment: vocational assessment and evaluation, skill building and employment preparation, job development and placement, job coaching and counseling. Program participants must also be clients of DR. WAIII staff will refer students not already affiliated with DR. For further information about the WAIII Program, please call 306-3258.

Learning Center

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

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, aides and student assistants, their performance is evaluated periodically before they proceed to higher level objectives.

Also incorporated within the center are the Computer Center, ESL Lab, 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 **ESL Lab** provides the opportunity for individualized, self-paced English language study in preparation for all ESL courses.

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** provides 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 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.

Library

The Cañada College Library is housed in the westernmost section of the lower floor of the Campus Center. It is reached by stairway or elevator starting on the Cafeteria (third floor) level, or by paved pathway across from Building 13.

The Library is the information center of the campus and strives to support the instructional program of the College. It includes a collection of books, periodicals, newspapers, microfilm, microfiche, video tapes and CD-ROM databases. Students may also access the Internet in the Library.

There are three service areas. The *Circulation/Reserve* desk issues library cards and 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. A general collection of some 46,000 volumes is arranged on open shelves for easy access 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 combined collections of these member libraries total more than 2.5 million volumes and are accessible by means of the on-line public catalog. Intra-systems loans can be delivered to the campus or picked up at one of the member libraries.

Students may borrow college library materials with their Peninsula Library System (PLS) card, issued by any public or community college library in San Mateo County. Students who live in San Mateo County and do not have a PLS card, as well as students who do not live in San Mateo County, may obtain a library card from the Cañada Library Circulation Desk. Proof of enrollment is all that is required.

MESA Program

The Math, Engineering, and Science Achievement/Community College Program (MESA/CCCP) at Cañada College provides economically disadvantaged and underrepresented students, especially Latino and African American students, with maximum opportunity to pursue successful careers in mathematics, engineering and science. The program, housed in the Learning Center (5-105), includes a MESA Orientation course, Academic Excellence Workshops, specialized academic counseling, tutoring and stipends for eligible students.

For more information contact MESA Program Director Judy Liteky at 306-3109.

Multimedia Lab

The Multimedia Lab, Building 13, Room 211, houses state-of-the-art PC and Macintosh multimedia computers used to teach courses in the areas of Web publishing, computer graphics, and multimedia production. Multimedia lab courses focus on helping students develop a level of skill immediately useful in their work; most courses are project-based and generally students may select projects useful to their own work or education.

Courses offered in the Multimedia Lab are listed under the disciplines of Art and Computer Information Systems (see Schedule of Classes, or visit our website, canadacollege.net). During 1999-00, a certificate, and associate degree programs in multimedia will be developed. For more information, call the Humanities Division, 306-3336.

Programs for High School Students

Afternoon College for High School Students

Cañada College has a special partnership with the Sequoia Union High School District for concurrent enrollment of high school students. The partnership features packages of classes offered during the afternoon and evening. The packages are outlined in the Schedule of Classes for each term and usually include courses covering preparation for college, language skills, and general education requirements for a college degree. Many of the courses offered also equate to elective credit at the student's high school. Additional information and a brochure may be obtained by contacting Anne Chapman at 306-3244.

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.

Courses taken in the Concurrent Enrollment Program shall not take the place of equivalent courses offered by the high school of attendance (except Middle College). In all cases, the final decision on the admission of any student to any course rests with the College.

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.

High School and Community Relations

The office of High School and Community Relations develops and coordinates outreach services and activities for the high schools and for the wider community. The primary goal of the office is to inform the community about educational, vocational and transfer programs, and to facilitate the application process at Cañada College. Cañada College's outreach and recruitment efforts utilize faculty and staff, current students, and alumni to increase the College's accessibility to potential students.

The outreach staff provides, but is not limited to, the following services:

- Presentations to high school students, parents, and community groups on admissions procedures, academic programs and student services
- Application and financial aid workshops
- Schedule placement testing at the high schools
- Schedule visits at the high schools to meet with students
- Attend College/Educational Fairs at the high schools and businesses
- Give campus tours: individual, as well as, large groups

For more information, contact the College Representative, Lorraine Barrales, at (650) 306-3427, or Irene Serna, Dean of Enrollment Management and EOPS at (650) 306-3300.

Middle College

The Cañada Middle College is a joint partnership between the Sequoia Union High School District and Cañada College. Middle College is designed to reach high potential, underachieving high school students who are not profiting from their regular high school experience, students who may be in danger of dropping out of school, or students for whom a comprehensive

high school is no longer appropriate. Students may complete requirements for a high school diploma and earn credits towards an AA degree at the same time. Approximately 60 juniors and seniors from the Carlmont, Menlo Atherton, Redwood, Sequoia and Woodside High School attendance area are accepted into the program each Fall. Students must satisfy the graduation requirements of the Sequoia Union High School District and will earn a diploma from their home high school. A minimum of two high school courses per semester is required each year: English III or IV and Economics or American Government. The remaining classes are selected from Cañada College courses to fulfill the credits and requirements for high school graduation. College classes give high school and college credit simultaneously and many may apply towards a four-year college or university degree.

Sequoia Union High School District teachers will teach the required high school classes on the Cañada College campus. These teachers will also advise students on academic classes, graduation requirements, and career preparation. Faculty members at Cañada College will teach all college courses. For more information, contact the Middle College Office Assistant by calling 306-3100 or stop by the Middle College Office located in Bldg. 17-212.

Technical Preparation (Tech Prep)/School-to-Career

Tech Prep articulation agreements have been approved by local high schools, San Mateo County Regional Occupational Programs (ROP), OICW, 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 six units with a GPA of 2.0 or better in the approved Tech Prep programs. For more information, call 306-3201.

Performing arts

Cañada College offers the following performance groups for student participation: Peninsula Cantaré, Women's Vocal Ensemble, Redwood Symphony, Musical Theater, the Cañada Jazz Band, Instrumental Ensembles, The Tuesday Theater Company, and five fully rehearsed and produced plays each year. Interested persons should contact the Humanities Division, Bldg. 3, Room 205 (306-3336).

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. Anyone interested in joining or starting a club or organization should contact the Office of Student Activities, Bldg. 5, Room 214, (306-3364). The following is a list of current or recently active clubs: International Student Club, Dance Club, Science and Engineering Club, Black Students Union, Environmental Club, A.S.I.D - Interior Design Club, Latin American Friendship Club, LGBT (Lesbian, Gay, Bisexual, Transgender Union), Phi Theta Kappa International Honor Society, Truth Seekers (Cañada Christian Fellowship Club), Italian Club and Rotar-Act (Rotary) Club.

Housing

The Office of Student Activities 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. International students may call Soraya Sohrabi at (650) 306-3494 for housing information.

Students should contact Student Activities, 306-3373, if they have a room or apartment to rent, or need housing.

Student Government

All students enrolled at Cañada College are members of the Associated Students of Cañada College (ASCC). The following elected student officers represent the official voice of students on campus: President, Vice President, Student Services, 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 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 (650) 306-3492 between 3:30 and 8:15 p.m., Monday through Thursday.

Upon presentation of separation or discharge papers, veterans 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.

Also, 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.

In addition to the academic standards outlined in the paragraphs above, veterans receiving educational benefits will be subject to the following academic standards for continuing eligibility:

- Must maintain a minimum of at least a 2.0 (C) overall grade point average in all course work attempted.
- Veterans whose overall grade point average falls below 2.0 (C) will be given a maximum of two semesters to correct the academic deficiency and bring the overall grade point average to at least the 2.0 (C) minimum requirement.
- Veterans whose overall grade point average remains below 2.0 (C) for more than two semesters will be allowed to pursue their educational goals but will not be certified for educational benefits until such time that the overall grade point average is at least 2.0 (C) or higher.

STEPS TO YOUR SUCCESS AT CAÑADA

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ADMISSION

(Información en español está en la página 12.)

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
- 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.

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. The burden of proof to establish residence is on the student.

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 (F-1 Visa holders only)

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 T.O.E.F.L. score requirement is 480 on paper base and 157 on computer base. 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 9-10 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.

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

Application for admission as an F-1 visa student must be made through the International Student Office. Special application deadlines apply. Call (650) 306-3494 for information. (Fax: 650-306-3457.)

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 their primary 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.

Visit Cañada College's website, canadacollege.net, to see the Schedule of Classes.

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 25 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 Science, Technology and Learning Resources Division at 306-3291.

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 by Admissions and Records on the student's record upon receipt of official examination results.

ASSESSMENT/PLACEMENT

(Información en español está en la pagina 13.)

Placement Tests in English (reading and 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 Assessment 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 580 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 Assessment 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.

Specific dates, times, and locations for the placement tests are published in the College Schedule of Classes for each semester. 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 3½ hours to complete the testing process. Students should complete the Application for Admission form prior to taking the Placement Test.

COUNSELING

(Información en español está en la pagina 12.)

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 should 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 306-3452 (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. CRER 401, a 1-unit course, 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. For more information about these courses, students should contact their counselors.

Career/Counseling Center

The Career/Counseling 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/Counseling Center.

The Career/Counseling 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 résumé 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 Career/Counseling Center, 306-3452.

Planning

Counselors are available 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 Career/Counseling Center provides drop-in counseling services as well as scheduled appointments. A student may request a specific counselor by contacting the Career/Counseling Center (Bldg. 5, Room 204), or the Office of Student Services (Bldg. 8, Room 310).

Evening students may use drop-in counseling services in the Career/Counseling 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 306-3228 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 306-3452, from 8:00 a.m. to 4:00 p.m.

Transfer Center

One of Cañada College's top priorities is the transfer of qualified students to the four-year university of their choice. To this end, the 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.

REGISTRATION

(Información en español está en la página 13.)

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.

Schedule of Classes

Complete information regarding registration dates and procedures is published in the College Schedule of Classes for each semester. The schedules are available on the Cañada campus, in local high schools and Public Libraries, and on our web site: canadacollege.net.

Touchtone (SMART)

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

Program Changes

Once registration has been completed, the student's program may be changed by the student via SMART through the second week of class. After the second week of classes, changes must be submitted to Admissions and Records by the student on an Add/Drop form.

Courses With Overlapping Times

Students may not register in two courses which meet at the same time or have overlapping times. Exceptions to this rule may be approved under circumstances of academic necessity (not scheduling convenience). In addition, approval requires submission of a documented plan describing how the student will make up missed class time under the instructor's supervision.

Unit Load Limitations

A normal load for a full-time student is 15 units. No student is permitted to take more than 9 units during the Summer Session or 19 units during the Fall and Spring semesters without special approval of their counselor or the Vice President, Student Services. Students working full time should limit their program to six or fewer units. Combinations of work and college study should be carefully discussed with the counselor.

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 and Division Offices.

Audit Courses

In compliance with State regulations, Cañada has identified the following courses as audit courses: Art 207, 232; Danc 215, 350; Dram 300; Fitn 204, 215; Fren 803; Germ 804; Indv 164, 254; Mus. 304, 324, 344, 364, 394, 404, 444, 464; Team 115, 175. To register in a course as an auditor, the student must have taken the course on a credit basis for the maximum times allowable.

An auditor may register only after the Late Registration period has concluded, with the professor's signature on an Add/Drop form and on a space available basis. A \$15 per unit fee, the Health Services fee, and a Student Representation fee will be charged at the time of enrollment. Students enrolled in 10 units or more for credit can audit up to 3 units free. Students enrolling as auditors in variable unit classes must enroll in the maximum number of units available for a course.

GRADES & ACADEMIC STANDING

Grades

Academic Record Symbols and Grade Point Average

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

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

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

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

I-Incomplete

This symbol is used in case academic work is not completed for cases involving unusual circumstances. The work to be completed and the time allowed for its completion shall be set forth by the instructor in a written record which also indicates the grade assigned in lieu of removal. The student will receive a copy of the record, and a copy will be filed with the Office of Admissions and Records. A final grade will be assigned by the instructor when the stipulated work has been completed within the required period; the grade determined by the instructor will be entered in the permanent record.

"Incomplete" must be made up within one year following the end of the term in which it was assigned. Established college procedures may be utilized to request a time extension in cases involving unusual circumstances.

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

IP-In Progress

This symbol is to be used in the student's permanent record to confirm enrollment and to indicate that the course extends beyond the normal end of the term. It indicates that work is "in progress" and that unit credit and a grade will be assigned when the course is completed. 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

It is the responsibility of the student to withdraw from class. 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 may 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.

Student Notification

If the student is on probation or in dismissed status, he/she will receive notification in writing at the end of the semester.

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 available to the student through the SMART telephone

system and on Cañada's web site: canadacollege.net. A student may also make a request at the Admissions and Records office to have a copy mailed to them. The official 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.

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 posted 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 or higher.

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 student's present scholastic level of performance, may be alleviated and disregarded in the computation of grade point average under the following conditions:

- A period of at least three years must have elapsed since the work to be alleviated was completed.
- The student 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, Cañada College, College of San Mateo or Skyline College. 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) the Office of Admissions and Records will use the grade of the repeated course 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 petition the Academic Standards Committee 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 27).

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. Petition forms are available in the Admissions and Records office.

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.

It is recommended that students **indismissed, probationary or reinstated** status enroll in a success workshop.

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" as used by many instructors in dropping students for nonattendance. 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.

A student dropped from any class for nonattendance may appeal in writing to the Division Dean within five college calendar days of such a drop if the student thinks the 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 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 his/her instructor(s).

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 Division Dean, in consultation with faculty, will make the decision to offer or not offer the exam based upon: a) the availability of a faculty member to administer the exam, and b) an assessment of the student's readiness to take the exam.
- Only courses which transfer to four-year baccalaureate granting institutions are available for credit by exam (this excludes all 800 level courses and certain other courses), except for certain occupational program courses. Laboratory-based science courses and Cooperative Education courses are not available for credit by exam.

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 Letter grade or Credit/No Credit 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.

Prior Learning Assessment (PLA)

Prior Learning Assessment (PLA) is the formal evaluation of learning a student has completed outside of a college course that the student believes is equivalent to one or more courses required for a specific certificate or degree program. Students applying for PLA credit must first complete a course that teaches how to document and earn PLA credit and then must submit substantial and significant evidence that the learning they have achieved is equal to the course for which they are applying for credit. A maximum of six units may be earned towards the AA/AS degree through PLA. Students are expected to pay the required enrollment fee for each unit earned. For more information, call Eve-Marie Andrews at 306-3479.

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. Official transcripts given directly to the student may be opened only by the receiving institution.

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 may do so by requesting their official transcript to be sent directly to 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, and a detailed report which includes subject breakdown, grades, upper or lower division, semester or quarter and number of units completed. 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.



TOOLS FOR PLANNING YOUR EDUCATIONAL PROGRAM

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TOOLS FOR PLANNING YOUR EDUCATIONAL PROGRAM

Graduation Requirements

Graduation requirements (both Certificate and AA/AS programs) for an individual student shall be those 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."

Flexible College for Working Adults

Cañada College offers flexible and convenient scheduling for busy adults who are unable to attend college during the day, but want to accelerate career plans, complete an Associate Degree or Certificate program, or transfer to a four-year college or university.

Certain degree or certificate programs may be completed by taking courses offered in nontraditional hours, such as evenings and weekends, or by telecourses or on-line courses. Credits may also be earned through Credit by Examination (see page 29), for work or volunteer experience through Cooperative Education (see page 17), or through Prior Learning Assessment (see page 30). For further information, call 306-3479.

Distance Learning

Distance learning courses are Cañada College credit courses that give students the opportunity to complete most of their course work outside the classroom, on their own time, usually at home. However, attendance at one or more on-campus meetings is usually required. These courses are offered as telecourses through KCSM TV, or as on-line internet courses. Telecourses and on-line courses are academically equivalent to on-campus courses and are transferable to most four-year colleges and universities. See the Schedule of Classes, or visit our website (canadacollege.net) for information on specific course offerings.

Freshman Success Program

Cañada College's Freshman Success Program includes two programs: Learning Communities and Foundation for Success.

Learning Communities are groups of courses packaged together with a common theme and team-taught by two instructors. The learning communities provide subject matter coherence and lead students to a deeper appreciation of the subject matter. In a Learning Community, a group of students and teachers who share common interests work and learn together in related courses. Through the learning communities, critical thinking skills, teamwork, and problem solving abilities are enhanced - all essential abilities for the 21st century workforce.

The Foundation for Success program includes five courses which are taught separately but with the instructors collaborating on the curriculum. Students are encouraged, but not required, to enroll in as many of these courses as their time permits. Student and faculty also meet outside of class time for enrichment activities such as fieldtrips and seminars.

For information on Cañada's Learning Communities and Foundation for Success, see the schedules of classes, or visit our website, canadacollege.net.

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 24-60 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.

Fifty percent (50%) 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.

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 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 during the last semester of attendance. Refer to the Calendar of Important Dates on page 2 for the deadline dates.

A. Residence

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

B. Scholarship Requirement

A minimum overall grade point average of 2.0, a minimum 2.0 grade point average in the 60 units submitted for the Associate degree, a minimum 2.0 grade point average in course work taken in the San Mateo County Community College District, and a minimum 2.0 grade point average in units applied to a major must be attained.

C. Competency Requirements

English

1. Reading
 - a. Eligibility for Read 420, as determined by English Placement exam **or**
 - b. Satisfactory completion of Engl 100 **or**
 - c. Satisfactory completion of Reading 802
2. Writing
 - a. Eligibility for Engl 100, as determined by English Placement exam **or**
 - b. Satisfactory completion of Engl 100 **or**
 - c. Satisfactory completion of English 800 or English 400

Mathematics

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

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

Computer Literacy

Computers are an integral part of today's world used in all disciplines and workplace settings. Students who are awarded an AS degree or a certificate from Cañada College should possess the skills to use computers to communicate, design, research and explore so that they are prepared appropriately for transfer or for entry into the workforce. The Cañada College computer literacy requirement provides these foundation computer skills.

1. Satisfactory completion of a minimum of 1.0 units of one of the following: ACTG 190; ART 314; BUS.103 or any BUS. course above BUS. 417; any COMP course; LEGL 276; TOUR 700 or TOUR 762

or

2. A passing score on the 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. Associate in Science degrees will be awarded in the fields of biological and physical sciences or occupational curricula. 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.

When courses required for specific majors are also on the list of approved General Education courses, the courses may be used to satisfy both major and General Education requirements.

E. General Education

The purpose of General Education is to foster the preservation, communication and development of knowledge, the cultivation of wisdom, and the understanding of values that will help ensure the survival of humankind and improve the quality of human life. In support of this purpose, the General Education requirement seeks not only to prepare students who are knowledgeable and well-informed, but to engender in them:

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

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

Educated people celebrate and value cultural diversity. The ethnic studies/cultural diversity graduation requirement of one 3-unit course at Cañada College demonstrates the commitment to include in the education of students the knowledge of the ever-changing diversity of our country. With the fulfillment of this requirement, students have the opportunity to see themselves and others in the mutually supportive relationship basic to the survival and prosperity of all of us. See page 100 for the course listings.

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 or the College President.

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 Calendar of Important Dates on page 2).

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 percent of the major course units must have been completed at Cañada College.

Areas of Study that Apply to Transfer, Degree or Certificate Programs

Accounting
 Anthropology
 Art
 Biology
 Health Science Emphasis
 Business Administration
 International Business
 Business Management
 Financial Planning
 Human Resources Management
 Retail
 Small Business Management
 Business/Office Technology
 Administrative Support Assistant
 Administrative Assistant/Executive Secretary
 Information Technology Specialist
 Computer Support Specialist
 Chemistry
 Computer Information Systems
 Microcomputer Specialist
 Drama
 Early Childhood Education/Teacher Aide
 Economics
 Engineering
 English
 Fashion Design
 Foreign Language
 Geography
 History
 Interior Design
 Commercial Design
 Residential Design
 Kitchen and Bath Design
 Liberal Arts
 Mathematics
 Multimedia
 Music

Paralegal
 Philosophy
 Physical Education
 Fitness Specialist Emphasis
 Physics
 Political Science
 Psychology
 Radiologic Technology
 Social Sciences
 Human Services
 International Studies
 Sociology
 Speech
 Travel Industry Careers
 University Studies

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.

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

GE AREA A : LANGUAGE AND RATIONALITY 6-9 units required
Units in each category (1 and 2) are required.

| | | | |
|--------------------------------|--|-------------------------------------------------------------------------|----------------------|
| (1) English Composition | | (2) Communication and Analytical Thinking 3 units required | |
| A.A. DEGREE 6 units () | | Bus. 115 | Math 110 111 112 115 |
| Engl 400 or 800 | | Comp 162 | 120 122 123 125 |
| 100 110 165 | | Engl 165 | 130 140 200 219 |
| A.S. DEGREE 3 units () | | Mus. 132 | 241 251 410 |
| Engl 100 | | Phil 103 200 | PISc 103 |
| | | Spch 100 105 | |
| | | 120 | |
| Transfer (Tr) _____ | | | |

GE AREA A: 6-9 units

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

GE AREA B: NATURAL SCIENCES 3 units required

| | | |
|-------------------------|--------------------------|----------|
| Physical Science | Life Science | |
| Astr 100 101 | Anth 125 350 | NSci 100 |
| Chem 100 110 210 410 | Biol 100 103 110 111 130 | Paln 110 |
| Geog 100 | 225 230 240 250 260 | |
| Geol 100 110 | 310 | |
| NSci 100 | | |
| Ocen 100 | HSci 100 104 105 108 | |
| Phys 210 250 260 | | Tr _____ |
| | | Tr _____ |

GE AREA B: 3 units

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

GE AREA C: HUMANITIES 3 units required
+ Indicates Ethnic Studies course

| | | |
|------------------------------------------------------|----------------------|--------------------------|
| Arts | Languages | Literature |
| Art 101 102 103 125+ 126+ 127+ 201 204 214 301 | Fren 130 140 161 | Dram 142 143 144 151 152 |
| Dram 101 102 140 | Span 130 131 132 140 | Engl 110 Film 110 |
| Film 110 | 161+ 162+ | Lit. 101 111 142 143 144 |
| Intd 115 150 | | 151 152 200 231 232 |
| Mus. 100 131 202 | Philosophy | 233 251 252+ 266+ 301 |
| Development of Cultures | Hist 205 | 302 370+ 371+372+373+ |
| Hist 100 101 103 425 | Phil 100 160 175 190 | 375+ 431 441 442 |
| 451+ 452+ | 240 246 300 | Spch 111 112 |
| Tr _____ | 310 320 | Tr _____ |

GE AREA C: 3 units

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

GE AREA D: SOCIAL AND BEHAVIORAL SCIENCES 3 units required
+ Indicates Ethnic Studies course

| | | |
|-----------------------------------|---------------------------------|-------------------|
| American Institutions | State/Local Institutions | |
| Econ 230 | Hist 310 315 | Geog 110 120 |
| Hist 102 201 202 242+ 421 422+ | PISc 205* 310 | 150 |
| PISc 205* 210 | | Psyc 100 106+ 110 |
| | Social Institutions | 112 200 201 |
| | Anth 105 110 180 | 300 340 410 |
| | 360+ 370+ | Soci 100 105 141+ |
| | Econ 100 102 | 254 |
| Tr _____ | | SoSc 250+ |
| | | Tr _____ |

GE AREA D: 3 units

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

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

GE AREA E: ETHNIC STUDIES 3 units required

| | | |
|------------------|--------------------------|--------------|
| Art 125 126 127 | Lit. 252 266 370 371 372 | SoSc 250 |
| Anth 360 370 | 373 375 | Span 161 162 |
| Hist 242 422 425 | Psyc 106 | |
| 451 452 | Soci 141 | Tr _____ |

GE AREA E: 3 units

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

THE ASSOCIATE IN ARTS DEGREE: LIBERAL ARTS MAJOR

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

REQUIREMENTS FOR AA DEGREE IN LIBERAL ARTS

- Residence (minimum of 12 units at Cañada) 60 units
- Scholarship 2.0 G.P.A. overall in 60 units for Associate degree, in major, and work done in SMCCCD
- 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 162 Mus. 132 Math 110 111 112 115 120 122 123 125 130 140 200 219 241 251 410 |
| A2 WRITTEN COMMUNICATION <input type="checkbox"/> Engl 400 or 800, 100 110 | Tr _____ Tr _____ | |

Minimum 15 Total

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 100 110* 210* 410* Geog 100 Geol 100* 110 NSci 100 Ocen 100 Phys 210* 250* | B2 LIFE SCIENCE <input type="checkbox"/> Anth 125 350 Biol 100 103* 110* 111* 130 225* 230* 240* 250* 260* 310 350 HSci 100 104 105 108 NSci 100 Paln 110 | LAB COURSE <input type="checkbox"/> |
| Tr _____ | Tr _____ | |

Minimum 6 Total

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 | 125~ |
| | 126~ | 127~ | 201 | 204 |
| | 214 | 301 | | |
| Dram | 101 | 102 | 140 | 142 |
| | 143 | 151 | 152 | |
| Intd | 150 | | | |
| Lit. | 441 | 442 | | |
| Mus. | 100 | 131 | 202 | |

C2 HUMANITIES

| | | | | | |
|------|------|------|------|------|------|
| Engl | 110 | | | | |
| Film | 110 | | | | |
| Fren | 130 | 140 | 161 | 162 | |
| Hist | 100 | 101 | 103 | 205 | 425 |
| | 451~ | 452~ | | | |
| Lit. | 101 | 105 | 111 | 142 | 143 |
| | 144 | 151 | 152 | 200 | 231 |
| | 232 | 233 | 251 | 252~ | 266~ |
| | 301 | 302 | 370~ | 371~ | 372~ |
| | 373~ | 375~ | 431 | | |

| | | | | | |
|------|------|------|-----|-----|-----|
| Phil | 100 | 160 | 175 | 190 | 240 |
| | 246 | 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~ |
| PISc | 205§ | 210 | | |

D3 SOCIAL INSTITUTIONS

| | | | |
|------|------|------|------|
| Anth | 105 | 110 | 180 |
| | 360~ | 370~ | |
| Econ | 100 | 102 | |
| Geog | 110 | 120 | 150 |
| Hist | 315 | 421 | 422~ |
| Hmsv | 100 | | |

| | | | | | |
|------|------|------|------|-----|-----|
| PISc | 130 | 150 | 415 | | |
| Psyc | 100 | 106~ | 110 | 112 | 200 |
| | 201 | 202 | 300 | 340 | 410 |
| Soci | 100 | 105 | 141~ | 254 | |
| SoSc | 250~ | | | | |

D2 STATE/LOCAL INSTITUTIONS

| | |
|------|------|
| Hist | 310 |
| PISc | 205§ |

Tr _____

Tr _____

Minimum 6 Total

AREA E: ETHNIC STUDIES 3 units

| | | |
|------|-----|---------|
| Anth | 360 | 370 |
| Art | 125 | 126 127 |

| | | | | | |
|------|-----|-----|-----|-----|-----|
| Hist | 242 | 422 | 425 | 451 | 452 |
| Lit. | 252 | 266 | 370 | 371 | 372 |
| | 373 | 375 | | | |
| Psyc | 106 | | | | |

| | |
|------|---------|
| Soci | 141 |
| SoSc | 250 |
| Span | 161 162 |

Tr _____

Tr _____

Minimum 3 Total

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

| | |
|---------|-------------|
| F1 Biol | 310 |
| Crer | 137 |
| HSci | 104 105 108 |
| | 430 431 |
| Psyc | 340 |

| | | | | |
|---------|-----|-----|-----|-----|
| F2 Adap | 310 | 350 | 351 | 361 |
| Comb | 401 | 410 | | |
| Danc | 140 | 205 | 210 | 215 |
| | 220 | 230 | 350 | |
| Fitn | 105 | 140 | 151 | 201 |
| | 204 | 210 | 306 | 320 |
| | 332 | 340 | | |

| | | | | |
|------|-----|-----|-----|-----|
| 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. overall in 60 units for Associate degree, in major, and work done in SMCCCD
- 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. No course may satisfy more than one category or subcategory.

AREA A: Communication in the English Language & Critical Thinking9 units
 Select at least one course from each subsection.

| | | |
|--------------------------------------------------------------------|---------------------------------------------------------------|---------------------------------------------------------------------------------------|
| A1 ORAL COMMUNICATION <input type="checkbox"/> Spch 100 105 120 | A2 WRITTEN COMMUNICATION <input type="checkbox"/> Engl 100 | A3 CRITICAL THINKING <input type="checkbox"/> Engl 165 Phil 103 200 PISc 103 |
| Minimum9 Total <input type="checkbox"/> | | |

AREA B: Natural Science & Mathematics9 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"/> Astr 100 101* Chem 100 110 111* 210* 410* Geog 100 Geol 100* 110 NSci 100 Ocen 100 Phys 210* 250* 260* | B2 LIFE SCIENCE <input type="checkbox"/> Anth 125 Biol 100 103* 110* 111* 130 225* 230* 240* 250* 260* NSci 100 Paln 110 | B3 LAB COURSE <input type="checkbox"/> B4 MATH CONCEPTS <input type="checkbox"/> Math 125 130 140 200 219 241 251 |
| Minimum9 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"/> | | | | | | | | | | |
| Art | 100 | 101 | 102 | 103 | 125• | Engl | 110 | | | | | Span | 130 | 131 | 132 | 140 |
| | 126• | 127• | 201 | 204 | 214 | Fren | 130 | 140 | 161 | 162 | | | 161• | 162• | | |
| | 301 | | | | | Hist | 100 | 101 | 205 | 451• | 452• | Spch | 111 | 112 | | |
| Dram | 101 | 102 | 140 | 142 | 143 | Lit. | 101 | 105 | 111 | 142 | 143 | | | | | |
| 144 | 151 | 152 | | | | | 144 | 151 | 152 | 200 | 231 | | | | | |
| Film | 110 | | | | | | 232 | 233 | 251 | 252• | | | | | | |
| Intd | 150 | | | | | | 266• | 301 | 302 | 370• | 371• | | | | | |
| Lit. | 441 | 442 | | | | | 372• | 373• | 375• | 431 | | | | | | |
| Mus. | 100 | 131 | 202 | | | 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"/> | | | | | | | | | | |
| Econ | 230 | | | | Anth | 105 | 110 | 180 | 350 | PISc | 130 | 150 | | | |
| Hist | 102 | 201 | 202 | 242• | | 360• | 370• | | | Psyc | 100 | 106• | 110 | 112 | 200 |
| PISc | 205§ | 210 | | | Econ | 100 | 102 | | | | 201 | 202 | 300 | 340 | 410 |
| | | | | | Geog | 110 | 120 | 150 | | Soci | 100 | 105 | 141• | 254 | |
| D2 STATE/LOCAL INSTITUTIONS | | | | | Hist | 315 | 421 | 422• | | SoSc | 250• | | | | |
| Hist | 310 | | | | | | | | | | | | | | |
| PISc | 205§ | 310 | | | | | | | | | | | | | |

Minimum 9 Total

AREA E: LIFELONG UNDERSTANDING AND SELF-DEVELOPMENT 3 units

| | | | | | | | | | | | | | | |
|------|-----|-----|-----|-----|---------------------|-----|-----|-----|-----|------|-----|-----|-----|-----|
| E1 | | | | | E2 (maximum 1 unit) | | | | | | | | | |
| Biol | 310 | | | | Adap | 310 | 350 | 351 | 361 | Indv | 120 | 161 | 164 | 166 |
| Crer | 137 | | | | Comb | 401 | 410 | | | | 251 | 252 | 254 | 256 |
| HSci | 100 | 104 | 105 | 108 | Danc | 140 | 205 | 210 | 215 | P.E. | 115 | 116 | | |
| | 430 | 431 | | | | 220 | 230 | 350 | | Team | 105 | 111 | 115 | 141 |
| Psyc | 340 | | | | Fitn | 105 | 140 | 151 | 201 | | 143 | 148 | 151 | 171 |
| | | | | | | 204 | 210 | 306 | 320 | | 174 | | | |
| | | | | | | 332 | 340 | | | | | | | |

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 _____
 Circle courses completed at Cañada College. Underline courses you are taking now. Use parentheses () for 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

Spch 100 105
120

Written Communication

Engl 100

Critical Thinking

Engl 165
Phil 103 200
PISc 103

Tr _____

Tr _____

Tr _____

AREA A

| In Progress | Units Completed |
|--------------------------|-----------------------------|
| <input type="checkbox"/> | OC <input type="checkbox"/> |
| <input type="checkbox"/> | WC <input type="checkbox"/> |
| <input type="checkbox"/> | CT <input type="checkbox"/> |
| Total | Total |
| <input type="checkbox"/> | <input type="checkbox"/> |

AREA B: NATURAL SCIENCE AND MATHEMATICS 9 units required

One course from Physical Science, Life Science, and Math Concepts. Must include one lab course (indicated by *)

Physical Science

Astr 100 101*
Chem 100 110 111* 210* 410*
Geog 100
Geol 100* 110
NSci 100
Ocen 100
Phys 210* 250* 260*

Life Science

Anth 125
Biol 100 103* 110* 111* 130
225* 230* 240* 250* 260*
NSci 100
Paln 110

Math Concepts

Math 125 130 140 200
219 241 251

Tr _____

Tr _____

Tr _____

AREA B

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

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

Choose at least one course from the Arts and at least one course from the Humanities. Courses must be from at least two disciplines. Indicates Ethnic Studies course

Arts

Art 100 101 102 103 125 126 127
201 204 214 301
Dram 101 102 140 142 143 151 152
Film 110
Intd 150
Lit. 441 442
Mus. 100 131 202

Humanities

Engl 110
Lit. 101 105 111 142 143 144 151 152
200 231 232 233 251 252 266 301
302 370 371 372 373 375 431
Fren 130 140 161 162
Hist 100 101 205 451 452
Phil 100 160 175 190 240 246
300 310 320
Span 130 131 132 140 161 162
Spch 111 112

Tr _____

Tr _____

Tr _____

AREA C

| In Progress | Units Completed |
|--------------------------|----------------------------------|
| <input type="checkbox"/> | ART <input type="checkbox"/> |
| <input type="checkbox"/> | HUM <input type="checkbox"/> |
| <input type="checkbox"/> | ART/HUM <input type="checkbox"/> |
| Total | Total |
| <input type="checkbox"/> | <input type="checkbox"/> |

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

Choose one course from each subsection. Courses must be from at least two disciplines. §Courses for international students only. Indicates Ethnic Studies courses.

American Institutions

Econ 230
Hist 102 201 202 242
Plsc 205§ 210

Social Institutions

Anth 105 110 180
350 360 370
Econ 100 102
Geog 110 120 150
Hist 315 421 422

PISc 130 150
Psyc 100 106 110 112 200
201 202 300 340 410
Soci 100 105 141 254
SoSc 250

State/Local Institutions

Hist 310
PISc 205§ 310

Tr _____

Tr _____

Tr _____

AREA D

| | |
|--------------------------|--------------------------|
| American Institutions | <input type="checkbox"/> |
| State/Local Institutions | <input type="checkbox"/> |
| Social Institutions | <input type="checkbox"/> |
| Total | Total |
| <input type="checkbox"/> | <input type="checkbox"/> |

AREA E: LIFELONG UNDERSTANDING & SELF DEVELOPMENT 3 units required (max. 1 unit from E2)

| | |
|------------------|-------------------------|
| E1 Biol 310 | E2 Adap 310 350 351 361 |
| Crer 137 | Comb 401 410 |
| HSci 100 104 105 | Danc 140 205 210 215 |
| 108 430 431 | 220 230 350 |
| Psyc 340 | Fitn 105 140 151 201 |
| | 204 210 306 320 |
| | 332 340 |

| |
|----------------------|
| 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 _____

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 _____

42 ♦ INTERSEGMENTAL GENERAL EDUCATION TRANSFER CURRICULUM (IGETC)

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> |
|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------|

| | |
|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------|
| AREA 2 - MATHEMATICAL CONCEPTS AND QUANTITATIVE REASONING One course; 3 semester units Math 125, 200, 219, 241, 242, 251, 252, 253, 270, 275 Course from other college _____ Advanced Placement _____ | <u>Completed</u> |
|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------|

| | |
|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------|
| AREA 3 - ARTS AND HUMANITIES Three courses, with at least one from the Arts and one from Humanities; 9 semester units Group A: Arts Art 101, 102, 103 Dram 101, 102, 140 Lit. 441, 442 Mus. 100, 131, 202 Group B: Humanities Dram 142, 143, 144, 151, 152 Engl 110 Fren 130, 140, 161, 162 Hist 100, 101, 102, 201, 202, 205, 242, 310, 421, 422, 451, 452 Lit. 101, 105, 111, 142, Lit. 143, 144, 151, 152, 200, 231, 232, 233, 251, 252, 266, 301, 302, 370, 371, 372, 373, 375, 431 Phil 100, 160, 175, 190, 240, 300, 310, 320 Span 130, 140, 161, 162 Course(s) from other college(s) _____ Advanced Placement _____ | <u>Completed</u> |
|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------|

| | |
|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------|
| AREA 4 - SOCIAL AND BEHAVIORAL SCIENCES At least two courses, from at least two disciplines; 9 semester units Anth 105, 110, 180, 360, 370 Econ 100, 102, 230 Geog 110, 120, 150 Hist 102, 201, 202, 242, 310, 421, 422 PISc 130, 150, 210 Psc 100, 106, 200, 201, 202, 300, 340, 410 SoSc 250 Soci 100, 105, 141, 254 Course(s) from other college(s) _____ Advanced Placement _____ | <u>Completed</u> |
|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------|

| | |
|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------|
| 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 *). Group A: Physical Science Astr 100/101* Chem 100, 210*, 220* Geog 100 Geol 100* NSci 100 Ocen 100 Phys 210*, 220*, 250*, 260*, 270* Group B: Biological Science Anth 125 Biol 100, 110*, 130, 225*, 230*, 240*, 250*, 260* NSci 100 Pain 110 Course(s) from other college(s) _____ Advanced Placement _____ | <u>Completed</u> |
|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------|

| | |
|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------|
| 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> |
|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------|

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

| | | |
|-----------------|-------------------------------------------------------------------------------------------|-----------------|
| 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 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, 194, 192, 680, 690, 695
Anthropology 105, 110, 125, 180, 350, 360, 370, 680, 690, 695
Art 100, 101, 102, 103, 125, 126, 127, 148, 201, 202, 204, 205, 206, 207, 214, 221, 222, 229, 231, 232, 234, 235, 301, 303, 314, 320, 325, 351, 356, 357, 359, 362, 680, 690, 695
Astronomy 100, 101, 680, 690, 695
Biology 100, 103, 110, 111, 130, 225, 230, 240, 250, 260, 310, 680, 690, 695
Business 100, 101, 103, 104, 108, 115, 131, 132, 134, 136, 138, 150, 170, 180, 182, 184, 186, 201, 211, 415, 416, 417, 425, 426, 430, 431, 432, 433, 435, 436, 438, 439, 444, 446, 448, 450, 451, 456, 457, 459, 460, 461, 462, 463, 466, 470, 472, 474, 478, 480, 481, 482, 483, 484, 490, 680, 690, 695
Career & Personal Development 112, 137, 140, 401, 680
Chemistry 100, 110, 111, 192, 210, 220, 250, 410, 420, 680, 690, 695
Computer Science 103, 162, 189, 190, 231, 235, 236, 310, 311, 321, 322, 330, 331, 340, 350, 422, 430, 450, 455, 460, 470, 480, 680, 690, 695
Cooperative Education 670, 672
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, 225, 230, 240, 241, 242, 250, 252, 254, 260, 311, 313, 330, 350, 361, 366, 382, 680, 690, 695
Economics 100, 102, 230, 680, 690, 695
Education 100
Engineering 210, 215, 230, 240, 260, 261, 270, 410, 413
Engineering Technology 400, 410
English 100, 110, 161, 162, 165, 400, 680, 690, 695
Fashion Design 100, 110, 111, 113, 115, 116, 118, 120, 123, 146, 150, 162, 163, 164, 165, 166, 167, 168, 170, 171, 172, 180, 350, 680, 690, 695
Film 110
Food Service 100, 105, 110, 115
French 110, 111, 112, 120, 121, 122, 130, 140, 161, 162, 196, 197, 680, 690, 695
Geography 100, 110, 120, 150, 301, 302, 303, 680, 690, 695
Geology 100, 110, 680, 690, 695
German 110, 111, 112, 196, 680, 690, 695
Health Science 100, 104, 105, 108, 430, 431, 680, 690, 695
History 100, 101, 102, 103, 201, 202, 205, 242, 310, 315, 421, 422, 425, 451, 452, 680, 690, 695
Human Services 100, 110, 115, 120, 130, 131, 150, 151
Interior Design 115, 126, 128, 130, 146, 147, 150, 156, 160, 194, 250, 260, 270, 271, 276, 278, 340, 350, 351, 356, 362, 366, 370, 372, 374, 376, 378, 380, 382, 450, 464, 680, 682, 695
Italian 111, 112, 121, 122
Japanese 111
Learning Center 100, 138, 139, 140, 151, 400, 440

Library 100, 120
Literature 101, 105, 111, 142, 143, 144, 151, 152, 191, 192, 200, 231, 232, 233, 251, 252, 266, 301, 302, 370, 371, 372, 373, 375, 431, 441, 442, 680, 690, 695
Management 100, 204, 206, 208, 209, 220, 225, 235, 680, 690, 695
Mathematics 125, 130, 140, 200, 219, 241, 242, 251, 252, 253, 270, 275, 430, 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, 246, 300, 310, 320, 680, 690, 695
Physical Education:
Adaptive 310, 350, 351, 361, 680
Combatives 401, 410, 680
Dance 140, 205, 210, 215, 220, 230, 350, 400, 680
Fitness 105, 140, 151, 201, 204, 210, 250, 251, 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
Political Science 103, 130, 150, 205, 210, 310, 415, 680, 690, 695
Psychology 100, 106, 108, 110, 112, 200, 201, 202, 221, 300, 340, 391, 410, 680, 690, 695
Radiologic Technology 430
Reading 420, 425
Real Estate 100, 110, 141
Social Science 120, 250, 680, 690, 695
Sociology 100, 105, 141, 254, 680, 690, 695
Spanish 110, 111, 112, 120, 121, 122, 130, 131, 132, 140, 161, 162, 196, 680, 690, 695
Speech Communication 100, 105, 111, 112, 120, 130, 140, 680, 690, 695
Tourism 101, 102, 200, 680, 690, 695

NOTE: Courses listed as transferable may or may not be acceptable to a specific transfer institution to meet the requirements of a Major. Consult with a counselor before planning your program.

UNIVERSITY OF CALIFORNIA TRANSFER COURSES

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, or to add other courses.

NOTE: *Courses listed as transferable may or may not be acceptable to a specific transfer institution to meet the requirements of a Major. Consult with a counselor before planning your program.*

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)
Anthropology 105(3); 110(3); 125(3); 180(3); 360(3); 370(3); 680, 690, 695 (see Independent Study)
Art 101(3); 102(3); 103(3); 201(3); 202(3); 204(3); 205(3); 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); 250(w/lab 4); 260 (w/lab 5); 310 (3); 680, 690, 695 (see Independent Study)
 *No credit for 100 if taken after a college course in Biological Science
Business 201(3)
Chemistry 100(3); *192(w/lab 4); 210, 220(w/lab 5,5); 250(w/lab 4); 680, 690, 695 (see Independent Study)
 *No credit for 192 if taken after 210.
Computer Science 162(3); 190(3); 231(3); 235(3); 236(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(1); 305(1); 680, 690, 695 (see Independent Study)
Economics 100, 102 (3,3); 230(3); 680, 690, 695 (see Independent Study)
Engineering 100(2); 210(4); 230(3); 240(3); 260(3); 261(1); 270(3); 680, 690, 695 (see Independent Study)
English 100(3); 110(3); 161(3); 162(3); 165(3); 680, 690, 694 (see Independent Study)

Fashion Design 113(3)
French 110 (5); *111, *112 (3,3); 120(5); +121,+122 (3,3); 130 (5); 140(3); 161, 162 (3,3); 680, 690, 695 (see Independent Study).
 *111 and 112 combined is equivalent to 120: maximum credit allowed, 5 units; both 111 and 112 must be taken for transfer credit to be granted.
 +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; both 111 and 112 must be taken for transfer credit to be granted
Health Science 100(2), 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 transfer 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)
 *111 and 112 - maximum credit allowed = 5 units; both 111 and 112 must be taken for transfer credit to be granted.
 +121 and 122 - maximum credit allowed = 5 units
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); 370(3); 371(3); 372(3); 373(3); 375(3); 431 (3); 441(3); 442(3)
Mathematics 125(3); 140(3); 200(4); 219 (maximum credit 4 units); *241, +242 (5,5); *251(5); +252(5); 253(5); 270(3); 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, (3,3); 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); 450(1); 461, 462, 463, 464 (1 each); 476(1); 486(1); 490 (1); 491(.5); 495 (1-3); 680, 690, 695 (see Independent Study)
 +No credit for Music 100 if taken after 101 or 131
Natural Science +100(3)
 +No credit if taken after college course in Biological or Physical Science.
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** *310(1); *350,*351(.5-1 each), *361(.5-1)**Combatives** *401(.5-1); *410(.5-1); *680,*695 (see Independent Study)**Dance** 140(1); 205(.5-1); 210(1); 215(2); 220(1); 230(.5); *350(.5-1); 400 (1); 680, 690, 695 (see Independent Study)**Fitness** *105 through *340(.5-1); *680,*695 (see Independent Study)**Individual** *120 through *256 (.5-1); **680, **695 (see Independent Study)**P.E.** +305(3); +306(3)**Team Sports** *105 through *174 (.5-1); **680, **695 (see Independent Study)**Intercollegiate Sports (Varsity)** *104 through *170 (1-2); **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

**Depending on course content, apply appropriate limitation

Physics *210(with lab 4), *220(with lab 4), *250(with lab 4), *260(with lab 4); *270(with lab 4); 680, 690, 695 (see Independent Study)

*210,220 combined with 250, 260 and 270: maximum credit allowed, 1 series.

Political Science 103(3); 130(3), 150(3); 210(3); 680, 690, 695 (see Independent Study)**Psychology** 100 (3); 106(3); +200(3); +201(3); 202(3); 300(3); 340 (3); 410 (3); 680, 690, 695 (see Independent Study)

+200 and 201 combined: maximum credit = one 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 are equivalent to 110: maximum credit allowed, 5 units; both 111 and 112 must be taken for transfer credit to be granted.
+121 & 122 combined are equivalent to 120: maximum credit allowed, 5 units.

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

Speech Communication *100(3); *105(3); 111,112(3,3); 120(3); 130(3); 140 (3); 680, 690, 695 (see Independent Study)

*100 and *105 combined: maximum credit = one course.



TRANSFER PROGRAMS ASSOCIATE DEGREES CERTIFICATES

**Business, Occupational Education &
Off-Campus Centers Division ----- 47**

(Accounting, Business, Computer Office Technology, Cooperative Education, ECE, Economics, Fashion, Food Service, Interior Design, Paralegal, Travel Careers)

Humanities Division ----- 57

(English, ESL, Fine Arts, Foreign Languages, History, Philosophy, Political Science, Psychology, Social Sciences, Sociology, Performing Arts, Speech)

Office of the Vice President ----- 64

(Student Services, Physical Education/Athletics)

Science, Technology & Learning Resources 65

(Computer Science, Engineering, Life Sciences, Math, Physical Sciences, Radiologic Technology, DSPS, Learning Center)

BUSINESS, OCCUPATIONAL EDUCATION AND OFF-CAMPUS CENTERS DIVISION

The Division of Business, Occupational Education and Off-Campus Centers offers courses and programs through a number of departments at three locations: main campus, Menlo Park/OICW Center and the Cañada College Education and Technology Downtown Center. The following departments comprise the Division:

- Accounting
- Business Administration
- Business Management
- Business/Office Technology
- Child Development Center
- Cooperative Education
- Early Childhood Education/Child Development
- Economics
- Fashion Design
- Food Service
- Interior Design
- JTPA (Job Training)
- Paralegal
- Real Estate
- Travel 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 131 Managerial Accounting | 4-5 |
| ACTG 180 Payroll & Business Taxes | 1.5 |
| ACTG 190 Introduction to Computerized Accounting | 1.5 |
| ACTG 192 Advanced Computerized Accounting | 1.5 |
| BUS. 100 Survey of Business | 3 |
| BUS. 430 Computer Applications, Part I | 1.5 |
| BUS. 431 Computer Applications, Part II | 1.5 |
| BUS. 435 Spreadsheets | 3 |
| Electives (may be any Accounting or Business or Cooperative Education course) | 6 |
| Core Total | 27.5-29.5 |

AS DEGREE-ACCOUNTING

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

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 Calculus I, II | 10 |

RECOMMENDED TRANSFER PROGRAM - BUSINESS ADMINISTRATION-INTERNATIONAL BUSINESS

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 7-26 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 Calculus I, II | 10 |
| Foreign Language | 5-10 |

Supporting Subject Courses

| | |
|-------------------------------------------------|---|
| GEOG 150 World Regional Geography | 3 |
| PLSC 103 Critical Thinking About World Politics | 3 |
| PLSC 130 International Relations | 3 |

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 | |
| <i>or</i> | |
| BUS. 104 Successful Work Relationships | 3 |
| BUS. 103 Introduction to Business Computer Systems | 3 |
| BUS. 115 Business Math | |
| <i>or</i> | |
| MATH 120 Intermediate Algebra & Review | 3-5 |
| BUS. 108 Business Writing & Presentation Methods | 3 |
| BUS. 201 Business Law | 3 |
| BUS. 435 Spreadsheets | 3 |
| Electives (may be any Accounting or Business or Cooperative Education course) | 6 |
| Core Total | 31-34 |

AS DEGREE - BUSINESS ADMINISTRATION

| | Units |
|-----------------------|-----------|
| Required Core Courses | 31-34 |
| Electives | 6-9 |
| General Education | 18 |
| Physical Education | 2 |
| Total | 60 |

BUSINESS MANAGEMENT

The Business Department prepares students for both entry-level positions and management positions in retail, financial planning, banks, savings and loans, personnel departments, and small businesses. Students are prepared to plan, organize, direct, and manage employees in a variety of settings. 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

A career is a general course a person chooses to pursue throughout his or her working life. Career planning is an ongoing process where the individual sets career objectives and identifies the means to achieve them. Students should choose the specialty area of business management that best meets their career objectives. Employment can be found in many local retail establishments; local banks and other financial institutions; personnel offices; city, county, state, and federal offices; or small businesses. Entrepreneurial opportunities also exist in some fields.

CERTIFICATE PROGRAM - BUSINESS MANAGEMENT

Required Core Courses

| | Units |
|-------------------------------------------------------------------------------------------|--------------|
| BUS. 100 Survey of Business | 3 |
| BUS. 104 Successful Work Relationships | |
| BUS. 115 Business Mathematics | 3 |
| BUS. 430 Computer Applications, Part I | |
| <i>and</i> | |
| BUS. 431 Computer Applications, Part II | 3 |
| BUS. 108 Business Writing and Presentation Methods | 3 |
| BUS. 211 Ethics in Business | 3 |
| Electives (All courses must be selected from only one of the areas-Area A or B or C or D) | 9-12 |
| Core Total | 27-30 |

AREA A: BUSINESS MANAGEMENT/RETAIL

| | |
|----------------------------------------|---|
| BUS. 180 Marketing | 3 |
| BUS. 182 Techniques of Sales Promotion | 3 |
| BUS. 184 Merchandising | 3 |
| BUS. 186 Retail Management | 3 |
| COOP 670 Cooperative Education | 2 |

AREA B: BUSINESS MANAGEMENT/FINANCIAL PLANNING

| | |
|---------------------------------------------|-----|
| BUS. 134 Introduction to Financial Planning | 3 |
| BUS. 136 Business Finance | 1.5 |
| BUS. 132 Stock and Bond Investing | 2 |
| BUS. 138 Mortgage Lending | 2 |
| COOP 670 Cooperative Education | 2 |

AREA C: BUSINESS MANAGEMENT/HUMAN RESOURCES MANAGEMENT

| | |
|----------------------------------------------------------------------|---|
| MGMT 204 Managing Employees Effectively | 2 |
| <i>or</i> | |
| MGMT 235 Techniques of Supervision | 3 |
| MGMT 206 Legal Aspects of Personnel Management | 2 |
| MGMT 208 Interviewing, Hiring, Evaluating, and Terminating Employees | 2 |
| MGMT 209 Environment, Health, and Safety Issues at Work | 2 |
| COOP 670 Cooperative Education | 2 |

AREA D: BUSINESS MANAGEMENT/SMALL BUSINESS MANAGEMENT

| | |
|-----------------------------------------------|---|
| ACTG 100 Accounting Procedures | 3 |
| BUS. 150 Small Business Management | 3 |
| BUS. 399 Getting Started in Business | 1 |
| BUS. 399 Developing a Business Plan | 1 |
| BUS. 399 Developing a Marketing Plan | 1 |
| BUS. 399 Laws Governing Small Business Owners | 1 |
| BUS. 399 Managing a Business | 1 |
| BUS. 399 QuickBooks Pro | 1 |
| COOP 670 Cooperative Education | 2 |

AS DEGREE - BUSINESS MANAGEMENT

| | |
|-----------------------|-----------|
| Required Core Courses | 27-30 |
| Electives | 10-13 |
| 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. 108 Business Writing & Presentation Methods | 3 |
| BUS. 415 Beginning Computer Keyboarding | 1.5 |
| BUS. 416 Procedures for Working in an Office | 3 |
| BUS. 430 Computer Applications, Part I | 1.5 |
| BUS. 431 Computer Applications, Part II | 1.5 |
| BUS. 439 Document Formatting | 3 |
| BUS. 432 Computer Word Processing | |
| <i>or</i> | |
| BUS. 472 Introduction to Word for Windows | |
| <i>and</i> | |
| BUS. 474 Intermediate Word for Windows | 3 |
| BUS. 448 Using Microsoft Windows | 1.5-3 |
| BUS. 480 Introduction to the Internet | 1 |

| | |
|----------------------------------------------------------|----------------|
| Electives (may be any Business course or Cooperative Ed) | 6 |
| Core Total | 28-29.5 |

AS DEGREE - ADMINISTRATIVE SUPPORT ASSISTANT

| | Units |
|-----------------------|--------------|
| Required Core Courses | 28-29.5 |
| Electives | 10.5-12 |
| 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 where computers 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. 108 Business Writing & Presentation Methods | 3 |
| BUS. 416 Procedures for Working in an Office | 3 |
| BUS. 425 Basic DOS | 1.5 |
| BUS. 430 Computer Applications, Part I | 1.5 |
| BUS. 431 Computer Applications, Part II | 1.5 |
| BUS. 439 Document Formatting | 3 |
| BUS. 432 Computer Word Processing | |
| <i>or</i> | |
| BUS. 472 Introduction to Word for Windows | |
| <i>and</i> | |
| BUS. 474 Intermediate Word for Windows | 3 |
| BUS. 435 Spreadsheets | 1-3 |
| BUS. 448 Using Microsoft Windows | 1.5-3 |
| BUS. 456 Intro. to Presentation Software: PowerPoint | 1.5 |
| BUS. 480 Introduction to the Internet | 1 |
| Electives (may be any Business course or Cooperative Ed) | 4.5 |
| Core Total | 29-32.5 |

AS DEGREE - ADMINISTRATIVE ASSISTANT/EXECUTIVE SECRETARY

| | Units |
|-----------------------|--------------|
| Required Core Courses | 29-32.5 |
| Electives | 7.5-11 |
| 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 three elective units must be taken in Area A or B or any Business course.

**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. 426 Advanced DOS | 1.5 |
| BUS. 430 Computer Applications, Part I | 1.5 |
| BUS. 431 Computer Applications, Part II | 1.5 |
| BUS. 432 Computer Word Processing <i>or</i> | |
| BUS. 472 Introduction to Word for Windows <i>and</i> | |
| BUS. 474 Intermediate Word for Windows | 3 |
| BUS. 435 Spreadsheets | 1-3 |
| BUS. 436 Database Management | 1-3 |
| BUS. 448 Using Microsoft Windows | 1.5-3 |
| BUS. 450 PC Maintenance & System Upgrades | 3 |
| BUS. 451 Adv. PC Maintenance & System Upgrades | 3 |
| BUS. 480 Introduction to the Internet | 1 |
| Electives (select from Option A or B or any Business course) 3 | |
| Core Total | 25.5-31 |

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 162 FORTRAN Programming | 3 |
| COMP 190 Introduction to C Programming | 3 |
| COMP 231 Advanced C & C++ Program. & Data Structures | 3 |
| COMP 235 Visual Basic Programming | 3 |

AS DEGREE - INFORMATION TECHNOLOGY SPECIALIST

| | Units |
|-----------------------|-----------|
| Required Core Courses | 25.5-31 |
| Electives | 9-14.5 |
| General Education | 18 |
| Physical Education | 2 |
| Total | 60 |

COMPUTER SUPPORT SPECIALIST

This certificate is offered as an option is for office workers who wish to develop skills to install 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 - COMPUTER 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 Computer Applications, Part I | 1.5 |
| BUS. 431 Computer Applications, Part II | 1.5 |
| BUS. 444 Telecommunications <i>or</i> | |
| BUS. 480 Introduction to the Internet | 1-1.5 |
| BUS. 446 Introduction to Local Area Networks | 1.5 |
| BUS. 448 Using Microsoft Windows | 1.5-3 |
| BUS. 450 PC Maintenance & System Upgrades | 3 |
| BUS. 451 Adv. PC Maintenance & System Upgrades | 3 |
| BUS. 462 Integrating Windows 95 with Netware | 0.5 |
| <i>Choose 6 units from 460, 461, 463 and 466</i> | |
| BUS. 460 LAN System Manager, 3.XX | 3 |
| BUS. 461 LAN Advanced System Manager, 3.XX | 2 |
| BUS. 463 Installation & Configuration for Novell | 1.5 |
| BUS. 466 Windows NT | 3 |
| Electives (any Business or COMP programming course) | 3 |
| Core Total | 29-28.5 |

AS DEGREE - COMPUTER SUPPORT SPECIALIST

| | Units |
|-----------------------|-----------|
| Required Core Courses | 29-28.5 |
| Electives | 11-11.5 |
| General Education | 18 |
| Physical Education | 2 |
| Total | 60 |

**EARLY CHILDHOOD EDUCATION/
CHILD DEVELOPMENT**

The Early Childhood Education/Child Development Program is designed to meet individual career goals, foster positive parenting skills, and increase individuals' general understanding and appreciation of childhood. Children's growth, developmentally appropriate practice, and professional development within the child care field are major aspects of the program. The child from birth to ten years is the primary focus. Current research and practical applications are combined in order to assist students in planning their most effective role with children.

Early Childhood Education/Child Development students have busy and varied schedules. Courses are offered mornings, afternoons, evenings, and weekends. The program makes every effort to schedule classes to meet the diversity of students' needs and to encourage students to plan ahead in order to complete specific requirements. Any student in the ECE/CD Program may complete the certificate program in one year if a minimum of 12 units is taken each semester.

Students coming from other colleges and universities may have equivalencies established if "child" is in the title of the course and no "Elementary Education" designation exists. All courses that apply toward the certificate program must be lower division work. A minimum of 12 units must be taken at Cañada College to receive the Cañada College ECE certificate. A minimum of a "C" grade in all course work is required. Core

curriculum courses may also be taken at the College of San Mateo and Skyline College.

CAREER OPPORTUNITIES

Career opportunities in early childhood education include preschool teacher or director, child development specialist, infant caregiver, family child care, 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.

It is predicted that related subject areas may be particularly supportive to an ECE/CD background. These include: infant development, nutrition, special education, and microcomputers for curriculum development. Students considering their own ECE/CD 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/Child Development. 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/CHILD DEVELOPMENT

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

**OPTION 1
CERTIFICATE PROGRAM - EARLY CHILDHOOD EDUCATION/CHILD DEVELOPMENT**

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 (select from Supporting Subject Courses below) | 12 |
| Core Total | 24 |

All students earning this certificate must meet the computer literacy requirement of at least 1.0 unit or pass the computer literacy test.

Supporting Subject Courses

| | Units |
|--------------------------------------------------------------------------|-------|
| BUS. 430 Computer Applications, Part I* | 1.5 |
| <i>(*Units do not apply toward the 24 units required for licensing.)</i> | |
| COOP 670 Cooperative Education/Work Experience | 1-3 |
| ECE. 213 School-Age Child | 3 |
| ECE. 223 Infant Development | 3 |
| ECE. 225 Infant/Toddler Environment | 3 |
| ECE. 230 Creative Activities | 3 |
| ECE. 240 Administration: Business/Legal | 3 |
| ECE. 241 Administration: Human Relations | 3 |
| ECE. 242 Supervising Adults in ECE/CD Classrooms | 2 |
| ECE. 250 Violence & Its Impact on Children & Their Families | 3 |

| | |
|-----------------------------------------------------------------------------|------|
| ECE. 252 Teaching Violence Intervention Strategies to Children and Families | 3 |
| ECE. 254 Anti-Bias Curriculum | 3 |
| ECE. 260 Children with Special Needs | 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. 330 Teacher Aide in the Primary Classroom | 3 |
| ECE. 331 The Teaching Experience | 1 |
| ECE. 333 Observational Skills | 1 |
| ECE. 335 Handling Behavior | 3 |
| 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. 366 Practicum in Early Childhood | 3 |
| ECE. 380 Family Day Care Training | 1-4 |
| ECE. 382 Male Involvement in Early Childhood | 1 |
| ECE. 680 Selected Topics | .5-3 |
| ECE. 695 Independent Study | .5-6 |
| EDUC 100 Introduction to Education | 3 |
| LIT. 191 Children's Literature I | 3 |
| LIT. 192 Children's Literature II | 3 |

AS DEGREE - EARLY CHILDHOOD EDUCATION

| | Units |
|-----------------------|-----------|
| Required Core Courses | 24 |
| Electives | 16 |
| General Education | 18 |
| Physical Education | 2 |
| Total | 60 |

TEACHER AIDE/INSTRUCTIONAL ASSISTANT

Teacher Aides/Instructional Assistants work under the direction of an assigned certificated teacher in elementary and middle schools to provide instruction to individuals or small groups of students. Other duties include monitoring and reporting a student's progress, preparing materials for the classroom, and performing duties in support of classroom activities.

Students who wish to transfer to four-year colleges and become credentialed teachers should complete forty units from the California State University General Education or the listed requirements for a California State University Liberal Studies Degree Program. These forty units may also be used for meeting Cañada College General Education requirements and electives. See your counselor for assistance in selecting courses.

**OPTION 2
CERTIFICATE PROGRAM - TEACHER AIDE/INSTRUCTIONAL ASSISTANT**

Required Core Courses

| | Units |
|--------------------------------------------------------------------------|-------|
| BUS. 430 Computer Applications, Part I* | 1.5 |
| <i>(*Units do not apply toward the 24 units required for licensing.)</i> | |
| EDUC 100 Introduction to Education | 3 |
| ECE. 213 The School-Age Child | 3 |

| | |
|------------------------------------------------------------|-------------|
| ECE. 254 Anti-Bias Curriculum | 3 |
| ECE. 313 Health and Safety for Children | 1 |
| ECE. 316 First Aid for Children | .5 |
| ECE. 317 Pediatric CPR | .5 |
| ECE. 330 Assisting in the Classroom | 3 |
| ECE. 331 The Teaching Experience | 1 |
| ECE. 333 Observational Skills | 1 |
| ECE. 335 Handling Behavior | 3 |
| ECE. 350 Special Issues in ECE: Communicating with Parents | 1 |
| COOP 672 Internship | 3 |
| Core Total | 22.5 |

AS DEGREE - TEACHER AIDE/INSTRUCTIONAL ASSISTANT

| | Units |
|-----------------------|-----------|
| Required Core Courses | 22.5 |
| Electives | 18.5 |
| General Education | 18 |
| Physical Education | 2 |
| Total | 60 |

CHILD DEVELOPMENT PERMIT

Cañada College's ECE/CD Certificate Program is aligned with the Child Development Permit regulations. The Permit has been approved by the California Department of Education and the Commission on Teacher Credentialing for child care and development centers operating under Title 5 (publicly subsidized).

The Child Development Permit emphasizes professional development and will eventually impact the entire Early Childhood Education field. The restructured Permit helps address the staff training requirements which exist in the Title 5 and Title 22 regulations. The career lattice approach acknowledges the importance of many entry points into the profession. The Child Development Permit will take the place of the Emergency Children's Center Instructional Permit, the Children's Center Supervision Permit, and the Life Children's Center Supervision Permit.

NOTE: Students interested in a career in Elementary School/Primary Grade classroom teaching should pursue a Liberal Arts/Studies major, not a major in Early Childhood Education and should consult the catalogs of four-year colleges and universities.

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 Elementary 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 Calculus I, II | |
| 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 |

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

(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 gives students a thorough introduction to apparel design and manufacturing. Students are prepared to find employment in an apparel design firm or to start their own business. They will develop essential skills and techniques in sketching, fabric selection, sewing, draping, and pattern making. Business skills are learned through an entrepreneurship course, and students learn to write a business plan. The fashion industry is vast and diverse with many creative, rewarding opportunities in ready-to-wear or high fashion design. An AS degree and certificate program are offered.

CAREER OPPORTUNITIES

Career opportunities in Fashion Design include designer, assistant designer, pattern maker, pattern grader, fashion illustrator, sample sewer, custom dressmaker, tailor, alteration sewer, and fabric or clothing sales representative. Through internships, students receive valuable on-the-job training. The apparel industry is one of the largest employers in the global marketplace. Depending on the particular career interest, students may need to pursue advanced education.

TRANSFER PROGRAM

Students planning to transfer to four-year colleges and universities should consult those catalogs for additional information concerning Fashion Design. Students can fulfill General Education and lower divi-

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

CERTIFICATE PROGRAM - 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.

Required Core Courses

| | Units |
|----------------------------------------------------------|-------------|
| FASH 100 Principles of Fashion Design | 3 |
| FASH 111 Techniques of Fit | 3 |
| FASH 115 Intermediate Clothing Construction <i>or</i> | |
| FASH 116 Tailoring | 3 |
| FASH 118 Beginning Flat Pattern | 3 |
| FASH 123 Introduction to the Fashion Industry | 3 |
| FASH 162 Advanced Flat Pattern | 3 |
| FASH 164 Fashion Illustration | 2 |
| FASH 166 Fashion Entrepreneurship | 3 |
| FASH 168 Fashion Draping | 3 |
| COOP 672 Cooperative Education <i>or</i> | |
| COOP 672 Cooperative Education Internship | 3 |
| BUS. 430 Computer Applications, Part I | 1.5 |
| Core Total | 31.5 |

AS DEGREE - FASHION DESIGN

| | Units |
|-----------------------|-----------|
| Required Core Courses | 31.5 |
| Electives | 9.5 |
| General Education | 18 |
| Physical Education | 2 |
| Total | 60 |

FOOD SERVICE

In cooperation with San Mateo County Vocational Rehabilitation Services (VRS), the Business, Occupational Education & Off-Campus Programs Division offers a variety of food service courses to prepare students for entry-level positions in the Food Industry business. The program makes every effort to schedule classes to meet the diversity of students' needs.

CAREER OPPORTUNITIES

The Food Service Industry offers many opportunities to an individual who has completed the courses in Food Service. These opportunities offer a wide range of salaries and job advancement.

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 two certificate programs--residential and commercial 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. Interior Design students are required to complete the core requirements in Interior Design *before* taking the residential and commercial design certificate requirements. If a student has an earned Bachelor's degree, he/she must see a counselor regarding courses completed during the first two years of college that may be substituted for 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, consultants, designers in design firms, and home furnishings departments and/or retail outlets. 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

Core Requirements
(must be completed by *all* Interior Design students *before* taking courses in the speciality options.)

| | Units |
|----------------------------------------------------|-------|
| ARCH 110 Basic Architectural Drawing | 3 |
| ART 148 Color for Interiors | 3 |
| ART 201 Form and Composition I | 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 150 History of Interiors | 3 |

| | |
|-------------------------------------|-----------|
| INTD 362 CAD for Interior Designers | 1 |
| INTD 450 Materials and Finishes | 3 |
| Core Total | 31 |

AS DEGREE - INTERIOR DESIGN

| | |
|-----------------------|-----------|
| Required Core Courses | 31 |
| Electives | 9 |
| General Education | 18 |
| Physical Education | 2 |
| Total | 60 |

Supporting Subject Courses

| | Units |
|--------------------------------------------------------------|-------|
| ART 101 History of Art I | 3 |
| ART 102 History of Art II | 3 |
| ART 125 Asian Art for Interiors: China and Korea** | 1 |
| ART 126 Asian Art for Interiors: Japan & Southeast Asia** | 1 |
| ART 127 Asian Art for Interiors: Japan, India, Philippines** | 1 |
| ART 204 Drawing I | 3 |
| BUS. 430 Computer Applications, Part I* | 1.5 |
| INTD 194 Rendering | 1 |
| INTD 260 Fundamentals of Lighting | 2 |
| 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**RESIDENTIAL DESIGN CERTIFICATE**

Note: Interior Design Certificate core courses (31 units) must be completed before taking any of the following courses.

Required Core Courses

| | Units |
|----------------------------------------------------------|--------------|
| Interior Design Certificate <i>and</i> | 31 |
| 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 270 Kitchen Design I | 3 |
| INTD 271 Bath Design I | 3 |
| INTD 340 Furniture, Casework and Interior Detailing | 3 |
| INTD 350 Commercial Design I | 3 |
| INTD 356 Residential & Commercial Construction | 3 |
| INTD 370 Construction Estimating and Renovation | 3 |
| INTD 464 Codes: Fire, Safety, and Barrier-Free Design | 1 |
| Electives (select from Supporting Subject Courses below) | 1-3 |
| Core Total | 62-64 |

Supporting Subject Courses

| | Units |
|--------------------------------------------------------------|-------|
| ART 101 History of Art I | 3 |
| ART 102 History of Art II | 3 |
| ART 125 Asian Art for Interiors: China and Korea** | 1 |
| ART 126 Asian Art for Interiors: Japan & Southeast Asia** | 1 |
| ART 127 Asian Art for Interiors: Japan, India, Philippines** | 1 |
| ART 204 Drawing I | 3 |
| BUS. 430 Computer Applications, Part I* | 1.5 |
| COOP 670 Cooperative Education/Work Experience | |
| <i>or</i> | |

| | |
|---------------------------------------------------------|---|
| COOP 672 Cooperative Education: Internship | 1 |
| INTD 156 Portfolio Preparation | 3 |
| INTD 160 Decorating Finishes | 3 |
| INTD 194 Rendering | 1 |
| INTD 278 Marketing and Salesmanship for Interior Design | 3 |
| 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**COMMERCIAL DESIGN CERTIFICATE**

Note: Interior Design Certificate core courses (31 units) must be completed before taking any of the following courses.

Required Core Courses

| | Units |
|----------------------------------------------------------|-----------|
| Interior Design Certificate <i>and</i> | 31 |
| 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 340 Furniture, Casework and Interior Detailing | 3 |
| INTD 350 Commercial Design I | 3 |
| INTD 351 Commercial Design II | 3 |
| INTD 356 Residential and Commercial Construction | 3 |
| INTD 370 Construction Estimating and Renovation | 3 |
| INTD 464 Codes: Fire, Safety and Barrier-Free Design | 1 |
| Electives (select from Supporting Subject Courses below) | 3 |
| Core Total | 61 |

Supporting Subject Courses

| | Units |
|--------------------------------------------------------------|-------|
| ART 101 History of Art I | 3 |
| ART 102 History of Art II | 3 |
| ART 125 Asian Art for Interiors: China and Korea** | 1 |
| ART 126 Asian Art for Interiors: Japan & Southeast Asia** | 1 |
| ART 127 Asian Art for Interiors: Japan, India, Philippines** | 1 |
| ART 204 Drawing I | 3 |
| BUS. 430 Computer Applications, Part I* | 1.5 |
| COOP 670 Cooperative Education/Work Experience | |
| <i>or</i> | |
| COOP 672 Cooperative Education: Internship | 1 |
| DRAF 100 Intro. to Computer-Aided Drafting (CSM) | 2 |
| <i>or</i> | |
| DRAF 121 Computer-Aided Drafting I (CSM) | 3 |
| INTD 156 Portfolio Preparation | 3 |
| INTD 160 Decorating Finishes | 3 |
| INTD 194 Rendering | 1 |
| INTD 278 Marketing and Salesmanship for Interior Design | 3 |
| 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

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 (select from Supporting Subject Courses below) | 15 |
| Core Total | 27 |

Supporting Subject Courses

| | 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 274 Advanced Family Law Projects | 3 |
| LEGL 276 Computers in the Law | 1 |
| 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 |
| BUS. 201 Business Law | 3 |
| BUS. 430 Computer Applications, Part I | 1.5 |
| BUS. 431 Computer Applications, Part II | 1.5 |
| BUS. 432 Computer Word Processing | 1-3 |
| <i>or</i> | |
| BUS. 472 Introduction to Word for Windows | 1 |
| <i>and</i> | |
| BUS. 474 Intermediate Word for Windows | 1 |

AS DEGREE - PARALEGAL

| | Units |
|-----------------------|--------------|
| Required Core Courses | 27 |
| Electives | 13 |

| | |
|--------------------|-----------|
| General Education | 18 |
| Physical Education | 2 |
| Total | 60 |

SECRETARIAL/CLERICAL

See Business/Office Technology

TRAVEL INDUSTRY CAREERS

The Cañada College Travel Industry Career 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 Travel Industry Careers, 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

There are three specialty areas available in Cañada's Travel Industry Careers program which are outlined below.

Leisure Travel

This specialty prepares students for salaried and commission sales positions in retail travel agencies handling cruises, hotels, package tours, airline tickets, rail itineraries, and individually tailored travel arrangements. Suggested support courses include TOUR 200 and TOUR 784.

Group/Wholesale Tours

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. Courses include the newest types of tours being packaged: "soft" adventure, "hard" adventure, and ecotourism. Courses cover tour negotiations, costing/pricing, market research, operations and sales. Suggested support courses include TOUR 200, TOUR 772, and TOUR 780.

Corporate Travel

The best travel industry opportunities for upward mobility, higher pay, and management level careers are in the "mega" agencies and the travel departments of major corporations. Career opportunities are available as a corporate travel specialist, corporate travel managers, group incentive travel managers, corporate meeting planners, and convention managers. Suggested support courses include TOUR 778 and TOUR 780.

CERTIFICATE PROGRAM - TRAVEL INDUSTRY CAREERS

Required Core Courses

| | Units |
|--------------------------------------------------|--------------|
| TOUR 101 Leisure Travel Sales | 3 |
| TOUR 700 Introduction to Leisure Travel Planning | 3 |
| TOUR 762 Airline Computer Reservations Training | 3 |
| TOUR 766 International Air Pricing | 3 |
| TOUR 782 Tourism World Travel Destinations | 3 |
| COOP 670 Cooperative Education | |
| <i>or</i> | |
| COOP 672 Cooperative Education: Internship | 2 |
| BUS. 430 Computer Applications, Part I | 1.5 |

| | |
|-------------------------------------------------|-----------|
| BUS. 431 Computer Applications, Part II | 1.5 |
| Electives (choose from Specialty Courses below) | 6 |
| Core Total | 26 |

Electives--Supporting Subject Courses (choose a total of six units from the tourism courses, excluding required core courses)

| | |
|---------------------------------------------------|---|
| TOUR 200 Marketing & Entrepreneurship for Tourism | 3 |
| TOUR 770 F.I.T. Planning and Costing | 3 |
| TOUR 772 Wholesale Group Tour Operations | 3 |
| TOUR 778 Corporate Travel Procedures | 3 |
| TOUR 780 Corporate Travel and Event Planning | 3 |
| TOUR 784 Cruise Sales | 3 |

AS DEGREE - TRAVEL INDUSTRY CAREERS

| | Units |
|-----------------------|-----------|
| Required Core Courses | 26 |
| Electives | 14 |
| General Education | 18 |
| Physical Education | 2 |
| Total | 60 |



HUMANITIES DIVISION

Departments

Art
 Drama
 English
 English Institute
 Foreign Languages
 History
 Human Services Program
 Multimedia
 Music
 Philosophy
 Political Science
 Psychology
 Social Science
 Sociology
 Speech

The Humanities Division also offers a Library Science course and English Institute (ESL). There are no majors or transfer programs available in ESL.

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 |

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

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 pursuing a career in the theatre arts or simply desiring creative expression, will find in the drama department, a wide array of pertinent courses, as well as 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 five plays during the year, a student has the opportunity to work with at least two 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 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 220 Acting for the Camera | 3 |
| 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 or her 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, fulfill-

ment 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, Russian, 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.

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.*

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 I | 3 |
| *HIST 101 History of Western Civilization II | 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 I | 3 |
| HIST 452 Far Eastern Civilization & Heritage II | 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 |

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

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.

MULTIMEDIA

Courses offered in Multimedia are listed under the disciplines of Art and Computer Information Systems (see Schedule of Classes, or visit our website, canadacollege.net). During 1999-00, certificate and associate degree programs in multimedia are being developed. For more informa-

tion, call the Division of Science, Technology and Learning Resources, 306-3291, or Humanities, 306-3336.

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.**

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 |

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

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, rein-

forces 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 | 3 |
| or | |
| *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 |

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

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, humanservices assistants, 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 |

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

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.

SOCIAL SCIENCES

Social science is an integrated curriculum involving the disciplines of anthropology, economics, geography, history, philosophy, political science, psychology, social science and sociology.

HUMAN SERVICES PROGRAM

The Human Services Program at Cañada College was developed in cooperation with State and County Departments of Mental Health, Rehabilitation, Vocational Rehabilitation, and Human Services. The program is designed to train personnel to provide value-based services for individuals and families in need of temporary social, health, and economic assistance.

CAREER OPPORTUNITIES

The Human Services Program prepares students for various paraprofessional fields, such as mental health case manager, job coach-employment specialist, social service intake specialist, community health worker, and other entry-level human services agency positions. Graduates of the program can expect to work as entry-level employees under the direct

supervision of social workers and other human services professionals in public and non-profit social service agencies.

CERTIFICATE PROGRAM - HUMAN SERVICES

Required Core Courses

| | Units |
|----------------------------------------------------------|-------------|
| HMSV 100 Introduction to Human Services | 3 |
| HMSV 110 Introduction to Counseling and Interviewing | 3 |
| HMSV 115 Introduction to Case Management | 3 |
| HMSV 120 Public Assistance and Benefits Programs | 1 |
| BUS. 430 Computer Applications, Part I | 1.5 |
| COOP 670 Cooperative Education/Work Experience | |
| <i>or</i> | |
| COOP 672 Cooperative Education: Internship | 3 |
| Electives (choose from Supporting Subject Courses below) | 12 |
| Core Total | 26.5 |

Supporting Subject Courses

| | Units |
|-------------------------------------------------------------------|-------|
| BUS. 108 Business Writing and Presentation Methods | 3 |
| ECE. 201 Child Development | 3 |
| ECE. 212 Child, Family, and Community | 3 |
| ECE. 223 Infant Development | 3 |
| HMSV 130 Employment Support Strategies | 3 |
| HMSV 131 Job Development | 3 |
| HMSV 150 Rehabilitation and Recovery | 3 |
| HMSV 151 Current Trends and Issues in Psychosocial Rehabilitation | 3 |
| PSYC 106 Psychology of Ethnic Minorities | 3 |
| SOSC 250 Mexican American Culture | 3 |
| SOCI 105 Social Problems | 3 |
| SOCI 141 Understanding Diverse Racial/Ethnic Cultures | 3 |
| SPCH 120 Interpersonal Communication | 3 |

**AS DEGREE - SOCIAL SCIENCE
HUMAN SERVICES PROGRAM**

| | Units |
|-------------------------------------------|-----------|
| Required Core Courses | 14.5 |
| Electives from Supporting Subject Courses | 12 |
| Electives | 13.5 |
| General Education | 18 |
| Physical Education | 2 |
| Total | 60 |

**AA DEGREE - SOCIAL SCIENCE
INTERNATIONAL STUDIES**

Major Core Requirements

| | Units |
|------------------------------------------------|-------|
| ANTH 100 Cultural Anthropology | 3 |
| BUS. 430 Computer Applications, Part I | 1.5 |
| ECON 100 Principles of Macro Economics | 3 |
| GEOG 150 World Regional Geography | 3 |
| HIST 101 History of Western Civilization II | |
| <i>or</i> | |
| HIST 202 United States History II | |
| <i>or</i> | |
| HIST 422 Modern Latin America | |
| <i>or</i> | |
| HIST 451 Far Eastern Civilization & Heritage I | 3 |
| PLSC 130 International Relations | 3 |

| | |
|----------------------------------------------------------------------------------|---|
| PSYC 106 Psychology of Ethnic Minority Groups or | |
| SOCI 141 Understanding Diverse Racial/Ethnic Cultures | 3 |
| Languages: Two semesters of one language (Spanish, French, Italian or German) | 5 |

Core Total 24.5

| | |
|-------------------------|------|
| Major Core Requirements | 24.5 |
| Electives | 12.5 |
| General Education | 21 |
| Physical Education | 2 |

Supporting Subject Courses

| | Units |
|-------------------------------------------------|-------|
| ANTH 105 Peoples and Cultures of the World | 3 |
| BUS. 101 Human Relations in Business | 3 |
| BUS. 431 Computer Applications, Part II | 1.5 |
| BUS. 472 Introduction to Word for Windows | 1 |
| BUS. 474 Intermediate Word for Windows | 1 |
| BUS. 480 Introduction to Internet | 1 |
| BUS. 481 Internet Using Netscape | 1 |
| BUS. 482 Information Retrieval on the Internet | 1 |
| ECON 102 Principles of Micro Economics | 3 |
| GEOG 110 Cultural Geography | 3 |
| HIST 102 History of American Civilization | 3 |
| PLSC 210 American Politics | 3 |
| PLSC 103 Critical Thinking About World Politics | 3 |
| PHIL 190 Contemporary Philosophy | 3 |
| PHIL 300 Introduction to World Religions | 3 |
| SOSC 250 Mexican-American Culture | 3 |

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 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.

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.**



OFFICE OF THE VICE PRESIDENT

The Department of Physical Education and Athletics is administered through the Office of the Vice President and offers a wide variety of activity courses. A major focus 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.

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 |
| BIOL 250 Anatomy | 4 |
| BIOL 260 Human Physiology | 5 |
| Physical Education Activities | 4-8 |

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

AA DEGREE - PHYSICAL EDUCATION

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

CERTIFICATE PROGRAM - PHYSICAL EDUCATION FITNESS SPECIALIST EMPHASIS

Required Core Courses

| | Units |
|--------------------------------------------|--------------|
| FITN 680 Personal Trainer Preparation | 3 |
| HSCI 430 CPR and First Aid | 1 |
| BIOL 310 Nutrition | 3 |
| BIOL 250 Human Anatomy | 4 |
| BIOL 260 Human Physiology | 5 |
| FITN 680 Internship for Fitness Specialist | 1 or 2 |
| Core Total | 17-18 |

Supporting Subject Courses

| | |
|------------------------------------------------------|--------|
| FITN 105 Fitness for Life | 2 |
| FITN 201 Beginning Weight Conditioning | |
| <i>or</i> | |
| FITN 204 Intermediate/Advanced Weight Conditioning | 1 |
| P.E. 115 Introduction to Adaptive Physical Education | 2 |
| P.E. 116 Assisting in Adaptive Physical Education | .5 - 3 |
| P.E. 308 Athletic Injury Care Internship | 2 |
| LCTR 151 Allied Health Science Vocabulary | 1 |

AA DEGREE - PHYSICAL EDUCATION FITNESS SPECIALIST EMPHASIS

| | |
|----------------------------|-----------|
| Required Core Courses | 17-18 |
| Supporting Subject Courses | 2-3 |
| Electives | 20 |
| General Education | 18 |
| Physical Education | 2 |
| Total | 60 |

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 Programs" on page 17. Additional questions regarding eligibility should be addressed to the Athletic Director, Building 1, Room 116.

SCIENCE, TECHNOLOGY AND LEARNING RESOURCES DIVISION

The Science, Technology and Learning Resources Division encompasses the traditional sciences and mathematics, as well as the applied sciences, such as engineering, computer information systems and radiologic technology. The Learning Center is also housed within the division. See page 20 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, basic skills in mathematics, and 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.

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

The Science, Technology and Learning Resources Division includes the following areas:

- Biological Sciences
 - Anthropology
 - Biology
 - Anatomy
 - Physiology
 - Microbiology
 - Health Science
 - Botany
- Computer Information Systems
- Engineering
- Mathematics
- Microcomputer Specialist
- Physical Sciences
 - Physics
 - Chemistry
 - Geography
 - Geology
 - Oceanography
 - Paleontology
 - Architecture
- Radiologic Technology
- Disabled Student Program & Services
- The Learning Center
- The Library

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 |

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

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.

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 Calculus I, II | 10 |
| or | |
| MATH 251, 252, & 253 Analytical Geometry & Calculus | 15 |
| PHYS 210 General Physics I | |
| and | |
| PHYS 220 General Physics II | 8 |
| or | |
| PHYS 250 General Physics | |
| and | |
| PHYS 260 Electricity & Magnetism | |
| and | |
| PHYS 270 Thermodynamics, 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

To earn the AS degree in Biology, students must complete 60 units of lower division college work with a minimum overall grade point average of 2.0. Eighteen units of general education, two units of physical education and a major are required. The major in Biology consists of eighteen units of core courses and twelve units of supporting subject courses for a total of thirty (30) units.

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 |

Supporting Subject Courses

(a minimum of 12 units to be selected from the following list)

| | Units |
|-------------------------------------------------------------|-------|
| BIOL 130 Human Biology | 3 |
| CHEM 220 General Chemistry II | 5 |
| CHEM 250 Quantitative Analysis | 4 |
| BIOL 250 Human Anatomy | 4 |
| BIOL 240 Microbiology | 4 |
| BIOL 260 Human Physiology | 5 |
| BIOL 103 Native Plants and Wildflowers | 3 |
| BIOL 310 Nutrition | 3 |
| MATH 241 & 242 Applied Calculus I, II | 10 |
| or | |
| MATH 251, 252 & 253 Analytical Geometry & Calculus | 15 |
| PHYS 220 General Physics II | 4 |
| or | |
| PHYS 260 Electricity and Magnetism | |
| and | |
| PHYS 270 Thermodynamics, Light & Modern Physics | 8 |
| MATH 200 Elementary Probability and Statistics | 4 |
| COMP 430 Survey of Macintosh Applications | 3 |
| or | |
| COMP 450 Introduction to Macintosh | |
| and | |
| COMP 455 Introduction to Macintosh Spreadsheet and Database | |
| and | |
| COMP 460 Introduction to Macintosh Desktop Publishing 1.5 | |

(Certain Core Courses and Supporting Subject Courses may be used also to satisfy general education and/or other graduation competency requirements.)

| | |
|--------------------------------------|-----------|
| Core Courses | 18 |
| Supporting Subject Courses for Major | 12 |
| Electives | 10 |
| General Education | 18 |
| Physical Education | 2 |
| Total | 60 |

AS DEGREE-BIOLOGY, EMPHASIS IN HEALTH SCIENCES

The AS degree in Biology, emphasis in Health Sciences, is designed for students preparing to enter transfer degree programs such as Health Education, Dietetics, or Physical Therapy (see also the Recommended Transfer Program for Physical Therapy on page 66). Students who are preparing to enter allied health programs such as Radiologic Technology, Respiratory Therapy, Nursing (see also Recommended Transfer Program for Nursing on page 65), Medical Laboratory Technician or Dental Hygienist may complete prerequisites to program entry through completion of the core program below or may choose to earn the AS degree in Biology, emphasis in Health Sciences. Since requirements for admission to these programs may vary, students should consult a counselor as well as the catalogs of the institutions to which they wish to transfer for specific requirements.

To earn the AS degree in Biology, emphasis in Health Sciences, students must complete 60 units of lower division college work with a minimum overall grade point average of 2.0. Eighteen units of general education, two units of physical education and a major are required. The major in Health Sciences consists of 16-18 units of core courses and 10 units of supporting subject courses for a total of 26-28 units.

Required Core Courses

| | |
|------------------------------------------|--------------|
| BIOL 110 Principles of Biology | 4 |
| <i>One of the following courses:</i> | |
| CHEM 192 Elementary Chemistry | |
| or | |
| CHEM 410 Health Science Chemistry I | |
| or | |
| CHEM 210 General Chemistry I | 4-5 |
| <i>And two of the following courses:</i> | |
| BIOL 250 Human Anatomy*+ | 4 |
| BIOL 240 Microbiology+• | 4 |
| BIOL 260 Human Physiology+• | 5 |
| Core Total | 16-18 |

*generally required for Radiologic Technology Program

+generally required for Nursing Programs

•generally required for Respiratory Therapy Programs

Supporting Subject Courses

(a minimum of 10 units to be selected from the following list)

| | |
|-----------------------------------------------------|-----|
| BIOL 250 Human Anatomy | 4 |
| BIOL 240 Microbiology | 4 |
| BIOL 260 Human Physiology | 5 |
| BIOL 310 Nutrition | 3 |
| HSCI 430 CPR and First Aid | 1 |
| CHEM 420 Health Science Chemistry II | 4 |
| CHEM 220 General Chemistry II | 5 |
| PHYS 210 & 220 General Physics I and II | 4,4 |
| ANTH 100 Cultural Anthropology | 3 |
| PSYC 100 General Psychology | 3 |
| PSYC 201 Child Development | 3 |
| MATH 200 Elementary Probability and Statistics | 4 |
| BIOL 225 Biology of Organisms | 5 |
| BIOL 230 Cell Biology | 4 |
| MATH 241 & 242 Applied Calculus I and II | 5,5 |
| COMP 430 Survey of Macintosh Applications | 3 |
| COMP 450 Introduction to the Macintosh | .5 |
| COMP 455 Intro. to Macintosh Spreadsheet & Database | .5 |
| COMP 460 Intro. to Macintosh Desktop Publishing | .5 |
| FITN 105 Fitness for Life | 2 |
| FITN 250 Fitness Leadership | 3 |
| LCTR 151 Allied Health Science Vocabulary | 1 |

(Certain Core Courses and Supporting Subject Courses may be used also to satisfy general education and/or other graduation competency requirements.)

| | |
|--------------------------------------|-----------|
| Core Courses | 16-18 |
| Supporting Subject Courses for Major | 10 |
| Electives | 12-14 |
| 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 Calculus I, II | 10 |
| PHYS 210 General Physics I | |
| and | |
| 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 AS 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 I & II | 8 |
| or | |
| CHEM 210, 220 General Chemistry I & II | 10 |

| | |
|--------------------------------|---|
| BIOL 250 Anatomy | 4 |
| BIOL 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 |
|------------------------------------------------|-------|
| BIOL 250 Anatomy | 4 |
| BIOL 260 Human Physiology | 5 |
| CHEM 210 & 220 General Chemistry I & II | 10 |
| or | |
| CHEM 410 & 420 Health Science Chemistry I & II | 8 |
| PHYS 210 & 220 General Physics I & II | 8 |
| PSYC 100 General Psychology | 3 |
| MATH 200 Elementary Probability and Statistics | 4 |
| ENGL 100 Reading and Composition | 3 |

COMPUTER INFORMATION SYSTEMS (CIS)

The Computer Information Systems Program offers an AS degree and a parallel transfer program. Students who already possess a degree will gain substantial skills in computer sciences through completion of the Core Courses. See also the related program for Microcomputer Specialist on page 68.

The major for the AS degree in Computer Information Systems consists of 16-17 units of Required Core Courses and 12 units of electives chosen from the list of Supporting Subject Courses which complete the major. Other electives for the AS degree may be chosen freely. To earn the AS degree, students also must complete general education and other graduation requirements.

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.

RECOMMENDED TRANSFER PROGRAM - COMPUTER SCIENCE

| | Units |
|-----------------------------------------------------------|-------|
| COMP 103 Introduction to Programming | 3 |
| COMP 190 Introduction to C Programming | 3 |
| COMP 231 Advanced C and C++ Programming & Data Structures | 3 |
| MATH 200 Elementary Probability and Statistics | 4 |
| MATH 251 Analytical Geometry & Calculus I | 5 |
| MATH 252 Analytical Geometry & Calculus II | 5 |
| MATH 253 Analytical Geometry & Calculus III | 5 |
| PHYS 250 Physics with Calculus I | 4 |
| PHYS 260 Physics with Calculus II | 4 |

AS DEGREE - COMPUTER INFORMATION SYSTEMS (CIS)

Required Core Courses

| | Units |
|-----------------------------------------------------------|-------|
| COMP 103 Introduction to Programming | 3 |
| COMP 190 Introduction to C Programming | 3 |
| COMP 231 Advanced C and C++ Programming & Data Structures | 3 |
| <i>One of the following courses:</i> | |
| MATH 200 Elementary Probability and Statistics | 4 |
| MATH 241 Applied Calculus I | 5 |
| MATH 251 Analytical Geometry & Calculus I | 5 |
| <i>And one of the following courses:</i> | |
| COMP 162 Fortran Programming | 3 |
| COMP 175 Introduction to Hypercard | 3 |
| COMP 189 Operating Systems Overview | 3 |
| COMP 235 Visual Basic Programming | 3 |
| COMP 236 Java Programming Language | 3 |

Core Total 16-17

Supporting Subject Courses

(a minimum of 12 units to be selected from the following list)

| | Units |
|----------------------------------------------------------|-------|
| MATH 200 Elementary Probability and Statistics | 4 |
| MATH 219 Pre-Calculus | 5 |
| MATH 241,242 Applied Calculus I&II | 5,5 |
| MATH 251,252,253 Analytical Geometry & Calculus I,II,III | 5,5,5 |
| MATH 270 Linear Algebra | 3 |
| MATH 275 Ordinary Differential Equations | 3 |
| MATH 430 Using the TI-85 Graphing Calculator | .5 |

| | |
|----------------------------------------------------|-------|
| COMP 162 Fortran Programming | 3 |
| COMP 235 Visual Basic Programming | 3 |
| COMP 236 Java Programming Language | 3 |
| COMP 310 Computer Architecture & Organization | 1.5 |
| COMP 311 Introduction to the Unix Operating System | 1.5 |
| COMP 470 Spreadsheets for Scientists and Engineers | 1 |
| PHYS 210,220 General Physics I and II | 4,4 |
| or | |
| PHYS 250,260,270 Physics with Calculus I, II, III | 4,4,4 |
| ENGR 210 Engineering Graphics | 4 |
| ENGR 260,261 Circuits and Devices | 3,1 |
| ENGR 270 Materials Science | 3 |
| CHEM 210,220 General Chemistry I,II | 5,5 |
| PHIL 103 Critical Thinking | 3 |

(Certain Core Courses and Supporting Subject Courses may be used also to satisfy general education and/or other graduation competency requirements.)

| | |
|--------------------------------------|-----------|
| Required Core Courses | 16-17 |
| Supporting Subject Courses for Major | 12 |
| Electives | 11-12 |
| General Education | 18 |
| Physical Education | 2 |
| 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 program detailed below has 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 Committee (ELC) 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). The major for the Associate Degree in Engineering consists of 19 units of Required Core Courses and 11 units of electives chosen from the list of Supporting Subject Courses which complete the major. Other electives for the AS degree may be chosen freely. To earn the AS degree, students must also complete general education and other graduation requirements.

Required Core Courses

| | Units |
|-------------------------------------------|-----------|
| ENGR 210 Engineering Graphics | 3 |
| ENGR 230 Statics | 3 |
| ENGR 260 Circuits and Devices | 3 |
| ENGR 261 Circuits and Devices Lab | 1 |
| ENGR 270 Materials Science | 3 |
| MATH 251 Analytical Geometry & Calculus I | 5 |
| Core Total | 19 |

Supporting Subject Courses

(minimum 11 units)

| | |
|------------------------------------------------------|-----|
| MATH 252, 253 Analytical Geometry & Calculus II, III | 5,5 |
| MATH 270 Linear Algebra | 3 |
| MATH 275 Ordinary Differential Equations | 3 |
| PHYS 250 General Physics | 4 |
| PHYS 260 Electricity & Magnetism | 4 |
| PHYS 270 Thermodynamics, Light & Modern Physics | 4 |
| CHEM 210, 220 General Chemistry | 5,5 |
| PHIL 103 Critical Thinking | 3 |
| COMP 190 Introduction to C Programming | 3 |
| ENGR 215 Computational Methods for Engineers | 3 |

AS DEGREE - ENGINEERING

| | Units |
|--------------------------------|-----------|
| Required Core Courses | 19 |
| Supporting Subject Courses | 11 |
| Electives | 10 |
| General Education Requirements | 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 by 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 Calculus I, II | |
| or | |
| MATH 251, 252 Analytic Geometry & Calculus | 10 |

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

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.

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 and | |

PHYS 220 General Physics II 8

MICROCOMPUTER SPECIALIST

The Microcomputer Specialist Program is designed to prepare students for employment in a position calling for selection, evaluation, installation, support, management, and maintenance of an organization's microcomputers and networks. The Microcomputer Specialist must be skilled in needs analysis, prototyping/testing, implementation, user training and communication. Successful completion of the program will provide the student with the necessary skills and knowledge.

Students may complete 24 units of Core Courses to earn a Microcomputer Specialist Certificate. To earn an AS degree, students must complete the 24 units of Core Courses, 16 units of electives, general education and other graduation requirements.

CERTIFICATE PROGRAM-MICROCOMPUTER SPECIALIST**Required Core Courses**

| | Units |
|--------------------------------------------------------|-----------|
| BUS. 103 Introduction to Business Computer Systems | |
| or | |
| COMP 103 Introduction to Programming | 3 |
| BUS. 430 Computer Applications I | |
| BUS. 431 Computer Applications II | 1.5 |
| BUS. 444 Telecommunications | 1.5 |
| BUS. 446 Introduction to Local Area Networks | 1.5 |
| BUS. 460 LAN System Manager 3.xx | 1.5 |
| BUS. 461 Advanced LAN System Manager 3.xx | 1.5 |
| COMP 190 Introduction to C Programming | 3 |
| COMP 231 Advanced C and C++ Program. & Data Structures | 3 |
| COMP 310 Computer Architecture | 1.5 |
| COMP 311 Introduction to UNIX | 1.5 |
| BUS. 436 Database Management | 3 |
| Core Total | 24 |

AS DEGREE - MICROCOMPUTER SPECIALIST

| | Units |
|--------------------------------|-----------|
| Required Core Courses | 24 |
| Electives | 16 |
| General Education Requirements | 18 |
| Physical Education | 2 |
| Total | 60 |

(Certain Core Courses and Supporting Subject Courses may be used also to satisfy general education and/or other graduation competency requirements.)

Supporting Subject Courses

| | Units |
|------------------------------------------------|-------|
| ART 314 Graphic Arts & Layout on the Macintosh | 3 |
| BUS. 101 Human Relations in Business | 3 |
| BUS. 415 Beginning Computer Keyboarding | 3 |
| BUS. 425 Basic DOS | 1.5 |
| BUS. 426 Advanced DOS | 1.5 |
| BUS. 448 Using Microsoft Windows | 1.5 |
| COMP 103 Introduction to Programming | 3 |
| COMP 155 BASIC Programming | 3 |
| COMP 162 FORTRAN Programming | 3 |
| COMP 235 Visual Basic Programming | 3 |
| COMP 430 Survey of Macintosh Applications | 3 |
| COOP 670 Cooperative Education | 1-4 |

| | |
|------------------------------------------------------|---|
| BUS. 450 PC Maintenance and System Upgrades | 3 |
| BUS. 451 Advanced PC Maintenance and System Upgrades | 3 |
| ENGR 220 Engineering Graphics | 2 |

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 Analytical Geometry and Calculus I | 5 |
| MATH 252 Analytical Geometry and Calculus II | 5 |
| MATH 253 Analytical Geometry and Calculus III | 5 |
| MATH 275 Ordinary Differential Equations (<i>for Physics only</i>) | 3 |
| PHYS 250 General Physics | 4 |
| PHYS 260 Electricity & Magnetism | 4 |
| PHYS 270 Thermodynamics, Light & Modern Physics | 4 |
| CHEM 210 General Chemistry I | 5 |
| CHEM 220 General Chemistry II | 5 |
| CHEM 250 Quantitative Analysis (<i>for Chemistry only</i>) | 5 |
| COMP 162 FORTRAN Programming | 3 |

AS DEGREE - CHEMISTRY

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

AS DEGREE - PHYSICS

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

students planning to transfer to four-year institutions, fulfillment of lower-division requirements for the institution of their choice will be considered a major.

RADIOLOGIC TECHNOLOGY

(X-RAY TECHNOLOGY)

The Radiologic Technology 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 prospective students. For more information, please call the Science, Technology and Learning Resources Division office at 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 Radiographic Positioning | 4 |
| RADT 420 Radiographic Positioning II | 3.5 |
| RADT 415 Radiation Protection and Biology | 3 |
| RADT 430 Principles of Radiographic Film Production | 3.5 |
| RADT 435 Imaging Equipment and Quality Control | 1.5 |
| RADT 440 Advanced Imaging Modalities & Specialized Procedures | 4 |
| RADT 441 Sectional Anatomy | 1.5 |
| RADT 442 Radiographic Pathology | 1.5 |
| RADT 450 Registry Review | 1.5 |
| RADT 418, 428, 438, 448, 458, 468 Clinical Education I-VI (total approx. 2,000 hours) | 31.5 |
| Core Total | 61 |

| | |
|----------------------------------------------------------------------------------------------------------------|----|
| Required Core Courses | 61 |
| Additional General Education requirements** (3 units of G.E. are satisfied through above core requirements) | 15 |

| | |
|--------------------|-----------|
| Physical Education | 2 |
| Total | 78 |

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

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

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

Students must obtain current certification in CPR for health care providers.

SYSTEMS AND FACILITIES MAINTENANCE ENGINEER

This program is intended for those who are interested in an entry-level position in building and facilities maintenance working with building systems including heating, ventilation, air conditioning, electrical, and computer control systems. The program also covers EPA and OSHA regulations, building codes, and reading blueprints and plans. This new program will offer its first courses in the 1999-2000 year; see Engineering Technology (ETEC) for listings. A complete certificate program will be developed and available by Fall 2000.



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COURSES

GENERAL INFORMATION

PREREQUISITES and 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. In order to successfully complete a course a grade of "C" or better must be earned in the designated course. 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 corequisite. 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, which requires a signature from the appropriate Division Dean, must be submitted prior to the first day of the semester.
2. The Academic Standards Committee 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 SKILLS ADVISORY SYSTEM

A Basic Skill Advisory refers to the recommended 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 recommended 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 Level Summary:

- 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 120 or MATH 122

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)

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 120 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.

Note: 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 for semester length courses with two hours per week in study and preparation, or three hours per week in laboratory or activity courses.

CALIFORNIA ARTICULATION NUMBER (CAN)

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

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



DESCRIPTIONS

All courses and curricula listed in this catalog will not necessarily be offered during 1998-99. Courses are offered at the College's discretion in accordance with its determination of educational needs and available resources. Courses may be added, canceled, or combined when circumstances warrant. **NOTE: Courses listed as transferable may or may not be acceptable to a specific transfer institution to meet the requirements of a Major. Consult with a counselor before planning your program.**

The following courses have been approved for all instructional departments:

634 PRIOR LEARNING ASSESSMENT SEMINAR

Units (Grade Option) 2; Class Hours: 2 lecture hours/week; Recommended: Eligibility for READ 802 and ENGL 800; Prerequisite(s): None. Description: This course is an overview of how to earn college credit for what you have learned outside of college—on a job, at home, in the military, or in the community. You will learn ways to measure, evaluate, and document these learning experiences for units of college credit. Transfer: CSU.

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.); Recommended: Eligibility for READ 802 and ENGL 800; Prerequisite(s): Spring & Fall Semesters: Enrollment in 7 units, including Cooperative Education and a job or volunteer work site. Summer Session: Enrollment in 0.5 unit, plus Cooperative Education and a job or volunteer work site. Description: College credit may 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. Course orientations are held the first three weeks of the semester and attendance at one is obligatory. 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 volunteer on the job hours/ semester); Recommended: Eligibility for READ 802 and ENGL 800; Prerequisite(s): 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; Recommended: Eligibility for READ 802 and ENGL 800; Prerequisite(s): 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. Transfer: CSU.

682 TRAVEL-STUDY COURSES

Units (Grade Option) 1-5; Class Hours: By Arrangement; Recommended: Eligibility for READ 802 and ENGL 800; Prerequisite(s): 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; Recommended: Eligibility for READ 802 and ENGL 800; Prerequisite(s): 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; Recommended: Eligibility for READ 802 and ENGL 800; Prerequisite(s): 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; Prerequisite(s): Student must remain concurrently enrolled in course in which projects are assigned. Description: This course provides supplemental practice and/or instruction in a specific course for all students enrolled. Projects are assigned in the target course in which students are concurrently enrolled. 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; Recommended: Eligibility for READ 802 and ENGL 800; Prerequisite(s): 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 toward AA/AS degree nor certificate. May be repeated for credit up to 3 units.

ACCOUNTING

ACTG 100 ACCOUNTING PROCEDURES

Units (Grade Option) 3; Class Hours: 3 lecture hours/week; Recommended: Eligibility for READ 802, ENGL 800, and MATH 111; Prerequisite(s): BUS. 110 or 115. Description: This course is an intro-

duction to basic accounting principles and procedures. The double-entry bookkeeping system is presented also. Transfer: CSU.

ACTG 121 FINANCIAL ACCOUNTING

(CAN BUS 2) (CAN BUS SEQ A = ACTG 121 + 131)

Units 1-5; Class Hours: 1-5 lecture hours/week; Recommended: Eligibility for READ 802, ENGL 800, and MATH 111; Prerequisite(s): 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) (CAN BUS SEQ A = ACTG 121 + 131)

Units 1-5; Class Hours: 1-5 lecture hours/week; Recommended: Eligibility for READ 802 and ENGL 800; Prerequisite(s): ACTG 121 (4 units) or equivalent.

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 hours/week;

Recommended: Eligibility for READ 802, ENGL 800, and MATH 120 or 122; Prerequisite(s): 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; Recommended: Eligibility for READ 802 and ENGL 800; Prerequisite(s): 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; Recommended: Eligibility for READ 802 and ENGL 800; Prerequisite(s): 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.

ACTG 190 INTRODUCTION TO COMPUTERIZED ACCOUNTING

Units (Grade Option) 1.5; Class Hours: 1.5 lecture/2 lab hours/week; Recommended: Eligibility for READ 802 and ENGL 800; Prerequisite(s): ACTG 100 or 121 (4 units) or equivalent and BUS. 430 or equivalent.

Description: This course is an introduction to the use of computer and

ledger accounting software. Students will also analyze the use of the computer in an accounting work environment. Transfer: CSU.

ACTG 192 ADVANCED COMPUTERIZED ACCOUNTING

Units (Grade Option) 1.5; Class Hours: 1.5 lecture/2 lab hours/week; Recommended: Eligibility for READ 802 and ENGL 800; Prerequisite(s): ACTG 190.

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

ACTG 194 INTRODUCTION TO QUICKBOOKS AND QUICKBOOKS PRO

Units (Credit/No Credit) 1; Class Hours: 1 lecture/1 lab hours/week; Recommended: Eligibility for READ 802 and ENGL 800; Prerequisite(s): None.

Description: In this course students are introduced to the financial accounting features of QuickBooks and QuickBooks Pro. Students will learn how to develop an accounting system and gain experience processing information for businesses. Transfer: CSU.

ANTHROPOLOGY

ANTH 105 PEOPLES AND CULTURES OF THE WORLD

Units (Grade Option) 3; Class Hours: 3 lecture hours/week; Recommended: Eligibility for READ 802 and ENGL 800; Prerequisite(s): 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; Recommended: Eligibility for READ 802 and ENGL 800; Prerequisite(s): None.

Description: This course is a comparison of human behavior expressed in different cultures, religions, economies, personalities, kinship 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; Recommended: Eligibility for READ 802 and ENGL 800; Prerequisite(s): 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 sociobiology. Transfer: CSU, UC.

ANTH 180 MAGIC, SCIENCE AND RELIGION

Units (Grade Option) 3; Class Hours: 3 lecture hours/week; Recommended: Eligibility for READ 802 and ENGL 800; Prerequisite(s): None.

Description: A cross-cultural study of preliterate societies' beliefs about the nature of reality, and their religious, scientific, and magical practices as a consequence of these beliefs. Primitive techniques for controlling both the natural and the supernatural. Transfer: CSU, UC.

ANTH 350 INTRODUCTION TO ARCHAEOLOGY

Telecourse: Units (Grade Option) 3; Class Hours: 3 lecture hours/week; Recommended: Eligibility for READ 802 and ENGL 800; Prerequisite(s): None.

Description: An introductory course on the anthropological study

of four million years of human biological evolution and the archaeological study of sociocultural adaptation. ANTH 110 recommended. Transfer: CSU.

ANTH 360 INDIANS OF NORTH AMERICA

Units (Grade Option) 3; Class Hours: 3 lecture hours/week; Recommended: Eligibility for READ 802 and ENGL 800; Prerequisite(s): 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 OLMEC, MAYA, AZTEC PEOPLE AND CULTURES OF MEXICO AND CENTRAL AMERICA

Units (Grade Option) 3; Class Hours: 3 lecture hours/week; Recommended: Eligibility for READ 802 and ENGL 800; Prerequisite(s): 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.

ARCHITECTURE

ARCH 110 BASIC ARCHITECTURAL DRAWING

Units (Grade Option) 3; Class Hours: 3 lecture hours/week; Recommended: Eligibility for READ 802 and ENGL 800; Prerequisite(s): 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 100 ART OF THE WESTERN WORLD

Telecourse: Units (Grade Option) 3; Class Hours: 3 lecture hours/week; Recommended: Eligibility for READ 802 and ENGL 800; Prerequisite(s): None. Description: "Art of the Western World" traces the Western tradition in the visual arts from ancient Greece to the present day. Chronologically introducing the societies, values, and ideals that gave birth to Western Art, it explores the connection between great works and the environment that stimulated their creation. Not intended for Art majors. Transfer: CSU.

ART 101 HISTORY OF ART I

(CAN ART 2) (CAN ART SEQ A = ART 101 + 102 + 103)

Units (Grade Option) 3; Class Hours: 3 lecture hours/week; Recommended: Eligibility for READ 802 and ENGL 800; Prerequisite(s): None. 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 versus realism, how religious values are reflected in art, and the political uses of art. Transfer: CSU, UC.

ART 102 HISTORY OF ART II

(CAN ART SEQ A = ART 101 + 102 + 103)

Units (Grade Option) 3; Class Hours: 3 lecture hours/week; Recommended: Eligibility for READ 802 and ENGL 800; Prerequisite(s): None. 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

(CAN ART SEQ A = ART 101 + 102 + 103)

Units (Grade Option) 3; Class Hours: 3 lecture hours/week; Recommended: Eligibility for READ 802 and ENGL 800; Prerequisite(s): None. 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 125 ASIAN ART FOR INTERIORS: CHINA AND KOREA

Units (Grade Option) 1; Class Hours: 1 lecture hour/week; Recommended: Eligibility for READ 802 and ENGL 800; Prerequisite(s): None. Description: This course is 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. (Partially fulfills Ethnic Studies requirement.) Transfer: CSU.

ART 126 ASIAN ART FOR INTERIORS: JAPAN AND SOUTHEAST ASIA

Units (Grade Option) 1; Class Hours: 1 lecture hour/week; Recommended: Eligibility for READ 802 and ENGL 800; Prerequisite(s): 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. (Partially fulfills Ethnic Studies requirement.) Transfer: CSU.

ART 127 ASIAN ART FOR INTERIORS: JAPAN, INDIA, AND THE PHILIPPINES

Units (Grade Option) 1; Class Hours: 1 lecture hour/week; Recommended: Eligibility for READ 802 and ENGL 800; Prerequisite(s): None. Description: This course is 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. (Partially fulfills Ethnic Studies requirement.) Transfer: CSU.

ART 148 COLORS FOR INTERIORS

Units (Grade Option) 3; Class Hours: 3 lecture hours/week; Recommended: Eligibility for READ 802 and ENGL 800; Prerequisite(s): None; Corequisite(s): Concurrent enrollment in INTD 699, two hours

per week minimum. **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. Transfer: CSU.

ART 201 FORM AND COMPOSITION I

Units (Grade Option) 3; Class Hours: 3 lecture/3 lab hours/week; Basic Skills Level: Open Curriculum; Prerequisite(s): 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: Open Curriculum; Prerequisite(s): 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: Open Curriculum; Prerequisite(s): 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: Open Curriculum; Prerequisite(s): 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; Recommended: Eligibility for READ 802 and ENGL 800; Prerequisite(s): ART 201 or 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

Units (Grade Option) 3; Class Hours: 3 lecture/3 lab hours/week; Basic Skills Level: Open Curriculum; Prerequisite(s): ART 201 or 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: Open Curriculum; Prerequisite(s): None. Description: Consideration of color, theory, and practice. Relationship of color and form as applied to contemporary painting and design. Transfer: CSU, UC.

ART 221 PAINTING I (CAN ART 10)

Units (Grade Option) 3; Class Hours: 3 lecture/3 lab hours/week; Basic Skills Level: Open Curriculum; Prerequisite(s): ART 201 or 204. De-

scription: 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: Open Curriculum; Prerequisite(s): 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: Open Curriculum; Prerequisite(s): ART 201 or 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 WATERCOLOR I

Units (Grade Option) 3; Class Hours: 3 lecture hours/week; Basic Skills Level: Open Curriculum; Prerequisite(s): ART 201 or 204. Description: Study of transparent and opaque watercolor technique applied to landscape, figure, and still life. Both basic and experimental techniques will be emphasized. Field trips may be required. Transfer: CSU, UC.

ART 232 WATERCOLOR II

Units (Grade Option) 3; Class Hours: 3 lecture hours/week; Basic Skills Level: Open Curriculum; Prerequisite(s): 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: Open Curriculum; Prerequisite(s): 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: Open Curriculum; Prerequisite(s): 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: Open Curriculum; Prerequisite(s): 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: Open Curriculum; Prerequisite(s): ART 214 or 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 INTRODUCTION TO COMPUTER GRAPHICS

Units (Grade Option) 3; Class Hours: 3 lecture/3 lab hours/week; Recommended: Eligibility for READ 802 and ENGL 800; Prerequisite(s): 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: Open Curriculum; Prerequisite(s): 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 325 DIGITAL PAINTING

Units (Grade Option) 3; Class Hours: 4 lecture/2 lab/2 by arrangement lab hours/week; Basic Skills Level: Eligibility for READ 802 and ENGL 800; Prerequisite(s): ART 201 or 204. **Description:** Using Macintosh and personal computers and Meta Creations Fractal Painter as the primary medium, this fine arts course uses the computer as a tool for artistic expression. Concepts and techniques of traditional painting will be covered along with the software program. Some painting and computer knowledge are desirable. ART 314 and 221 are recommended. May be repeated for credit up to 9 units. Transfer: CSU.

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: Open Curriculum; Prerequisite(s): 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; Recommended: Eligibility for READ 802 and ENGL 800; Prerequisite(s): 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; Recommended: Eligibility for READ 802 and ENGL 800; Prerequisite(s): 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 trans-

late 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; Recommended: Eligibility for READ 802 and ENGL 800; Prerequisite(s): 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.

ART 362 DIGITAL PHOTOGRAPHY

Units (Grade Option) 3; Class Hours: 2 lecture/3 lab/2 by arrangement lab hours/week; Basic Skills Level: Open Curriculum; Prerequisite(s): Basic MAC or PC skills. **Description:** An introduction to the theory and technology of electronic/digital photography. Exploration of the electronic dark room and instruction in digital image photography with Adobe PhotoShop. May be repeated once for credit. Transfer: CSU.

ASTRONOMY

ASTR 100 INTRODUCTION TO ASTRONOMY

Units (Grade Option) 3; Class Hours: 3 lecture hours/week; Recommended: Eligibility for READ 802 and ENGL 800; Prerequisite(s): None; Corequisite(s): 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; Recommended: Eligibility for READ 802, ENGL 800, and MATH 120 or 122; Prerequisite(s): 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; Recommended: Eligibility for READ 802 and ENGL 800; Prerequisite(s): 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 103 NATIVE PLANTS AND WILDFLOWERS

Units (Grade Option) 3; Class Hours: 2 lecture/3 lab hours/week; Recommended: Eligibility for READ 802 and ENGL 800; Prerequisite(s): None. Description: Study of the native ferns, trees, shrubs and wild flowers of San Mateo County. Mainly fieldwork, designed to allow the student to acquire skills in collection and identification of the flora of any region. Transfer: CSU.

BIOL 110 PRINCIPLES OF BIOLOGY

Units 4; Class Hours: 3 lecture/3 lab hours/week; Recommended: Eligibility for READ 802 and ENGL 800; Prerequisite(s): None. Description: 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 hours/week; Recommended: Eligibility for READ 802 and ENGL 800; Prerequisite(s): 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; Recommended: Eligibility for READ 802 and ENGL 800; Prerequisite(s): None. Description: Study of biological principles utilizing the human body as a model. Emphasis on major body systems of the human body as well as topics of heredity and human development. Transfer: CSU, UC.

**BIOL 225 BIOLOGY OF ORGANISMS
(CAN BIOL SEQ A = BIOL 225 + 230)**

Units 5; Class Hours: 3 lecture/6 lab hours/week; Recommended: Eligibility for READ 420 and ENGL 100; Prerequisite(s): BIOL 110 or high school biology with a grade of B or better. Description: This course is designed for biology majors and emphasizes the classification and biodiversity of living organisms. The study includes the structure and function of advanced plants and vertebrate animals. Emphasis is also placed on the ecology of populations and biotic communities in today's world. Transfer: CSU, UC.

**BIOL 230 INTRODUCTION TO CELL BIOLOGY
(CAN BIOL SEQ A = BIOL 225 + 230)**

Units 4; Class Hours: 3 lecture/3 lab hours/week; Recommended: Eligibility for READ 420 and ENGL 100; Prerequisite(s): BIOL 110, 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 covers 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; Recommended: Eligibility for READ 802 and ENGL 800; Prerequisite(s): 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 250 HUMAN ANATOMY**(CAN BIOL 10) (CAN BIOL SEQ B = BIOL 250 + 260)**

Units 4; Class Hours: 3 lecture/3 lab hours/week; Recommended: Eligibility for READ 802 and ENGL 800; Prerequisite(s): BIOL 110 OR 130; Corequisite(s): Concurrent enrollment in BIOL 699. Description: This course is designed to familiarize students with the structure of the human body as demonstrated through laboratory study and dissection of the human cadaver. Intended for students in allied health areas such as nursing, radiologic technology, physical therapy, dental hygiene and physical education. This course is an elective for pre-dental, pre-medical and pre-veterinary students. Transfer: CSU, UC.

BIOL 260 INTRODUCTION TO PHYSIOLOGY**(CAN BIOL 12) (CAN BIOL SEQ B = BIOL 250 + 260)**

Units 5; Class Hours: 3 lecture/6 lab hours/week; Recommended: Eligibility for READ 420 and ENGL 100; Prerequisite(s): BIOL 110 or 130 or 225 or 250 or 230 or 240 or the equivalent; high school chemistry or CHEM 192 or 410 or 210 or the equivalent; Corequisite(s): Concurrent enrollment in BIOL 699. Description: This course is designed to familiarize the student with the functions of the organs and systems of the human body. Recommended for students of Radiologic Technology, Nursing, Physical Therapy, Physical Education, Psychology and other related fields. Transfer: CSU, UC.

BIOL 310 NUTRITION (CAN H EC 2)

Units (Grade Option) 3; Class Hours: 3 lecture hours/week; Recommended: Eligibility for READ 802 and ENGL 800; Prerequisite(s): 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 890 INTRODUCTION TO BIOLOGY: CONTENT BASED PROGRAM

Units (Grade Option) 3; Class Hours: 3 lecture hours/week; Basic Skills Level: Open Curriculum; Prerequisite(s): 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 AA/AS degree.

BUSINESS/OFFICE TECHNOLOGY

(See also courses in Computer Information Systems, Management, and Real Estate)

BUS. 100 SURVEY OF BUSINESS

Units (Grade Option) 3; Class Hours: 3 lecture hours/week; Recommended: Eligibility for READ 802 and ENGL 800; Prerequisite(s): 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; Recommended: Eligibility for READ 802 and ENGL 800; Prerequisite(s): 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

Units 3; Class Hours: 3 lecture/2 lab hours/week; Recommended: Eligibility for READ 802 and ENGL 800; Prerequisite(s): 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 computer 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; Recommended: Eligibility for READ 802 and ENGL 800; Prerequisite(s): 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. 108 BUSINESS WRITING AND PRESENTATION METHODS

Units (Grade Option) 1-3; Class Hours: 1-3 lecture/2 lab hours/week; Recommended: Eligibility for READ 802 and ENGL 800; Prerequisite(s): BUS. 430. Description: This course is an overview of business writing principles used for letters, memorandums, and reports. Other topics include writing e-mail notes, designing business presentations, and using computer word processing and presentation software packages. Transfer: CSU.

BUS. 110 BUSINESS ARITHMETIC

Units (Grade Option) 1-3; Class Hours: 1-3 lecture hours/week; Basic Skills Level: Open Curriculum; Prerequisite(s): 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. Open Entry/Open Exit. May be repeated for credit up to 3 units.

BUS. 115 BUSINESS MATHEMATICS

Units (Grade Option) 3; Class Hours: 3 lecture hours/week; Recommended: Eligibility for READ 802, ENGL 800, and MATH 111; Prerequisite(s): BUS. 110. 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. 131 MONEY MANAGEMENT

Units (Grade Option) 3; Class Hours: 3 lecture hours/week; Recommended: Eligibility for READ 802 and ENGL 800; Prerequisite(s): 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. 132 STOCK AND BOND INVESTING

Units (Grade Option) 2; Class Hours: 2 lecture hours/week; Recommended: Eligibility for READ 802 and ENGL 800; Prerequisite(s): None. Description: This course is an introduction to financial investing. Topics covered include goal setting, risk evaluation, asset allocation, the basics of investing in the stock and bond markets (both domestic and foreign), mutual funds, money managers, and retirement plans. How taxes impact investment decisions is covered also. Transfer: CSU.

BUS. 134 INTRODUCTION TO FINANCIAL PLANNING

Units (Grade Option) 3; Class Hours: 3 lecture hours/week; Recommended: Eligibility for READ 802 and ENGL 800; Prerequisite(s): None. Description: This is a survey course which covers several critical areas of financial planning including time value of money, insurance, investments, taxes, retirement, and estate planning. Financial issues that are of concern in a complex and changing environment are discussed also. Transfer: CSU.

BUS. 136 BUSINESS FINANCE

Units (Grade Option) 2; Class Hours: 2 lecture hours/week; Recommended: Eligibility for READ 800 and ENGL 802; Prerequisite(s): None. Description: This is an introductory course covering financial markets and instruments. The role of managing finances and financial decision making for securing financing will be covered also. Transfer: CSU.

BUS. 138 MORTGAGE LENDING

Units (Grade Option) 2; Class Hours: 2 lecture hours/week; Recommended: Eligibility for READ 800 and ENGL 802; Prerequisite(s): None. Description: This course is an overview of procedures and requirements used by financial institutions for mortgage lending. Topics covered include single family home ownership, lending guidelines, deeds and titles, loan insurance, and refinancing. Transfer: CSU.

BUS. 150 SMALL BUSINESS MANAGEMENT

Units (Grade Option) 3; Class Hours: 3 lecture hours/week; Recommended: Eligibility for READ 802 and ENGL 800; Prerequisite(s): 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. 170 SALESMANSHIP FUNDAMENTALS

Telecourse: *Units 3; Class Hours: 3 lecture hours/week; Recommended: Eligibility for READ 802 and ENGL 800; Prerequisite(s): None. Description:* The role of advertising in our economic life, with emphasis on advertising methods and media. Transfer: CSU.

BUS. 180 MARKETING

Units (Grade Option) 3; Class Hours: 3 lecture hours/week; Recommended: Eligibility for READ 802 and ENGL 800; Prerequisite(s): None. Description: This course is an introduction to sales and marketing principles used by modern business. Students evaluate these principles and are offered methodologies for implementation of these principles for promoting the sales of consumer goods and services. Strategies of sales and marketing procedures used to conduct multi-phased sales and marketing campaigns for large and small business will be covered also. Transfer: CSU.

BUS. 182 TECHNIQUES OF SALES PROMOTION

Units (Grade Option) 3; Class Hours: 3 lecture hours/week; Recommended: Eligibility for READ 802 and ENGL 800; Prerequisite(s): None. Description: In this course students are introduced to the techniques and procedures of modern business promotion. Other topics include market research and survey procedures, identifying market segments, and planning and conducting a business promotion. Transfer: CSU.

BUS. 184 MERCHANDISING

Units (Grade Option) 3; Class Hours: 3 lecture hours/week; Recommended: Eligibility for READ 802 and ENGL 800; Prerequisite(s): None. Description: This is an overview of the structure of the retail industry. Other topics include fashion versus basic goods, nationally distributed products, products for exclusive distribution, and the wholesale marketplace. Transfer: CSU.

BUS. 186 RETAIL MANAGEMENT

Units (Grade Option) 3; Class Hours: 3 lecture hours/week; Recommended: Eligibility for READ 802 and ENGL 800; Prerequisite(s): None. Description: This course is an overview of retail management. Inventory performance and financial aspects of retail; planning, purchasing, and pricing retail inventories; reports used to evaluate sales and inventory performance; and fundamental store designs are covered also. Transfer: CSU.

BUS. 201 BUSINESS LAW (CAN BUS 12)

Units (Grade Option) 3; Class Hours: 3 lecture hours/week; Recommended: Eligibility for READ 802 and ENGL 800; Prerequisite(s): 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. 211 ETHICS IN BUSINESS

Units (Grade Option) 3; Class Hours: 3 lecture hours/week; Recommended: Eligibility for READ 802 and ENGL 800; Prerequisite(s): None. Description: This course is an overview of ethics in the business world. Other topics covered include social contract, the relationship between ethics and laws, corporations and social responsibilities, bribery, environmental issues, and cultural differences in business practice. Transfer: CSU.

BUS. 399 SMALL BUSINESS DEVELOPMENT CENTER TRAINING

Units (Grade Option) 1-8; Class Hours: 1 lecture hour/week per unit; Recommended: Eligibility for READ 802 and ENGL 800; Prerequisite(s): None. Description: This course is an overview of the skills needed to become successful business owners. The following topics are covered also: 1) getting started, 2) developing a business plan, 3) developing a marketing plan, 4) laws governing small businesses, 5) managing a business, 6) regulations and permits for a business, 7) selecting business site(s), and 8) using Quicken software to manage the finances of a business. May be repeated for credit up 8 units.

BUS. 415 BEGINNING COMPUTER KEYBOARDING

Units (Grade Option) 1.5; Class Hours: 1.5 lecture/2 lab hours/week; Recommended: Eligibility for READ 802 and ENGL 800; Prerequisite(s): None. Description: This course is an overview of correct keyboarding techniques using the alphabetic and numeric keys on the computer. Computer software is used to aid in developing a minimum speed of 25 words per minute. Instruction for using the 10-key calculator and/or the 10-key pad of the computer is included also. Transfer: CSU.

BUS. 416 PROCEDURES FOR WORKING IN AN OFFICE

Units (Grade Option) 3; Class Hours: 3 lecture/2 lab hours/week; Recommended: Eligibility for READ 802 and ENGL 800; Prerequisite(s): BUS. 474. Description: This course covers skills needed to work in an office. Topics include the automated/electronic office, time and stress management, office ethics and environment, career planning, records management, telephone techniques, and composing and transcribing letters. Spring semester only. Transfer: CSU.

BUS. 417 SKILL BUILDING

Units (Credit/No Credit) 1.5-3; Class Hours: 1.5 lecture/2 lab hours/week per 1.5 unit; Recommended: Eligibility for READ 802 and ENGL 800; Prerequisite(s): BUS. 415. Description: This course provides individualized, self-paced instruction to improve accuracy and develop keyboarding speed using a computer and Cortez Peters software. Diagnostic tests are given at the beginning of each unit to assess skill levels. May be repeated for credit up to 3 units. Transfer: CSU.

BUS. 425 BASIC DOS

Units (Grade Option) 1.5; Class Hours: 1.5 lecture/2 lab hours/week; Recommended: Eligibility for READ 802 and ENGL 800; Prerequisite(s): BUS. 431. Description: This is an introductory course covering the use of DOS (Disk Operating System) for the computer. Internal and external DOS commands are covered also. Transfer: CSU.

BUS. 426 ADVANCED DOS

Units (Grade Option) 1.5; Class Hours: 1.5 lecture/2 lab hours/week; Recommended: Eligibility for READ 802 and ENGL 800; Prerequisite(s): BUS. 425. Description: This course covers the intermediate and advanced commands of DOS including batch files, pipes and filters, menus, and hard disk management. Editing and other methods of creating batch files, organizing a hard disk, tailoring your system, and creating menus will be covered also. Transfer: CSU.

BUS. 430 COMPUTER APPLICATIONS, 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); Recommended: Eligibility for READ 802 and ENGL 800; Prerequisite(s): BUS. 415. Description: This is an introductory hands-on course where students learn to use computers. Students learn the basics of Microsoft

Windows and word processing. Telecommunications, local area networks (LANs), and presentation graphics will be introduced also. Transfer: CSU.

BUS. 431 COMPUTER APPLICATIONS, PART II

Units (Grade Option) 1.5; Class Hours: 1.5 lecture/2 lab hours/week (may be offered for 8 weeks with 3 lecture/2 by arrangement hours/week); Recommended: Eligibility for READ 802 and ENGL 800; Prerequisite(s): BUS. 430. Description: This course is a continuation of BUS. 430. Students learn the basics of spreadsheets and database applications as well as methods of integrating word processing, spreadsheets and databases. Transfer: CSU.

BUS. 432 COMPUTER WORD PROCESSING

Units (Grade Option) 1-3; Class Hours: 1-3 lecture/2 lab hours/week; Recommended: Eligibility for READ 802 and ENGL 800; Prerequisite(s): BUS. 431. Description: In this course students learn the basic and intermediate features of the word processing software program. Emphasis is placed on producing mailable computer-generated documents for business/industry in an efficient manner and on producing documents for personal use. Open Entry/Open Exit. May be repeated for credit up to 3 units. Transfer: CSU.

BUS. 433 ADVANCED WORD PROCESSING

Units (Grade Option) 1; Class Hours: 1 lecture/2 lab hours/week; Recommended: Eligibility for READ 802 and ENGL 800; Prerequisite(s): BUS. 432 or 472. Description: In this course students learn intermediate and advanced macros, desktop publishing, manuscripts, and large document features of WordPerfect or Word for Windows software using a computer. Multiple-page documents and legal applications are covered also. Transfer: CSU.

BUS. 435 SPREADSHEETS

Units (Grade Option) 1-3; Class Hours: 1-3 lecture/2 lab hours/week; Recommended: Eligibility for READ 802 and ENGL 800; Prerequisite(s): BUS. 431. Description: Students plan and build worksheets using formulas and functions to solve business problems. The course includes charting and database management. Using multiple worksheets, solver, data tables, scenario management and macros will be covered as well as integration with other Windows applications. Open Entry/Open Exit. May be repeated for credit up to 3 units. Transfer: CSU.

BUS. 436 DATABASE MANAGEMENT

Units (Grade Option) 1-3; Class Hours: 1-3 lecture/2 lab hours/week; Recommended: Eligibility for READ 802 and ENGL 800; Prerequisite(s): BUS. 431. Description: Students will learn to use Microsoft Access to build databases, to establish data entry screens, and to produce business reports. Other topics include relational databases, macros, file operations, and database management. Open Entry/Open Exit. May be repeated for credit up to 3 units. Transfer: CSU.

BUS. 438 DESKTOP PUBLISHING: USING PAGEMAKER

Units (Grade Option) 1-3; Class Hours: 1-3 lecture/2 lab hours/week; Recommended: Eligibility for READ 802 and ENGL 800; Prerequisite(s): 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. 439 DOCUMENT FORMATTING

Units (Grade Option) 1-9; Class Hours: 1 lecture/2 lab hours/week per unit; Recommended: Eligibility for READ 802 and ENGL 800; Prerequisite(s): BUS. 432, or BUS. 472 and 474. Description: In this course students use word processing software and a computer to format business documents such as letters and reports. Students also learn formatting skills used for transcribing machine-dictated documents. Open entry/open exit. May be repeated for credit up to 9 units. Transfer: CSU.

BUS. 444 TELECOMMUNICATIONS

Units (Grade Option) 1.5; Class Hours: 1.5 lecture/2 lab hours/week (may be offered for 8 weeks with 3 lecture/2 lab hours/week); Recommended: Eligibility for READ 802 and ENGL 800; Prerequisite(s): BUS. 431. 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 lab hours/week; Recommended: Eligibility for READ 802 and ENGL 800; Prerequisite(s): BUS. 426. Description: This course is an overview of a Star Local Area Network using Novell Netware, Version 3.xx software. Topics covered include terminology for networks, data communication concepts, and transmission media. This course is recommended for CNE preparation. Transfer: CSU.

BUS. 448 USING MICROSOFT WINDOWS

Units (Grade Option) 1.5-3; Class Hours: 1.5-3 lecture/2 lab hours/week; Recommended: Eligibility for READ 802 and ENGL 800; Prerequisite(s): BUS. 431. Description: Students learn to use Windows 98 and/or Windows 95 environment for managing a computer. Using basic Windows controls and concepts, managing the computer and files, using accessories, transferring data between applications, customizing Windows for personal use, using the desktop applications, and solving problems while using Windows will be covered also. May be repeated once for credit. Transfer: CSU.

BUS. 450 PERSONAL COMPUTER MAINTENANCE AND SYSTEM UPGRADES

Units (Grade Option) 3; Class Hours: 3 lecture/2 lab hours/week; Recommended: Eligibility for READ 802 and ENGL 800; Prerequisite(s): BUS. 415. Description: This course introduces students to problem-solving skills for computers. 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. Transfer: CSU.

BUS. 451 ADVANCED PERSONAL COMPUTER MAINTENANCE AND SYSTEM UPGRADES

Units (Grade Option) 3; Class Hours: 3 lecture/2 lab hours/week; Recommended: Eligibility for READ 802 and ENGL 800; Prerequisite(s): BUS. 450. Description: This course is a continuation of BUS. 450. Students will learn the use of advanced software utilities and testing equipment to perform software/hardware analysis and troubleshooting. Hands-on installation of operating systems, installation of software, and performing system backups will be performed. Transfer: CSU.

BUS. 456 INTRODUCTION TO PRESENTATION SOFTWARE: POWERPOINT

Units (Grade Option) 1.5; Class Hours: 1.5 lecture/2 lab hours/week; Recommended: Eligibility for READ 802 and ENGL 800; Prerequisite(s): BUS. 448. Description: This course is an introduction to software applications for creating presentation documents and slides. Students learn to apply the techniques for preparing and editing presentation documents using a computer (IBM clone) and presentation software. Transfer: CSU.

BUS. 457 INTERMEDIATE PRESENTATION SOFTWARE: POWERPOINT

Units (Grade Option) 1.5; Class Hours: 1.5 lecture/2 lab hours/week; Recommended: Eligibility for READ 802 and ENGL 800; Prerequisite(s): BUS. 456. 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 computer (IBM clone). Transfer: CSU.

BUS. 459 MICROSOFT PUBLISHER 98

Units (Grade Option) 2; Class Hours: 2 lecture/1 lab hours/week; Recommended: Eligibility for READ 802 and ENGL 800; Prerequisite(s): BUS. 430. Description: This course is an overview of MS Publisher 98. Application of desktop publishing concepts and design theory are demonstrated through paper-based and electronic (Web design) documents commonly used by small businesses and individuals. Transfer: CSU.

BUS. 460 LAN SYSTEM MANAGER 3.XX

Units (Grade Option) 3; Class Hours: 3 lecture/2 lab hours/week; Recommended: Eligibility for READ 802 and ENGL 800; Prerequisite(s): BUS. 446. 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 log-in scripts, create directories on the network and implement an effective security structure using Novell Netware, Version 3.XX. Accessing on-line documentation, managing the Netware 3.12 file server and MHS mail, using the 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) 2; Class Hours: 2 lecture/2 lab hours/week; Recommended: Eligibility for READ 802 and ENGL 800; Prerequisite(s): 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. 462 INTEGRATING WINDOWS 95 WITH NETWARE

Units (Grade Option) 0.5; Class Hours: 8 lecture hours/semester; Recommended: Eligibility for READ 802 and ENGL 800; Prerequisite(s): BUS. 446 and 448. Description: In this course students will learn how to install NetWare client software in a Windows 95 environment. Students will also learn how to solve related issues to printing, long-name support, security, and logging into the network using the Windows 95 interface. Transfer: CSU.

BUS. 463 INSTALLATION AND CONFIGURATION FOR NOVELL

Units (Grade Option) 1.5; Class Hours: 1.5 lecture/2 lab hours/week; Recommended: Eligibility for READ 802 and ENGL 800; Prerequisite(s): BUS. 431. Description: This course is an overview of the methods and techniques used to install, configure, and upgrade Novell NetWare on a file server. Methods used for setting up client workstations and fine tuning the server for optimum performance are included also. This course is highly recommended for preparation for CNE certification. Transfer: CSU.

BUS. 466 USING MICROSOFT NT

Units (Grade Option) 3; Class Hours: 3 lecture/2 lab hours/week; Recommended: Eligibility for READ 802 and ENGL 800; Prerequisite(s): BUS. 446. Description: In this course, students will learn how to use Microsoft NT system administration, which includes installation of a NT server, the creation of users and groups, trust relationships, and server environment optimization. Other topics include planning and implementing NT server, managing NT printer services, configuring remote access, and installing network cards. Transfer: CSU.

BUS. 470 ADVANCED SPREADSHEETS

Units (Grade Option) 1.5; Class Hours: 1.5 lecture/2 lab hours/week; Recommended: Eligibility for READ 802 and ENGL 800; Prerequisite(s): BUS. 435. Description: This course is an overview of advanced business applications using software for creating spreadsheets with macros, graphs, databases, and database queries. Other topics include integrating spreadsheets into text, creating database reports, and integrating and printing graphs and databases as part of reports. Transfer: CSU.

BUS. 472 INTRODUCTION TO WORD FOR WINDOWS

Units (Grade Option) 1.5; Class Hours: 1.5 lecture/2 lab hours/week; Recommended: Eligibility for READ 802 and ENGL 800; Prerequisite(s): BUS. 431. Description: This course will cover the basic features of Word for Windows. The topics will include creating, editing, printing, and formatting. Transfer: CSU.

BUS. 474 INTERMEDIATE WORD FOR WINDOWS

Units (Grade Option) 1.5; Class Hours: 1.5 lecture/2 lab hours/week; Recommended: Eligibility for READ 802 and ENGL 800; Prerequisite(s): 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. Transfer: CSU.

BUS. 478 INTEGRATING MICROSOFT OFFICE

Units (Grade Option) 1.5; Class Hours: 1.5 lecture/1 lab hours/week; Recommended: Eligibility for READ 802 and ENGL 800; Prerequisite(s): BUS. 431. Description: In this course students learn to integrate and share data among Microsoft Word documents, Excel worksheets, Access databases, and PowerPoint presentations. Other topics include object linking and embedding, multi-tasking, task list, and creating compound documents. Transfer: CSU.

BUS. 480 INTRODUCTION TO THE INTERNET

Units (Grade Option) 1; Class Hours: 1 lecture/1 lab hours/week; Recommended: Eligibility for READ 802 and ENGL 800; Prerequisite(s): None. Description: Students learn how the Internet works, to connect on-line, and hardware and software requirements. In the course hands-on experience is provided using the seven basic services of the Internet: E-mail, World Wide Web, newsgroups, mailing lists, Telnet, file transfer protocol (FTP) and Gopher. Focus will be placed on the World Wide Web

and the use of Netscape Navigator, the popular software for accessing the Internet. Transfer: CSU.

BUS. 481 INTERNET USING NETSCAPE

Units (Grade Option) 1; Class Hours: 1 lecture/1 lab hours/week; Recommended: Eligibility for READ 802 and ENGL 800; Prerequisite(s): None. Description: Students learn to use Netscape Navigator, a popular software for accessing the Internet. Topics include updating, configuring and extending the Netscape software. Students gain hands-on experience using Netscape to access the seven basic services and cruising the Net for specific information using Java Applets and enjoying three-dimensional animation using Netscape. Transfer: CSU.

BUS. 482 INFORMATION RETRIEVAL ON THE INTERNET

Units (Grade Option) 1; Class Hours: 1 lecture/1 lab hours/week; Recommended: Eligibility for READ 802 and ENGL 800; Prerequisite(s): None. Description: Students learn to access specific information on the Internet using the major information retrieval tools: Archie, Veronica, Jughead, Hytelnet, DeJaNews, WAIS, and the World Wide Web indexes. Other topics include Boolean operators, relevance ranking, word weighting, truncation, proximity indicators, multi-threaded query gateways, and on-line reference materials. Transfer: CSU.

BUS. 483 CREATING WEB PAGES: INTRODUCTION TO HTML

Units (Grade Option) 1; Class Hours: 1 lecture/1 by arrangement lab hours/week; Recommended: Eligibility for READ 802 and ENGL 800; Prerequisite(s): BUS. 480. Description: In this course students will learn how to create Web pages using HTML, hypertext markup language. Structure, protocols, testing, editors, converters, HTML tags, colors, hex codes, style sheets, and printing will be covered also. This course enables the user to create Web pages and develop a Web site. Transfer: CSU.

BUS. 484 CREATING WEB PAGES: INTERMEDIATE HTML

Units (Grade Option) 1; Class Hours: 1 lecture/2 by arrangement lab hours/week; Recommended: Eligibility for READ 802 and ENGL 800; Prerequisite(s): BUS. 483 or equivalent. Description: In this course students will learn how to create extensive Web pages using intermediate HTML code, hypertext markup language. Tables will be explored in depth merging columns and rows, parameters, alignment of text and images, color, captions, headers; forms and frames, and exploration of design layout will be covered also. Transfer: CSU.

BUS. 490 SOFTWARE PROJECTS IN OFFICE TECHNOLOGY

Units (Grade Option) 1-3; Class Hours: 3-9 lab hours/week; Recommended: Eligibility for READ 802 and ENGL 800; Prerequisite(s): BUS. 474 or BUS. 435. Description: In this course students are assigned office-type projects which require the use of selected software package (s) to reinforce skills learned in other software application courses. Students, in consultation with an instructor, will select the software package (s). Open entry/open exit. May be repeated twice for credit. Transfer: CSU.

BUS. 700 RETAIL SERVICE TRAINING

Units (Grade Option) 3; Class Hours: 2 lecture/3 by arrangement lab hours/week; Recommended: Eligibility for READ 802 and ENGL 800; Prerequisite(s): None. Description: Students will be introduced to the activities required to sell consumer goods and services to consumers/customers. Opportunities in retailing are covered including store location and layout, store organization, pricing and buying, retail inventory control, and sales promotion. Customer services involving communication, human relations, handling sales, customer complaints, and the cash

register will be covered also. Decision-making skills and work ethics are developed throughout the course.

BUS. 704 SUCCESSFUL METHODS FOR GETTING EMPLOYMENT

Units (Grade Option) 2; Class Hours: 2 lecture hours/week; Recommended: Eligibility for READ 802 and ENGL 800; Prerequisite(s): None. Description: In this course students are guided through an exploration of their skills and interests and will learn how to find employment that reflects their unique abilities and values. Class content includes developing self-confidence, networking and interviewing practice, goal setting, resume preparation, informational interviewing, and self-marketing for employment.

CAREER AND PERSONAL DEVELOPMENT

CRER 112 CAREER ADVANTAGE

Telecourse: Units (Credit/No Credit) 2; Recommended: Eligibility for READ 802 and ENGL 800; Prerequisite(s): None. Description: For those who are undecided about career goals or are changing their career direction. Stresses the significance of clearly defined values and the development of strategies and goals for life work. Transfer: CSU.

CRER 137 LIFE AND CAREER PLANNING

Units (Grade Option) 3; Class Hours: 3 lecture hours/week; Recommended: Eligibility for READ 802 and ENGL 800; Prerequisite(s): 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 140 PEER COUNSELING

Units (Grade Option) 1-3; Class Hours: 3 lecture hours/week; Recommended: Eligibility for READ 802 and ENGL 800; Prerequisite(s): None. Description: An orientation and training course to develop personal counseling skills which emphasize the experiential process of interpersonal communication as well as the theoretical explanation of the counseling process and behavior. Selected topics involving interpersonal relationships will give students an opportunity to explore and communicate feelings while learning principles of personal counseling. May be repeated for credit up to 3 units. Transfer: CSU.

CRER 400 CAREER AND PERSONAL DEVELOPMENT

Units (Grade Option) 1; Class Hours: 1 lecture hour/week; Recommended: Eligibility for READ 802 and ENGL 800; Prerequisite(s): None. Description: This course assists students to prepare for success in the world of work. Topics to be covered include employment outlook, job search techniques, assessment inventories, communication skills and lifelong learning off and on the job.

CRER 401 COLLEGE SUCCESS

Units (Grade Option) 0.5-1; Class Hours: 1 lecture hour/week (or for 0.5 unit modules, 2 lecture hours/week for 4 weeks); Recommended: Eligibility for READ 802 and ENGL 800; Prerequisite(s): 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: Open Curriculum; Prerequisite(s): 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 from CRER 401. Units do not apply toward AA/AS degree.

CRER 430 CAREER ASSESSMENT

Units (Credit/No Credit) 0.5; Class Hours: 2 lecture/18 by arrangement lab hours/semester; Recommended: Eligibility for READ 802 and ENGL 800; Prerequisite(s): None; Description: Designed to help individuals define career alternatives. Several vocational interest, skills and values inventories are given and results interpreted. The Career Center and community resources are used for research. Plan of action/goals for career possibilities are developed based on career research and test results.

CRER 650 SPECIAL INTEREST DISCUSSION GROUPS

Units (Grade Option) 1; Class Hours: 1 lecture hour/week; Basic Skills Level: Open Curriculum; Prerequisite(s): 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: Open Curriculum; Prerequisite(s): 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 100 SURVEY OF CHEMISTRY**

Telecourse: Units 3; Class Hours: 3 lecture hours/week; Prerequisite(s): One semester of high school algebra or equivalent. (This course is designed for non-science majors and is not open to students who have had or are taking CHEM 210.) Description: Chemistry, the study of matter, is a study of organization, chaos and wonder. This is a general survey course of the chemical concepts and phenomena you encounter everyday. Transfer: CSU, UC.

CHEM 110 CHEMISTRY AND DAILY LIFE

Units (Grade Option) 3; Class Hours: 3 lecture hours/week; Recommended: Eligibility for READ 802 and ENGL 800; Prerequisite(s): 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; Recommended: Eligibility for READ 802 and ENGL 800; Prerequisite(s): Concurrent enrollment in or completion of CHEM 110. Description: This course is designed to accompany CHEM 110. Experiments include the investiga-

tion, 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; Recommended: Eligibility for READ 802 and ENGL 800; Prerequisite(s): 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) (CAN CHEM SEQ A = CHEM 210 + 220)

Units 5; Class Hours: 3 lecture/6 lab hours/week; Recommended: Eligibility for READ 802 and ENGL 800; Prerequisite(s): CHEM 192 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. 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) (CAN CHEM SEQ A = CHEM 210 + 220)

Units 5; Class Hours: 3 lecture/6 lab hours/week; Recommended: Eligibility for READ 420 and ENGL 100; Prerequisite(s): Completion of CHEM 210 or 224 or equivalent. 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 250 QUANTITATIVE ANALYSIS

Units 4; Class Hours: 2 lecture/6 lab hours/week; Recommended: Eligibility for ENGL 110; Prerequisite(s): CHEM 220. 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) (CAN CHEM SEQ B = CHEM 410 + 420)

Units (Grade Option) 4; Class Hours: 3 lecture/3 lab hours/week; Recommended: Eligibility for READ 802 and ENGL 800; Prerequisite(s): Completion of MATH 110 or equivalent. 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) (CAN CHEM SEQ B = CHEM 410 + 420)

Units 4; Class Hours: 3 lecture/3 lab hours/week; Recommended: Eligibility for READ 802 and ENGL 800; Prerequisite(s): CHEM 410 or 210 or equivalent. 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

(See also courses under Business/Office Technology)

COMP 103 INTRODUCTION TO COMPUTER SCIENCE

Units (Grade Option) 3; Class Hours: 3 lecture hours/week; Recommended: Eligibility for READ 802 and ENGL 800; Prerequisite(s): None; Corequisite(s): Concurrent enrollment in COMP 699. Description: This course, a gentle introduction to computer programming using Karel the Robot and Visual Basic, covers sub-programs, control structures, loops and simple data types. Problem solving emphasizes top-down design and step-wise refinement. Some instruction in text editing and computer systems is included. Transfer: CSU.

COMP 162 FORTRAN PROGRAMMING (CAN CSCI 4)

Units 3; Class Hours: 3 lecture/4 lab hours/week; Recommended: Eligibility for READ 802 and ENGL 800; Prerequisite(s): MATH 130 or 241. 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 175 INTRODUCTION TO HYPERCARD

Units (Grade Option) 3; Class Hours: 3 lecture/3 lab hours/week; Recommended: Eligibility for READ 802, ENGL 800, and MATH 111; Prerequisite(s): 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 by arrangement lab hours/week; Recommended: Eligibility for READ 802 and ENGL 800; Prerequisite(s): BUS. 103 or COMP 103. 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 architectures. Operating systems studied include MS DOS, Unix and Macintosh System 7. Transfer: CSU.

COMP 190 INTRODUCTION TO C PROGRAMMING
(CAN CSCI 16)

Units 3; Class Hours: 3 lecture hours/week; Recommended: Eligibility for READ 802 and ENGL 800; Prerequisite(s): COMP 103 or 162 or 235; Corequisite(s): Concurrent enrollment in COMP 699.

Description: Students are introduced to the syntax and semantics of the C programming language. Functions, conditional statements, loops, arrays, and structures will be covered. Programming assignments are given to emphasize elements of the language. Transfer: CSU, UC.

COMP 231 ADVANCED C AND C++ PROGRAMMING AND DATA STRUCTURES

Units (Grade Option) 3; Class Hours: 3 lecture hours/week; Recommended: Eligibility for READ 420 and ENGL 100; Prerequisite(s): COMP 190; Corequisite(s): Concurrent enrollment in COMP 699.

Description: This course in advanced C and 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. Transfer: CSU, UC.

COMP 235 VISUAL BASIC PROGRAMMING

Units (Grade Option) 3; Class Hours: 3 lecture hours/week; Recommended: Eligibility for READ 420 and ENGL 100; Prerequisite(s): COMP 103 or 190 or 162 or 231; Corequisite(s): Concurrent enrollment in COMP 699. Description: Visual Basic (VB), an object-based language suited to programming with Microsoft Windows, is useful for stand-alone applications, quick prototyping of new applications, and building graphical "front ends" for programs written in other languages. Class time will focus on unique features of Visual Basic: object-based programming, event loops, forms, components, properties and methods; programs will incorporate buttons, text boxes, pictures, dialog boxes, menus, scroll bars, disk access, etc. Familiarity with Microsoft Windows and DOS is desirable. Transfer: CSU, UC.

COMP 236 JAVA PROGRAMMING LANGUAGE

Units (Grade Option) 3; Class Hours: 3 lecture hours/week; Recommended: Eligibility for READ 420 and ENGL 100; Prerequisite(s): COMP 190 or 231 or 235; Corequisite(s): Concurrent enrollment in COMP 699. Description: Java can make powerful cross-platform GUI-based applications without modification or recompilation. The course discusses Java's expressions and data structures, objects and classes, inheritance, graphics, programming, applets, exceptions, I/O, multi-threading and networking. By completion of the course students should be able to write Java applets or stand-alone applications using all basic and many advanced features of the language. Transfer: CSU, UC.

COMP 310 COMPUTER ARCHITECTURE AND ORGANIZATION

Units (Grade Option) 1.5; Class Hours: 1.5 lecture hours/week; Recommended: Eligibility for READ 420, ENGL 100, and MATH 120 or 122; Prerequisite(s): None. Description: This course, intended to bridge the gap between computer hardware and software, introduces the student to digital logic and circuit design. Topics covered include Boolean operators and combinational circuits, latches and registers, synchronous,

sequential circuits, bus systems, memories, and the design of an elementary computer system. Transfer: CSU.

COMP 311 INTRODUCTION TO THE UNIX OPERATING SYSTEM

Units (Grade Option) 1.5; Class Hours: 1 lecture/1.5 lab hours/week; Recommended: Eligibility for READ 420, ENGL 100, and MATH 120 or 122; Prerequisite(s): COMP 103. Description: This course introduces the UNIX operating system. Topics include UNIX system architecture, system control structures, porting issues and system performance issues. Transfer: CSU.

COMP 321 JAVASCRIPT I

Units (Grade Option) 1; Class Hours: 16 lecture/8 lab hours/semester; Recommended: Eligibility for READ 420 and ENGL 100; Prerequisite(s): BUS 483 or familiarity with HTML; access to the Internet. Corequisite(s): Concurrent enrollment in COMP 699. Description: Introduction to JavaScript Language. JavaScript is a cross-platform object-oriented scripting language developed by Netscape to be used in HTML (Hypertext Markup Language) documents to provide high levels of interactivity without needing server-based CGI (Common Gateway Interface) programs. Transfer: CSU.

COMP 322 JAVASCRIPT II

Units (Grade Option) 1; Class Hours: 16 lecture/8 lab hours/semester; Recommended: Eligibility for READ 420 and ENGL 100; Prerequisite(s): COMP 321; access to the Internet. Corequisite(s): Concurrent enrollment in COMP 699. Description: Continuation of JavaScript I. Topics include creating windows, saving data to cookies, and Java applets. Transfer: CSU.

COMP 330 INTRODUCTION TO PERL

Units (Grade Option) 1; Class Hours: 16 lecture/8 lab hours/semester; Recommended: Eligibility for READ 420 and ENGL 100; Prerequisite(s): COMP 190, OR 231, or 235, or 236 or equivalent knowledge of C, C++, Visual Basic, or Java programming languages. Description: Perl is a fundamental building block for interactive World Wide Web pages and an important programming language in the Biotech industry. This course focuses on Perl's unique data types, flow of control pattern matching and the application of these specialized features to real problems. Perl is examined as both a programming language and a scripting language. By completion of the course students should be able to write both stand alone Perl programs and World Wide Web CGI scripts that take full advantage of all the basic features of the language. Knowledge of UNIX shell scripting is desirable. Transfer: CSU.

COMP 331 INTERMEDIATE PERL

Units (Grade Option) 1; Class Hours: 16 lecture/8 lab hours/semester; Recommended: Eligibility for READ 420 and ENGL 100; Prerequisite(s): COMP 330. Description: Perl is a fundamental building block for interactive World Wide Web pages and an important programming language in the Biotech industry. This course builds on Introduction to Perl Programming focusing on Perl's idioms, reference-based compound data structures and object-oriented programming which is the basis for most advanced Perl library modules (including the popular CGI module for interacting with WWW pages). By completion of the course students should be able to write sophisticated object-oriented Perl programs and implement basic library modules. Transfer: CSU.

340 INTRODUCTION TO UNIX SYSTEMS ADMINISTRATION

Units (Grade Option) 1.5; Class Hours: 1 lecture/1.5 lab hours/week; Recommended: Eligibility for READ 420 and ENGL 100; Prerequisite(s):

Concurrent enrollment in or completion of COMP 311, or equivalent knowledge. Description: Introduction to UNIX system administration functions including managing user accounts, maintaining file systems, backing up, restoring and managing a UNIX system. Transfer: CSU.

COMP 350 INTRODUCTION TO DATABASES AND SQL

Units (Grade Option) 3; Class Hours: 3 lecture hours/week; Recommended: Eligibility for READ 420 and ENGL 100; Prerequisite(s): COMP 190, or 231, or 235, or 236 or equivalent knowledge of C, C++, Visual Basic, or Java programming languages. Description: Detailed introduction to structured query language (SQL) intended for application programmers and end users of relational databases. Includes creating tables and views, using outer joins, finding information from the catalog, using subqueries, and validating data using referential integrity. Course includes PL/SQL as extensions of SQL and the use of Oracle 7/8 as a server-based information processing tool. Transfer: CSU.

COMP 422 BEGINNING INTERNET

Units (Credit/No Credit) 0.5; Class Hours: 2 lecture/1 lab hours/week; (Total of 4 weeks); Recommended: Eligibility for READ 802 and ENGL 800; Prerequisite(s): None. Description: This course introduces science and engineering students to the worldwide computer network, Internet. The Internet provides exciting access to a wide range of resources such as electronic mail, information servers of all types as well as international sites, and government resources. Through hands-on experience students will learn the basic equipment and software requirements and develop an understanding of the Internet and how it can best be used. Topics will include navigation through the World Wide Web, E-mail, and Netscape Navigator. Transfer: CSU.

COMP 430 SURVEY OF MACINTOSH APPLICATIONS

Units (Grade Option) 3; Class Hours: 3 lecture/3 lab hours/week; Recommended: Eligibility for READ 802 and ENGL 800; Prerequisite(s): 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: 8 lecture/8 lab hours/semester; Recommended: Eligibility for READ 802 and ENGL 800; Prerequisite(s): 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: 8 lecture/8 lab hours/semester; Recommended: Eligibility for READ 802 and ENGL 800; Prerequisite(s): 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: 8 lecture/8 lab hours/semester; Recommended: Eligibility for READ 802 and ENGL 800; Prerequisite(s): COMP 450 and 455. Description: Introduction to the use of desktop publishing using PageMaker on the Macintosh computer. Transfer: CSU.

COMP 470 SPREADSHEETS FOR SCIENTISTS AND ENGINEERS

Units (Credit/No Credit) 1; Class Hours: 1 lecture/1 by arrangement lab hours/week; Recommended: Eligibility for READ 802, ENGL 800, and MATH 120 or 122; Prerequisite(s): None. Description: Spreadsheet programs are powerful tools for analyzing data and presenting graphical results. This course shows you how to enter text, numbers and formulas in a spreadsheet, how to analyze data for patterns and how to display the results graphically. Students are expected to apply what they have learned to a project in their field of choice, such as a concurrent course in science, engineering or mathematics. Transfer: CSU.

COMP 480 PERSONAL UNIX SYSTEMS

Units (Credit/No Credit) 0.5; Class Hours: 8 lecture hours/semester; Recommended: Eligibility for READ 802 and ENGL 800; Prerequisite(s): None. Description: Learn how to install Linux, a unix clone, on your home computer system. Topics will include hardware issues and where to get your own copy on the Internet. Transfer: CSU.

COOPERATIVE EDUCATION

(See courses under specific subjects in the schedule of classes)

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.); Recommended: Eligibility for READ 802 and ENGL 800; Prerequisite(s): Enrollment in 7 units, including Cooperative Education and a job or volunteer work site. Description: College credit may 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. Course orientations are held the first three weeks of the semester and attendance at one is obligatory. 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 volunteer on the job hours/ semester); Recommended: Eligibility for READ 802 and ENGL 800; Prerequisite(s): 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.

DEVELOPMENTAL SKILLS**DSKL 810 DEVELOPMENTAL LEARNING SKILLS**

Units (Credit/No Credit) 0.5-2; Class Hours: 1-3 lab hours/week; Prerequisite(s): 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 hour/week, 6-8 lab hours total; Prerequisite(s): 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; Prerequisite(s): 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; Prerequisite(s): 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; Prerequisite(s): 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**DRAM 101 HISTORY OF THEATRE I**

Units (Grade Option) 3; Class Hours: 3 lecture hours/week; Recommended: Eligibility for READ 802 and ENGL 800; Prerequisite(s): 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; Recommended: Eligibility for READ 802 and ENGL 800; Prerequisite(s): None. Description: The 18th century to the present. Development and changes in dramatic styles and structure. The 19th century, Ibsen, Chekhov, new stagecraft, 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; Recommended: Eligibility for READ 802 and ENGL 800; Prerequisite(s): 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; Prerequisite(s): 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; Prerequisite(s): 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; Recommended: Eligibility for READ 802 and ENGL 800; Prerequisite(s): 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; Prerequisite(s): ENGL 100. Description: Study of representative plays of Shakespeare. A chronological sequence of plays, from each of the phases of Shakespeare's creativity, will be covered. Some discussion of Shakespeare's life and times and some discussion of his poetry will be included, although the plays are the main focus of the course. Transfer: CSU, UC.

DRAM 152 INTRODUCTION TO SHAKESPEARE II (Also LIT. 152)

Units (Grade Option) 3; Class Hours: 3 lecture hours/week; Prerequisite(s): 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; Recommended: Eligibility for READ 802 and ENGL 800; Prerequisite(s): None; Corequisite(s): 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; Recommended: Eligibility for READ 802 and ENGL 800; Prerequisite(s): DRAM 200; Corequisite(s): 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; Recommended: Eligibility for READ 802 and ENGL 800; Prerequisite(s): None; Corequisite(s): 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; Recommended: Eligibility for READ 802 and ENGL 800; Prerequisite(s): 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; Recommended: Eligibility for READ 802 and ENGL 800; Prerequisite(s): Audition; Corequisite(s): 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; Recommended: Eligibility for READ 802 and ENGL 800; Prerequisite(s): 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: Open Curriculum; Prerequisite(s): 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; Recommended: Eligibility for READ 802 and ENGL 800; Prerequisite(s): 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; Recommended: Eligibility for READ 802 and ENGL 800; Prerequisite(s): 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; Recommended: Eligibility for READ 802 and ENGL 800; Prerequisite(s): 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; Recommended: Eligibility for READ 802 and ENGL 800; Prerequisite(s): 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; Recommended: Eligibility for READ 802 and ENGL 800; Prerequisite(s): 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 childcare and the social and economic implications, and available community resources for childcare. Transfer: CSU.

ECE. 223 INFANT DEVELOPMENT

Units (Grade Option) 3; Class Hours: 3 lecture hours/week; Recommended: Eligibility for READ 802 and ENGL 800; Prerequisite(s): 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. 225 INFANT/TODDLER ENVIRONMENTS

Units 3; Class Hours: 3 lecture hours/week; Recommended: Eligibility for READ 802 and ENGL 800; Prerequisite(s): None. Description: In this course major emphasis is placed on the design, maintenance and evaluation of quality environments for children during the first three years of life. The course should be of interest to caregivers, teachers, ECE/CD students and parents. Accreditation guidelines established by the National Association for the Education of Young Children for infant/toddler programs are included. Transfer: CSU.

ECE. 230 CREATIVE ACTIVITIES FOR THE YOUNG CHILD

Units (Grade Option) 3; Class Hours: 3 lecture hours/week; Basic Skills Level 1; Prerequisite(s): 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; Recommended: Eligibility for READ 802 and ENGL 800; Prerequisite(s): 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 childcare settings, laws relating to childcare, 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; Recommended: Eligibility for READ 802 and ENGL 800; Prerequisite(s): 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. 242 ADULT SUPERVISION IN ECE/CD CLASSROOMS

Units (Grade Option) 2; Class Hours: 2 lecture hours/week; Recommended: Eligibility for READ 802 and ENGL 800; Prerequisite(s): None. Description: This course is a study of the methods and principles of supervising student teachers, assistant teachers, parents, and volunteers in early childhood education/child development classrooms. Emphasis is on the role of classroom teachers who function as mentors to new teachers while simultaneously addressing the needs of children, parents, and other staff. This course is recommended for master teachers, site supervisors, and program directors of Child Development programs. Transfer: CSU.

ECE. 250 VIOLENCE AND ITS IMPACT ON CHILDREN AND THEIR FAMILIES

Units (Grade Option) 3; Class Hours: 3 lecture hours/week; Recommended: Eligibility for READ 802 and ENGL 800; Prerequisite(s): 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 what may cause it, as well as possible intervention strategies. Community resources for prevention and intervention will be incorporated also. Transfer: CSU.

ECE. 252 TEACHING VIOLENCE INTERVENTION STRATEGIES TO CHILDREN AND FAMILIES

Units (Grade Option) 3; Class Hours: 3 lecture hours/week; Recommended: Eligibility for READ 802 and ENGL 800; Prerequisite(s): None. Description: This course is designed to provide an overview of various approaches to violence intervention. The focus of the course is to provide paraprofessionals appropriate curriculum, theory and practice related to working with children and families who have experienced stress and chronic violence. Transfer: CSU.

ECE. 254 ANTI-BIAS CURRICULUM

Units (Grade Option) 3; Class Hours: 3 lecture hours/week; Recommended: Eligibility for READ 802 and ENGL 800; Prerequisite(s): None. Description: This course is designed to sensitize early childhood teachers and providers to the importance of anti-bias curriculum. Early childhood diversity issues related to culture, race, religion, gender, and special needs will be examined in the context of curriculum development. Transfer: CSU.

ECE. 260 CHILDREN WITH SPECIAL NEEDS

Units 3; Class Hours: 3 lecture hours/week; Recommended: Eligibility for READ 802 and ENGL 800; Prerequisite(s): None. Description: The main emphasis of this course is an overview of the issues related to children with special needs. Special needs refer to physical, sensory, communicative, and behavioral disabilities. Additional topics include a historical perspective, current laws and legislation, inclusion practices in ECE/CD settings, and appropriate community resources. Transfer: CSU.

ECE. 311 NUTRITION FOR CHILDREN

Units (Grade Option) 1; Class Hours: 1 lecture hour/week; Recommended: Eligibility for READ 802 and ENGL 800; Prerequisite(s): 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; Recommended: Eligibility for READ 802 and ENGL 800; Prerequisite(s): None. Description: Students will learn safety regulations, accident prevention, and guidelines for preventing infectious diseases, especially as they pertain to childcare 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: 8 lecture hours/semester; Recommended: Eligibility for READ 802 and ENGL 800; Prerequisite(s): 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: 8 lecture hours/semester; Recommended: Eligibility for READ 802 and ENGL 800; Prerequisite(s): None. Description: This course focuses on the techniques required for pediatric Cardiopulmonary Resuscitation. CPR certification is available upon completion.

ECE. 330 TEACHER AIDE IN THE PRIMARY GRADE CLASSROOM

Units 3; Class Hours: 3 lecture hours/week; Recommended: Eligibility for READ 802 and ENGL 800; Prerequisite(s): None. Description: The major emphasis in this course is on the clarification of the role of the teacher aide in the primary grade classroom. It combines a practical approach to curriculum strategies for the instructional assistant with a developmental appreciation of the school-age child. This course should be of interest to those working with primary grade children, parents, and future elementary education teachers. Transfer: CSU.

ECE. 331 THE TEACHING EXPERIENCE

Units (Grade Option) 1; Class Hours: 1 lecture hour/week; Recommended: Eligibility for READ 802 and ENGL 800; Prerequisite(s): 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; Recommended: Eligibility for READ 802 and ENGL 800; Prerequisite(s): 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) 3; Class Hours: 3 lecture hours/week; Recommended: Eligibility for READ 802 and ENGL 800; Prerequisite(s): None. Description: Child guidance and discipline are covered in this course. The primary goal is to give teachers, caregivers, and parents an overview of the complexity of children's behavior. Theories and trends concerning child guidance will be covered to assist adults in developing appropriate strategies related to interacting with children and fostering pro-social behavior.

ECE. 337 CHILD-PARENT RELATIONSHIPS

Units (Grade Option) 1-3; Class Hours: 1-3 lecture hours/week; Recommended: Eligibility for READ 802 and ENGL 800; Prerequisite(s): 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) 1-12 (No more than 6 units per semester); Class Hours: 1 lecture hour/week per unit; Recommended: Eligibility for READ 802 and ENGL 800; Prerequisite(s): 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 applies 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; Recommended: Eligibility for READ 802 and ENGL 800; Prerequisite(s): 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; Recommended: Eligibility for READ 802 and ENGL 800; Prerequisite(s): 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; Recommended: Eligibility for READ 802 and ENGL 800; Prerequisite(s): None. Description: This course will provide an understanding of the art of storytelling. Methods of telling 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; Recommended: Eligibility for READ 802 and ENGL 800; Prerequisite(s): 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; Recommended: Eligibility for READ 802 and ENGL 800; Prerequisite(s): 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; Recommended: Eligibility for READ 802 and ENGL 800; Prerequisite(s): 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. 366 PRACTICUM IN EARLY CHILDHOOD EDUCATION

Units 3; Class Hours: 1 lecture/6 lab hours/week; Recommended: Eligibility for READ 802 and ENGL 800; Prerequisite(s): 12 units of ECE. Description: This supervised field experience course will focus on the methods and principles of teaching in early childhood classrooms. Emphasis will be on the role of the teacher in a developmentally appropriate setting. This course will allow students to gain practical, verifiable experience working with children under the supervision of an experienced teacher. Transfer: CSU.

ECE. 380 FAMILY DAY CARE TRAINING

Units (Grade Option) 1-4; Class Hours: 1-4 lecture hours/week; Recommended: Eligibility for READ 802 and ENGL 800; Prerequisite(s): 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. 382 MALE INVOLVEMENT IN EARLY CHILDHOOD

Units 1; Class Hours: 1 lecture hour/week; Recommended: Eligibility for READ 802 and ENGL 800; Prerequisite(s): None. Description: This course examines the importance of men in the lives of children. It reviews barriers and issues concerning male involvement in early childhood and how to positively encourage men to be involved with children. Transfer: CSU.

ECE. 700 FOSTER PARENT TRAINING

Units (Grade Option) 0.5-3; Class Hours: 0.5-3 lecture hours/week; Recommended: Eligibility for READ 802 and ENGL 800; Prerequisite(s): 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; Recommended: Eligibility for READ 802 and ENGL 800; Prerequisite(s): None. Description: This course is a broad overview of the American economy and its effect on social, political, and cultural environments. The concepts of the price system, the banking system, money and economic activity, policies for stabilization and growth, and money and economic activity will be presented. This course concludes with an introduction to the international economy. Transfer: CSU, UC.

ECON 102 PRINCIPLES OF MICRO ECONOMICS (CAN ECON 4)

Units (Grade Option) 3; Class Hours: 3 lecture hours/week; Recommended: Eligibility for READ 802 and ENGL 800; Prerequisite(s): None. Description: This course is an overview of the concepts of supply and demand. Pricing and output decisions under competitive, imperfectly competitive, and monopolistic markets are discussed. Profit maximization and cost minimization for the individual firm are analyzed. Allocation of resources, externalities and comparative economic systems are reviewed also. Transfer: CSU, UC.

ECON 230 ECONOMIC HISTORY OF THE UNITED STATES

Units (Grade Option) 3; Class Hours: 3 lecture hours/week; Recommended: Eligibility for READ 802 and ENGL 800; Prerequisite(s): 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.

EDUCATION

EDUC 100 INTRODUCTION TO EDUCATION

Units (Grade Option) 3; Class Hours: 3 lecture hours/week; Recommended: Eligibility for READ 802 and ENGL 800; Prerequisite(s): None. Description: This course integrates psychological, sociological, and philosophical foundations of education. Exploration of career opportunities in education. Includes planning of effective classroom environments. Exploration of new directions in education. Transfer: CSU.

ENGINEERING

ENGR 100 INTRODUCTION TO ENGINEERING

Units 2; Class Hours: 1 lecture/3 lab hours/week; Recommended: Eligibility for READ 802 and ENGL 800; Prerequisite(s): MATH 110 or 112. Description: This course provides students with the knowledge of the different fields of the engineering profession. It also introduces the students to the use of computers in the solution of a wide variety of engineering problems, and provides a basic understanding of engineering processes and tools, including experimentation, data analysis, and computer and communication skills. Throughout the course, emphasis will be given to technical communications, engineering design and problem solving, and ethical considerations. A spreadsheet program (Microsoft Excel) and a high-level computer language (MATLAB) are an integral part of this course. Transfer: CSU.

ENGR 210 ENGINEERING GRAPHICS (CAN ENGR 2)

Units (Grade Option) 3; Class Hours: 2 lecture/4 lab/2 by arrangement lab hours/week; Recommended: Eligibility for READ 802 and ENGL 800; Prerequisite(s): MATH 130 or 219. Description: Students learn principles of descriptive geometry with applications to engineering and an introduction to the engineering design process; computer-aided design drafting (CADD) is an integral part of the course. Transfer: CSU*, UC.

ENGR 215 COMPUTATIONAL METHODS FOR ENGINEERS

Units 3; Class Hours: 2 lecture/3 lab hours/week; Recommended: Eligibility for READ 420 and ENGL 100; Prerequisite(s): Concurrent enrollment in or completion of MATH 251. Description: The course covers the fundamentals of procedural programming and computational methods for science and engineering. Topics include induction, iteration and recursion; approximations, floating-point computations and an introduction to data structures. Students will be given laboratory projects that use the MATLAB programming language to solve problems and examples drawn from algebra, trigonometry, calculus and elementary physics. Transfer: CSU.

ENGR 230 STATICS (CAN ENGR 8)

Units 3; Class Hours: 3 lecture/1 by arrangement lab hours/week; Recommended: Eligibility for READ 802 and ENGL 800; Prerequisite(s): PHYS 250. 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 240 ENGINEERING DYNAMICS

Units 3; Class Hours: 3 lecture/2 by arrangement lab hours/week; Recommended: Eligibility for READ 802 and ENGL 800; Prerequisite(s): PHYS 250 and ENGR 230. Description: This course covers the fundamentals of kinetics of particles and rigid bodies. Topics include position, velocity, acceleration of particle motion; Newton's second law, work-

energy and momentum methods for particles; kinematics of planar and three-dimensional general motions of rigid bodies; D'Alembert's principle, work-energy and momentum principles applied to dynamics of rigid bodies. The course also includes an introduction to mechanical vibrations. Transfer: CSU, UC.

ENGR 260 CIRCUITS AND DEVICES

(CAN ENGR 12) (CAN ENGR 6 = ENGR 260 + 261)

Units 3; Class Hours: 3 lecture/1 by arrangement lab hours/week; Recommended: Eligibility for READ 802 and ENGL 800; Prerequisite(s): MATH 252 or 242, and PHYS 260; Corequisite(s): Concurrent enrollment in ENGR 261. Description: This course provides an introduction to electrical and electronic circuits and devices. Network theory and instruments are included. MATH 275 is recommended. Transfer: CSU, UC.

ENGR 261 CIRCUITS AND DEVICES LABORATORY

(CAN ENGR 6 = ENGR 260 + 261)

Units 1; Class Hours: 3 lab hours/week; Recommended: Eligibility for READ 802 and ENGL 800; Prerequisite(s): MATH 252 or 242, and PHYS 260; Corequisite(s): 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. MATH 275 is recommended. Transfer: CSU, UC.

ENGR 270 MATERIALS SCIENCE (CAN ENGR 4)

Units 3; Class Hours: 2 lecture/3 lab/1 by arrangement lab hours/week; Recommended: Eligibility for READ 802 and ENGL 800; Prerequisite(s): 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.

ENGR 410 COMPUTER-AIDED GRAPHICS

Units 1.5; Class Hours: 1 lecture/2 lab/2 by arrangement lab hours/week; Recommended: Eligibility for READ 802 and ENGL 800; Prerequisite(s): MATH 110 or 115. Description: This course introduces the engineering student to the basic principles of engineering graphics including computer-aided drafting, pictorial sketching, orthographic projections, dimensioning and tolerances, two- and three-dimensional construction techniques, and solid modeling. Transfer: CSU.

ENGR 413 DESIGNING WITH CAD

Units 1.5; Class Hours: 1 lecture/2 lab hours/week; Recommended: Eligibility for READ 802 and ENGL 800; Prerequisite(s): MATH 110 or 115. Description: Students learn principles of descriptive geometry and computer-aided design (CAD) and their applications to solving engineering problems. The course also serves as an introduction to the engineering design process, and will provide the students with opportunities to do practical engineering design projects, write technical reports, and prepare oral presentations. Transfer: CSU.

ENGINEERING TECHNOLOGY

ETEC 400 SYSTEMS AND FACILITY MAINTENANCE ENGINEERING I

Units (Grade Option) 6.5; Class Hours: 6.5 lecture hours/week; Recommended: Eligibility for READ 802 and ENGL 800; Prerequisite(s): None. Description: This course is an overview of facility maintenance engineering. Students will analyze and apply essential skills needed in the workplace for maintaining and repairing building control systems, managing energy, handling customers, and applying occupational safety and health laws. Transfer: CSU.

ETEC 410 SYSTEMS AND FACILITY MAINTENANCE ENGINEERING II

Units (Grade Option) 6.5; Class Hours: 6.5 lecture/2 by arrangement lab hours/week; Recommended: Eligibility for READ 802 and ENGL 800; Prerequisite(s): ETEC 400. Description: This course is a continuation of ETEC 400, Systems and Facility Maintenance Engineering I. This employment-oriented course will provide students with knowledge and skills in the areas of boilers, heating systems, and fluid dynamics; refrigeration and air handling systems, electrical systems illumination and applied mathematics; building design and maintenance; and understanding and reading blueprints. Transfer: CSU.

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 Assessment and Placement.)

ENGL 100 READING AND COMPOSITION (CAN ENGL 2) (CAN ENGL SEQ A = ENGL 100 + 110)

Units 3; Class Hours: 3 lecture hours/week; Recommended: Eligibility for READ 420 and ENGL 100; Prerequisite(s): ENGL 400 or 800, or eligibility for ENGL 100 on approved college placement test and other measures as necessary; Corequisite(s): Concurrent enrollment in WRIT 802; for students scoring above 46 on the English Placement Test, this requirement may be waived. 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) (CAN ENGL SEQ A = ENGL 100 + 110)

Units 3; Class Hours: 3 lecture hours/week; Prerequisite(s): ENGL 100. 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; Prerequisite(s): 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; Prerequisite(s): 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; Prerequisite(s): 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 400 COMPOSITION FOR NON-NATIVE SPEAKERS

Units 5; Class Hours: 5 lecture hours/week; Prerequisite(s): ESL 854 and 894, or appropriate skill level as indicated by placement test score and other measures as needed. Description: In this course, students will learn to plan, organize, compose, and revise expository essays based on the analysis of complex pieces of writing, both fiction and nonfiction. In addition, students will review and follow the conventions of standard written English including punctuation, mechanics, grammar and sentence structure. It is recommended that students enroll concurrently in READ 802. Transfer: CSU.

ENGL 800 WRITING DEVELOPMENT

Units 3; Class Hours: 3 lecture hours/week; Recommended: Eligibility for READ 802 and ENGL 800; Prerequisite(s): None; Corequisite(s): Concurrent enrollment in WRIT 802. Description: In this course, students will learn to plan, organize, compose and revise a college-level essay. Special attention will be given to correct expression and the use of detailed support. Students will write at least six major essays; expository writing techniques will be emphasized.

ENGL 801 BASIC READING/COMPOSITION

Units 4; Class Hours: 4 lecture hours/week; Basic Skills Level: Open Curriculum; Prerequisite(s): None; Corequisite(s): Concurrent enrollment in READ 801. 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. Concurrent enrollment in WRIT 801 is recommended. Units do not apply toward AA/AS degree.

ENGL 804 READING AND WRITING

Units 1-4; Class Hours: 0.5-2 lecture/1.5-6 lab hours/week; Basic Skills Level: Open Curriculum; Prerequisite(s): 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 807 ENGLISH SKILLS FOR THE WORKPLACE

Units (Credit/No Credit) 1-6; Class Hours: 3-18 lab hours/week; Basic Skills Level: Open Curriculum; Prerequisite(s): None. Description: This course contains six self-paced modules for the study of the vocabulary skills, reading skills, listening and speaking skills, and writing skills

necessary to communicate about workplace topics. Through video, audio, print and software materials, the student will learn to communicate effectively about management, personal development, standard written forms, team work, customer service, and problem solving time management. Units do not apply toward AA/AS degree. May be repeated for credit up to 6 units.

ENGL 808 ENGLISH SKILLS FOR OCCUPATIONAL TRAINING

Units (Credit/No Credit) 1-4; Class Hours: 3-12 lab hours/week; Basic Skills Level: Open Curriculum; Prerequisite(s): None. **Description:** This course contains four self-paced modules for the study of the vocabulary skills, reading skills, listening and speaking skills, and writing skills necessary to succeed in occupational training programs. Through video, audio, print and software materials, the student will learn the linguistic skills necessary to succeed in training for clerical occupations, electronic assembly and repair, nursing assistance and computer training. 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: Open Curriculum; Prerequisite(s): 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: Open Curriculum; Prerequisite(s): 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: Open Curriculum; Prerequisite(s): 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: Open Curriculum; Prerequisite(s): 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

NOTE: ESL courses numbered 871-876 are offered in summer only. Courses numbered 821-844 and 861-864 are offered in the evening only. All others are offered as daytime classes in fall and spring.

ESL 801 ESL SKILLS CENTER PREPARATORY PROGRAM

Units (Grade Option) 3-12; Class Hours: 1-4 lecture/3-12 lab hours/week; Basic Skills Level: None; Prerequisite(s): One year of previous

English language study or recommendation by English Institute Placement Test. **Description:** This is an intensive course for students whose native language is other than English. It prepares students for the higher-level ESL courses by providing concentrated basic-level instruction for high-grammar, vocabulary, listening, speaking, reading, and writing and offers opportunities for self-paced individualized study using multi-media—video, audio, and computer assisted learning. Units do not apply toward AA/AS degree. May be repeated for credit up to 12 units.

ESL 802 GRAMMAR - INTERMEDIATE I

Units (Grade Option) 4; Class Hours: 4 lecture hours/week; Basic Skills Level: Open Curriculum; Prerequisite(s): ESL 801 or placement by English Institute Placement Test is recommended. **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. Units do not apply toward AA/AS degree.

ESL 803 GRAMMAR - INTERMEDIATE II

Units (Grade Option) 4; Class Hours: 4 lecture hours/week; Basic Skills Level: Open Curriculum; Prerequisite(s): ESL 802 or placement by English Institute Placement Test is recommended. **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 level. Special attention is paid to English tenses, sentence patterns, prepositional phrases, and idiomatic expressions. Units do not apply toward AA/AS degree.

ESL 804 GRAMMAR - ADVANCED

Units (Grade Option) 4; Class Hours: 4 lecture hours/week; Basic Skills Level: Open Curriculum; Prerequisite(s): ESL 803 or placement by English Institute Placement Test is recommended. **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. Units do not apply toward AA/AS degree.

ESL 806 SELF-PACED ESL

Units (Credit/No Credit) 1-3; Class Hours: 4-12 lab hours/week; Basic Skills Level: Open Curriculum; Prerequisite(s): None. **Description:** College-bound students enrolled in this self-paced laboratory course use software, audio, video and print material to learn to read, write, listen to and speak English as a second language. Offered at the off-campus learning centers, this course is designed for students who want to study English at flexible times at their own pace. Units do not apply toward AA/AS degree. May be repeated for credit up to three units.

ESL 812 LISTENING/SPEAKING-INTERMEDIATE I

Units (Grade Option) 4; Class Hours: 4 lecture hours/week; Basic Skills Level: Open Curriculum; Prerequisite(s): ESL 801, or recommendation by English Institute Placement Test. **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. Units do not apply toward AA/AS degree.

ESL 813 LISTENING/SPEAKING-INTERMEDIATE II

Units (Grade Option) 4; Class Hours: 4 lecture hours/week; Basic Skills Level: Open Curriculum; Prerequisite(s): ESL 812, or recommendation by English Institute Placement Test. 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 high-intermediate level. Emphasis is on listening to academic and informal talks, note-taking, and oral communication skills. Units do not apply toward AA/AS degree.

ESL 814 LISTENING/SPEAKING - ADVANCED

Units (Grade Option) 4; Class Hours: 4 lecture hours/week; Basic Skills Level: Open Curriculum; Prerequisite(s): ESL 813, or recommendation by English Institute Placement Test. 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 communication skills. Units do not apply toward AA/AS degree.

ESL 821 GRAMMAR/VOCABULARY I

Units (Grade Option) 4; Class Hours: 4 lecture hours/week; Basic Skills Level: Open Curriculum; Prerequisite(s): 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: Open Curriculum; Prerequisite(s): 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: Open Curriculum; Prerequisite(s): 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: Open Curriculum; Prerequisite(s): 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: Open Curriculum; Prerequisite(s): 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: Open Curriculum; Prerequisite(s): 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: Open Curriculum; Prerequisite(s): 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: Open Curriculum; Prerequisite(s): None. Description: This is a course for students whose native language is other than English. It introduces students to speaking and listening skills of English at the low-advanced level. Emphasis is on listening to academic and informal talks, note-taking, and oral communications skills. Completion of ESL 833 with a grade of "C" or better or placement by ESL Placement Test is recommended. Units do not apply toward AA/AS degree.

ESL 836 ENGLISH PRONUNCIATION

Units (Credit/No Credit) 2; Class Hours: 2 lecture hours/week; Basic Skills Level: Open Curriculum; Prerequisite(s): None. Description: This is a course for students whose native language is other than English. It is designed to train participants to American intonation and pronunciation. Units do not apply toward AA/AS degree.

ESL 838 ENGLISH CONVERSATION

Units (Credit/No Credit) 1; Class Hours: 1 lecture hour/week; Basic Skills Level: Open Curriculum; Prerequisite(s): 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: Open Curriculum; Prerequisite(s): 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: Open Curriculum; Prerequisite(s): 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: Open Curriculum; Prerequisite(s): None. Description: This is a course for students whose native language is other than English. It introduces students to low-intermediate practice in writing English. Special attention is paid to the grammar and mechanics of written academic English. Completion of ESL 842 with a grade of "C" or better or placement by ESL Placement Test is recommended. Units do not apply toward AA/AS degree.

ESL 844 WRITING IV

Units (Grade Option) 4; Class Hours: 4 lecture hours/week; Basic Skills Level: Open Curriculum; Prerequisite(s): None. Description: This is a course for students whose native language is other than English. It introduces students to low-advanced practice in writing English. Special attention is paid to the grammar and mechanics of written academic English. Completion of ESL 843 with a grade of "C" or better or placement by ESL Placement Test is recommended. Units do not apply toward AA/AS degree.

ESL 852 WRITING - INTERMEDIATE I

Units (Grade Option) 4; Class Hours: 4 lecture hours/week; Basic Skills Level: Open Curriculum; Prerequisite(s): ESL 801, or recommendation by English Institute Placement Test. 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. Units do not apply toward AA/AS degree.

ESL 853 WRITING - INTERMEDIATE II

Units (Grade Option) 4; Class Hours: 4 lecture hours/week; Basic Skills Level: Open Curriculum; Prerequisite(s): ESL 852, or recommendation by English Institute Placement Test. Description: This is a course for students whose native language is other than English. It introduces students to high-intermediate practice in writing English. Special attention is paid to the grammar and mechanics of written academic English. Units do not apply toward AA/AS degree.

ESL 854 WRITING - ADVANCED

Units (Grade Option) 4; Class Hours: 4 lecture hours/week; Basic Skills Level: Open Curriculum; Prerequisite(s): ESL 853, or recommendation by English Institute Placement Test. Description: This is a course for students whose native language is other than English. It introduces students to advanced practice in writing English. Special attention is paid to the grammar and mechanics of written academic English. 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: Open Curriculum; Prerequisite(s): 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: Open Curriculum; Prerequisite(s): 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: Open Curriculum; Prerequisite(s): 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: Open Curriculum; Prerequisite(s): 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 GRAMMAR AND LISTENING

Units (Grade Option) 3; Class Hours: 3 lecture hours/week; Basic Skills Level: Open Curriculum; Prerequisite(s): 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 GRAMMAR AND LISTENING

Units (Grade Option) 3; Class Hours: 3 lecture hours/week; Basic Skills Level: Open Curriculum; Prerequisite(s): 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 GRAMMAR AND LISTENING

Units (Grade Option) 3; Class Hours: 3 lecture hours/week; Basic Skills Level: Open Curriculum; Prerequisite(s): 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: Open Curriculum; Prerequisite(s): 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: Open Curriculum; Prerequisite(s): 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: Open Curriculum; Prerequisite(s): 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.

ESL 892 READING - INTERMEDIATE I

Units (Grade Option) 4; Class Hours: 4 lecture hours/week; Basic Skills Level: Open Curriculum; Prerequisite(s): ESL 801, or recommendation by English Institute Placement Test. 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. Units do not apply toward AA/AS degree.

ESL 893 READING - INTERMEDIATE II

Units (Grade Option) 4; Class Hours: 4 lecture hours/week; Basic Skills Level: Open Curriculum; Prerequisite(s): ESL 892, or recommendation by English Institute Placement Test. 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. Units do not apply toward AA/AS degree.

ESL 894 READING - ADVANCED

Units (Grade Option) 4; Class Hours: 4 lecture hours/week; Basic Skills Level: Open Curriculum; Prerequisite(s): ESL 893, or recommendation by English Institute Placement Test. 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. This course is designed to prepare

students for college entry courses. Units do not apply toward AA/AS degree.

ETHNIC STUDIES

(See individual courses)

ANTH 360 Indians of North America**ANTH 370 Olmec, Maya, Aztec People and Cultures of Mexico and Central America****ART 125 Asian Art for Interiors: China and Korea**

ART 126 Asian Art for Interiors: Japan and Southeast Asia

ART 127 Asian Art for Interiors: Japan, India, and the Philippines

HIST 242 African-American History

HIST 422 Modern Latin America

HIST 425 Modern Latin America and the Caribbean

HIST 451 Far Eastern Civilization and Heritage I

HIST 452 Far Eastern Civilization and Heritage II

LIT. 252 Women Writers: Multicultural Perspectives

LIT. 266 Black Literature

LIT. 370 Readings in Literature of the Latino in the United States

LIT. 371 Mexican-American Literature

LIT. 372 Myth and Folklore of La Raza

LIT. 373 Latin American Literature in Translation

LIT. 375 Native-American Literature

PSYC 106 Psychology of Ethnic Minority Groups

SOCI 141 Understanding Diverse Racial/Ethnic Cultures

SOSC 250 Mexican-American Culture

SPAN 161 Readings in Spanish Literature I

SPAN 162 Readings in Spanish Literature II

FASHION DESIGN**FASH 100 PRINCIPLES OF DESIGN AND TEXTILES**

Units (Grade Option) 3; Class Hours: 3 lecture hours/week; Recommended: Eligibility for READ 802 and ENGL 800; Prerequisite(s): None. Description: This course is an overview of design principles and elements used in fashion to create effective and successful garment designs. Focus is on the recognition, analysis and evaluation of good design in both RTW and student's original designs. Other topics include sketching and presentation techniques. Transfer: CSU.

FASH 110 BEGINNING CLOTHING CONSTRUCTION

Units (Grade Option) 3; Class Hours: 3 lecture hours/week; Recommended: Eligibility for READ 802 and ENGL 800; Prerequisite(s): None; Corequisite(s): Concurrent enrollment in FASH 699, two hours per week minimum. 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. Transfer: CSU.

FASH 111 TECHNIQUES OF FIT

Units (Grade Option) 3; Class Hours: 3 lecture hours/week; Recommended: Eligibility for READ 802 and ENGL 800; Prerequisite(s): None; Corequisite(s): Concurrent enrollment in FASH 699, two hours per week minimum. Description: This course is an overview of effective pattern alteration by pivot and slide techniques for skirts, pants and bodice patterns. Techniques used for sizing, ease, fabric variability, and the analysis of individual figure problems are examined. Transfer: CSU.

FASH 113 TEXTILES

Units (Grade Option) 3; Class Hours: 3 lecture hours/week; Recommended: Eligibility for READ 802 and ENGL 800; Prerequisite(s): 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; Recommended: Eligibility for READ 802 and ENGL 800; Prerequisite(s): FASH 110 or 111 or 112, or equivalent; Corequisite(s): Concurrent enrollment in FASH 699, two hours per week minimum. 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. Transfer: CSU.

FASH 116 TAILORING

Units (Grade Option) 3; Class Hours: 3 lecture hours/week; Recommended: Eligibility for READ 802 and ENGL 800; Prerequisite(s): None; Corequisite(s): Concurrent enrollment in FASH 699, two hours per week minimum. 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. Transfer: CSU.

FASH 118 FLAT PATTERN

Units (Grade Option) 3; Class Hours: 3 lecture hours/week; Recommended: Eligibility for READ 802 and ENGL 800; Prerequisite(s): None; Corequisite(s): Concurrent enrollment in FASH 699, two hours per week minimum. Description: This course is an introduction to the use of basic pattern-making theory to create garment design. Students will learn how to draft a basic pattern to fit individual figures and to design clothing from the patterns. Transfer: CSU.

FASH 120 ADVANCED TECHNIQUES OF FIT

Units (Grade Option) 3; Class Hours: 3 lecture hours/week; Recommended: Eligibility for READ 802 and ENGL 800; Prerequisite(s): FASH 111 or 118 or equivalent; Corequisite(s): Concurrent enrollment in FASH 699, two hours per week minimum. 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. Transfer: CSU.

FASH 123 INTRODUCTION TO THE FASHION INDUSTRY

Units (Grade Option) 3; Class Hours: 3 lecture hours/week; Recommended: Eligibility for READ 802 and ENGL 800; Prerequisite(s): None. Description: This course is an introduction to the fashion industry. Students will analyze trends and manufacturing techniques and their

implications for fashion. Terminology, careers, and job responsibilities applicable to the fashion industry will be covered. Transfer: CSU.

FASH 124 CREATIVE TECHNIQUES

Units (Grade Option) 3; Class Hours: 3 lecture hours/week; Recommended: Eligibility for READ 802 and ENGL 800; Prerequisite(s): None; Corequisite(s): Concurrent enrollment in FASH 699, two hours per week minimum. 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. Transfer: CSU.

FASH 140 BASIC SERGING

Units (Grade Option) 1; Class Hours: 1 lecture hour/week; Recommended: Eligibility for READ 802 and ENGL 800; Prerequisite(s): None; Description: The use of the serger sewing machine for creating a variety of edge finishes while constructing garments is presented in this course.

FASH 141 CREATIVE SERGING

Units (Grade Option) 1; Class Hours: 1 lecture hour/week; Recommended: Eligibility for READ 802 and ENGL 800; Prerequisite(s): FASH 140; Description: Students will learn fast, decorative serging techniques using a variety of threads, trims, and fabrics to make unique garments in this course.

FASH 146 DESIGNER TECHNIQUES

Units (Grade Option) 3; Class Hours: 3 lecture hours/week; Recommended: Eligibility for READ 802 and ENGL 800; Prerequisite(s): 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 150 HISTORY OF FASHION

Units (Grade Option) 3; Class Hours: 3 lecture hours/week; Recommended: Eligibility for READ 802 and ENGL 800; Prerequisite(s): None. Description: This course is a survey course of fashions of Western Civilization from ancient cultures to the present day. Students will analyze fashion trends and fads as influenced by industrial and political developments. Transfer: CSU.

FASH 162 ADVANCED FLAT PATTERN

Units (Grade Option) 3; Class Hours: 3 lecture hours/week; Recommended: Eligibility for READ 802 and ENGL 800; Prerequisite(s): FASH 118; Corequisite(s): Concurrent enrollment in FASH 699, two hours per week minimum. 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. Transfer: CSU.

FASH 163 PATTERN GRADING

Units (Grade Option) 1; Class Hours: 1 lecture hour/week; Recommended: Eligibility for READ 802 and ENGL 800; Prerequisite(s): None. Description: Techniques for taking a single sized pattern and grading it up and down into multiple sizes. An overview of different size ranges, methods of grading, and grading rules is included. Transfer: CSU.

FASH 164 FASHION ILLUSTRATION

Units (Grade Option) 3; Class Hours: 3 lecture hours/week; Recommended: Eligibility for READ 802 and ENGL 800; Prerequisite(s): None. Description: This course is an overview of sketching for clothing design with emphasis on perception development through specific drawing exercises to develop fashion figure proportions. A variety of media and drawing techniques will be used to create fashion sketches. Transfer: CSU.

FASH 165 DESIGN INSPIRATION

Units (Credit/No Credit) 1; Class Hours: 1 lecture hour/week; Recommended: Eligibility for READ 802 and ENGL 800; Prerequisite(s): None. Description: This is an introductory, theoretical design course geared to familiarize students with the commonly recognized sources of inspiration for the modern-day designer. The course will concentrate on translating various sources of inspiration into contemporary fashion designs via student sketch work and design analysis. Transfer: CSU.

FASH 166 FASHION ENTREPRENEURSHIP

Units (Grade Option) 3; Class Hours: 3 lecture hours/week; Recommended: Eligibility for READ 802 and ENGL 800; Prerequisite(s): None. Description: This course is an overview of the fashion entrepreneurial opportunities in the apparel and sewn products industry. Establishing goals, recordkeeping, business promotion, and the advantages and disadvantages of self-employment will be discussed. Individuals considering a small business relating to fashion, fabric, color, pattern work, and sewing will profit from this course. Transfer: CSU.

FASH 167 THE CUSTOM DRESS FORM

Units (Grade Option) 1; Class Hours: 1 lecture hour/week; Recommended: Eligibility for READ 802 and ENGL 800; Prerequisite(s): None. Description: Students will learn how to create a customized dress form used for design development and sewing construction. Students will be fitted in customized covers, and foam dress forms will be shaped to fit these covers. Transfer: CSU.

FASH 168 FASHION DRAPING

Units (Grade Option) 3; Class Hours: 3 lecture hours/week; Recommended: Eligibility for READ 802 and ENGL 800; Prerequisite(s): None; Corequisite(s): Concurrent enrollment in FASH 699, three hours per week minimum. Description: This course is an overview of designing clothing on a dressform; students will use this three-dimensional design process to create patterns for original designs. The translation of fashion ideas from design principles, while draping with muslin, to finished garments will be examined also. Transfer: CSU.

FASH 170 FRENCH PATTERN DRAFTING

Units (Grade Option) 2; Class Hours: 2 lecture hours/week; Recommended: Eligibility for READ 802 and ENGL 800; Prerequisite(s): None. Description: In this course, students will learn the French Couture method for drafting a master pattern. The master pattern, known as the moulage, is a form-fitting pattern that duplicates the figure exactly with no ease added. It is used to create the sloper and basic sleeve. These are used to design many different garment styles. Transfer: CSU.

FASH 171 TROUSER MOULAGE

Units (Grade Option) 1; Class Hours: 1 lecture hour/week; Recommended: Eligibility for READ 802 and ENGL 800; Prerequisite(s): None. Description: In this course, students will learn techniques for measuring and drafting a basic trouser sloper. The students will then make the pattern in muslin and refine fit to produce a pattern for their figures.

Drafting trouser details such as pockets, pleats, high waistbands, and fly-front will be discussed also. Transfer: CSU.

FASH 172 BUSTIER

Units (Grade Option) 1; Class Hours: 1 lecture/1 by arrangement lab hours/week; Recommended: Eligibility for READ 802 and ENGL 800; Prerequisite(s): FASH 170 or equivalent. Description: This course is an introduction to the proper patternwork and construction techniques to create a well-fitting, well-performing strapless bodice (bustier), which can be adapted to evening wear or bridal wear. As these garments must fit closely, a well-fitting sloper, or the moulage from the French pattern drafting course is required. Transfer: CSU.

FASH 180 COMPUTERIZED PATTERN DESIGN

Units (Grade Option) 3; Class Hours: 3 lecture/2 by arrangement lab hours/week; Recommended: Eligibility for READ 802 and ENGL 800; Prerequisite(s): FASH 118 or equivalent. Description: This course is designed to teach PAD, a professional computerized pattern development system, to draft patterns for original designs. Students will have the opportunity to develop patterns as used in the apparel industry. 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; Recommended: Eligibility for READ 802 and ENGL 800; Prerequisite(s): 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 applies 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.

FILM**FILM 110 AMERICAN CINEMA**

Telecourse: Units 3; Recommended: Eligibility for READ 802 and ENGL 800; Prerequisite(s): None. Description: Familiarizes students with the history of American Cinema, focusing on the studio system, the star system, genres, and directors. Develops film vocabulary and critical viewing skills. Transfer: CSU.

FOOD SERVICE**F.S. 100 ORIENTATION TO THE FOOD SERVICE INDUSTRY**

Units (Grade Option) 1; Class Hours: 1 lecture hour/week; Recommended: Eligibility for READ 802 and ENGL 800; Prerequisite(s): None. Description: This course provides the student with a brief overview of modern food service, including knowledge of its history and where it is headed. Complete menu analysis and development are also explored. Emphasis will be placed on organization and structure, current trends and careers, and standards of professionalism. Transfer: CSU.

F.S. 105 FOOD SERVICE SANITATION AND SAFETY

Units (Grade Option) 2; Class Hours: 2 lecture/2 lab hours/week; Recommended: Eligibility for READ 802 and ENGL 800; Prerequisite(s): None. Description: This course teaches students the types and causes of food-borne illnesses. It discusses the importance of all aspects of sanita-

tion and safety: good personal hygiene, proper food storage, food handling and preparation, cleaning and sanitizing equipment, pest management, accident prevention, and sanitation regulations and standards. Transfer: CSU.

F.S. 110 BASIC FOOD PREPARATION

Units (Grade Option) 5; Class Hours: 2 lecture/5 lab hours/week; Recommended: Eligibility for READ 802 and ENGL 800; Prerequisite(s): F.S. 100 and 105. Description: This course instructs the student in basic cooking techniques and the preparation of raw foods for cooking. It reviews working with weights and measures, understanding the structure and application of standardized and converted recipes, techniques of seasoning and flavoring, and use of knives and other large and small kitchen equipment. Transfer: CSU.

F.S. 115 ADVANCED FOOD PREPARATION

Units (Grade Option) 4; Class Hours: 2 lecture/4 lab hours/week; Recommended: Eligibility for READ 802 and ENGL 800; Prerequisite(s): F.S. 110. Description: This course is designed to expose the student to four specific career tracks in the food service industry: Baking, Gourmet Entrée Preparation, Short Order/Grill Cook, and Catering Arts. Transfer: CSU.

FRENCH

FREN 110 ELEMENTARY FRENCH

(CAN FREN 2) (CAN FREN SEQ A = FREN 110 + 120)

Units 5; Class Hours: 5 lecture/2 lab hours/week; Recommended: Eligibility for READ 802 and ENGL 800; Prerequisite(s): 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; Recommended: Eligibility for READ 802 and ENGL 800; Prerequisite(s): 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; Recommended: Eligibility for READ 802 and ENGL 800; Prerequisite(s): 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) (CAN FREN SEQ A = FREN 110 + 120)

Units 5; Class Hours: 5 lecture/2 lab hours/week; Recommended: Eligibility for READ 802 and ENGL 800; Prerequisite(s): 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; Recommended: Eligibility for READ 802 and ENGL 800; Prerequisite(s): 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; Recommended: Eligibility for READ 802 and ENGL 800; Prerequisite(s): 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 (CAN FREN 8)

Units 5; Class Hours: 5 lecture/2 lab hours/week; Recommended: Eligibility for READ 802 and ENGL 800; Prerequisite(s): 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; Recommended: Eligibility for READ 802 and ENGL 800; Prerequisite(s): 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; Recommended: Eligibility for READ 802 and ENGL 800; Prerequisite(s): 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; Recommended: Eligibility for READ 802 and ENGL 800; Prerequisite(s): 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/week; Recommended: Eligibility for READ 802 and ENGL 800; Prerequisite(s): 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; Recommended: Eligibility for READ 802 and ENGL 800; Prerequisite(s): 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: Open Curriculum; Prerequisite(s): 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: Open Curriculum; Prerequisite(s): 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: Open Curriculum; Prerequisite(s): 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: Open Curriculum; Prerequisite(s): 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; Recommended: Eligibility for READ 802 and ENGL 800; Prerequisite(s): 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; Recommended: Eligibility for READ 802 and ENGL 800; Prerequisite(s): 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; Recommended: Eligibility for READ 802 and ENGL 800; Prerequisite(s): 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; Recommended: Eligibility for READ 802 and ENGL 800; Prerequisite(s): 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.

GEOG 301 INTRODUCTION TO MAP READING FOR GIS

Units (Grade Option) 1; Class Hours: 1 lecture/1 lab/1 by arrangement lab hours/week; Recommended: Eligibility for READ 802 and ENGL 800; Prerequisite(s): None. Description: This course focuses on map reading skills and introducing the many uses of geographic information systems software. Transfer: CSU.

GEOG 302 INTRODUCTION TO GIS AND ARCVIEW

Units (Grade Option) 1; Class Hours: 1 lecture/1 lab/1 by arrangement lab hours/week; Recommended: Eligibility for READ 802 and ENGL 800; Prerequisite(s): GEOG 301. Description: This course introduces and provides hands-on instruction in ArcView software for geographic information systems. Transfer: CSU.

GEOG 303 GIS APPLICATIONS

Units (Grade Option) 1; Class Hours: 1 lecture/1 lab/1 by arrangement lab hours/week; Recommended: Eligibility for READ 802 and ENGL 800; Prerequisite(s): GEOG 302. Description: Applications of ArcView GIS software. Students will complete projects in an area of their choice. Transfer: CSU.

GEOLOGY

GEOL 100 SURVEY OF GEOLOGY

Units (Grade Option) 3; Class Hours: 2 lecture/3 lab hours/week; Recommended: Eligibility for READ 802 and ENGL 800; Prerequisite(s): 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; Recommended: Eligibility for READ 802, ENGL 800, and MATH 111; Prerequisite(s): 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 volca-

noes. 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; Recommended: Eligibility for READ 802 and ENGL 800; Prerequisite(s): 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; Recommended: Eligibility for READ 802 and ENGL 800; Prerequisite(s): 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; Recommended: Eligibility for READ 802 and ENGL 800; Prerequisite(s): 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; Recommended: Eligibility for READ 802 and ENGL 800; Prerequisite(s): 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: Open Curriculum; Prerequisite(s): 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: Open Curriculum; Prerequisite(s): 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: Open Curriculum; Prerequisite(s): 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: Open Curriculum; Prerequisite(s): 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 100 GENERAL HEALTH SCIENCE

Telecourse: Units 2; Class Hours: 2 lecture hours/week; Prerequisite(s): None. Description: Survey of today's most prevalent health problems, including heart disease, cancer, venereal disease, birth control, drug abuse, and emotional disorders. Emphasizes detection, treatment, and prevention of personal and social health problems as well as the promotion of physical and emotional well-being. Transfer: CSU, UC.

HSCI 104 NUTRITION AND PHYSICAL FITNESS

Units 1; Class Hours: 1 lecture hour/week (May be offered in 6-week section) Recommended: Eligibility for READ 802, ENGL 800, and MATH 111; Prerequisite(s): 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) Recommended: Eligibility for READ 802, ENGL 800, and MATH 111; Prerequisite(s): 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 108 WOMEN'S HEALTH ISSUES

Units (Grade Option) 1; Class Hours: 1 lecture hour/week (May be offered in 6-week section); Recommended: Eligibility for READ 802, ENGL 800, and MATH 111; Prerequisite(s): 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 430 ADULT CPR AND FIRST AID

Units (Credit/No Credit) 0.5-1; Class Hours: 0.5-1 lecture hour/week; Recommended: Eligibility for READ 802 and ENGL 800; Prerequisite(s): None. Description: This course provides training in adult 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.

HSCI 431 BASIC LIFE SUPPORT

Units (Credit/No Credit) 0.5; Class Hours: 8 lecture hours/semester; Recommended: Eligibility for READ 802 and ENGL 800; Prerequisite(s): None. Description: This course provides training in basic life support for healthcare providers including physicians, nurses, emergency medical

technicians, and allied health personnel. Upon successful completion, students may obtain the American Heart Association's certification in "Course C: Basic Life Support for Healthcare Providers." Transfer: CSU.

HISTORY

HIST 100 HISTORY OF WESTERN CIVILIZATION I (CAN HIST 2) (CAN HIST SEQ A = HIST 100 + 101)

Units (Grade Option) 3; Class Hours: 3 lecture hours/week; Recommended: Eligibility for READ 802 and ENGL 800; Prerequisite(s): None. Description: This course is a broad overview of the rise and fall of civilizations of the ancient world, the spread of Christianity, Medieval society, the periods of the Renaissance and Reformation, and the discoveries and explorations in early modern times. Transfer: CSU, UC.

HIST 101 HISTORY OF WESTERN CIVILIZATION II (CAN HIST 4) (CAN HIST SEQ A = HIST 100 + 101)

Units (Grade Option) 3; Class Hours: 3 lecture hours/week; Recommended: Eligibility for READ 802 and ENGL 800; Prerequisite(s): None. Description: This course is designed to present a broad survey of events in the Western World from the 16th century to the present. Topics include: the growth of nations; scientific, French, and Industrial Revolutions; imperialism; world wars; rise of totalitarianism; and the post-Cold War world. 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; Recommended: Eligibility for READ 802 and ENGL 800; Prerequisite(s): None. Description: This course surveys major movements or "currents" of U. S. History from the colonial settlements to the present. Students examine such "patterns" as liberalism and conservatism, nationalism and sectionalism, internationalism and isolationism, laissez-faire and welfare state in order to build a "framework" for understanding the major social, political, and economic events and personalities as they have influenced American society and the "process" of history. Completion of HIST 100, 201 or 202 is recommended. Transfer: CSU, UC.

HIST 103 WESTERN TRADITION I

Telecourse: Units (Grade Option) 2; Recommended: Eligibility for READ 802 and ENGL 800; Prerequisite(s): None. Description: Covers the rise and decline of the civilization of the ancient world, the rise of Christianity, the growth and decline of Medieval society, the renaissance, and the age of exploration. (May not be taken for credit following HIST 100.) Transfer: CSU.

HIST 201 UNITED STATES HISTORY I (CAN HIST 8) (CAN HIST SEQ B = HIST 201 + 202)

Units (Grade Option) 3; Class Hours: 3 lecture hours/week; Recommended: Eligibility for READ 802 and ENGL 800; Prerequisite(s): 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) (CAN HIST SEQ B = HIST 201 + 202)

Units (Grade Option) 3; Class Hours: 3 lecture hours/week; Recommended: Eligibility for READ 802 and ENGL 800; Prerequisite(s): 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; Recommended: Eligibility for READ 802 and ENGL 800; Prerequisite(s): 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 AFRICAN-AMERICAN HISTORY

Units (Grade Option) 3; Class Hours: 3 lecture hours/week; Recommended: Eligibility for READ 802 and ENGL 800; Prerequisite(s): None. Description: This course is a survey which begins in medieval Africa and continues through the history of the slave trade, institutionalization of African American slavery, the abolitionist reform movement. The role of African-Americans in the Civil War, Reconstruction years, Jim Crow period, Harlem Renaissance, Depression years and World War II and the "modern civil rights movement" is studied with emphasis on the means for change used by various Black and White leaders. Concurrent with a study of "the past," students will also examine current state and national issues, like the affirmative action debate, which influence Black-White relations in American Society. Completion of HIST 201 or 202 is recommended. (Fulfills Ethnic Studies requirement.) Transfer: CSU, UC.

HIST 310 CALIFORNIA HISTORY

Units (Grade Option) 3; Class Hours: 3 lecture hours/week; Recommended: Eligibility for READ 802 and ENGL 800; Prerequisite(s): 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; Recommended: Eligibility for READ 802 and ENGL 800; Prerequisite(s): 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 Coastside communities, airports, and industrial parks; contemporary social, economic, and political issues such as population shifts, land development, and voting trends. Transfer: CSU.

HIST 421 HISTORY OF THE AMERICAS

Units (Grade Option) 3; Class Hours: 3 lecture hours/week; Recommended: Eligibility for READ 802 and ENGL 800; Prerequisite(s): 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; Recommended: Eligibility for READ 802 and ENGL 800; Prerequisite(s): None. Description: This is a broad survey course of the history of Latin America from independence to the present. Individual countries will be studied with an emphasis on political, economic, and social events within countries. The role of the United States will be examined, especially in relation to Central America and the Caribbean. Cultural ties that bind Spanish-speaking peoples of the U.S. to Latin America will be studied also. (Fulfills Ethnic Studies requirement.) Transfer: CSU, UC.

HIST 425 MODERN LATIN AMERICA AND THE CARIBBEAN

Telecourse: Units (Grade Option) 3; Recommended: Eligibility for READ 802 and ENGL 800; Prerequisite(s): None. Description: Examines various aspects of Latin America and the Caribbean. Provides an overview of the Pre-Columbian, Conquest, Colonial, Independence, and post-Independence periods and then develops various themes—sovereignty, race and ethnicity, role of women, revolutions and revolutionaries, religion, etc.—to give students an understanding of modern Latin America and the Caribbean. (Fulfills Ethnic Studies requirement.) Transfer: CSU.

HIST 451 FAR EASTERN CIVILIZATION AND HERITAGE I

Units (Grade Option) 3; Class Hours: 3 lecture hours/week; Recommended: Eligibility for READ 802 and ENGL 800; Prerequisite(s): 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; Recommended: Eligibility for READ 802 and ENGL 800; Prerequisite(s): 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, and 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.

HOME ECONOMICS

(See FASHION DESIGN)

HUMAN SERVICES**HMSV 100 INTRODUCTION TO HUMAN SERVICES**

Units 3; Class Hours: 3 lecture hours/week; Recommended: Eligibility for READ 802 and ENGL 800; Prerequisite(s): None. Description: This is an introductory course for students interested in a career in Human Services. The course covers the history of Human Services, types of functions of Human Services agencies, careers in Human Services, skills utilized in the Human Services professions, ethics, current trends and issues, human need theory, and self-support techniques for Human Service workers. Transfer: CSU.

HMSV 110 INTRODUCTION TO COUNSELING AND INTERVIEWING

Units 3; Class Hours: 3 lecture hours/week; Recommended: Eligibility for READ 802 and ENGL 800; Prerequisite(s): None. Description: An introduction to the basic skills and techniques of counseling and interviewing. Course covers listening, responding, building trust, questioning, assessment, reflecting strengths, referral, values, and ethics. Designed for professionals and paraprofessionals in Human Services positions and students preparing for a career in Human Services. Transfer: CSU.

HMSV 115 INTRODUCTION TO CASE MANAGEMENT

Units 3; Class Hours: 3 lecture hours/week; Recommended: Eligibility for READ 802 and ENGL 800; Prerequisite(s): None. Description: An introductory course that familiarizes students with the basic concepts and skills of case management. Course covers philosophy, ethics, concepts, assessment, documentation, recordkeeping, plan development, linking to community agencies, services monitoring, and an overview of benefits programs. Designed to provide students with knowledge and skills that can be applied to a variety of Human Services settings. Transfer: CSU.

HMSV 120 PUBLIC ASSISTANCE AND BENEFITS PROGRAM

Units 1; Class Hours: 1 lecture hour/week; Recommended: Eligibility for READ 802 and ENGL 800; Prerequisite(s): None. Description: This course is an overview and examination of Public Assistance benefits awarded under state and federal welfare programs. TANF (Temporary Aid to Needy Families), SSI (Social Security Insurance), MediCal, Medicaid, Medicare and Disability Programs will be analyzed and evaluated and their implications for self-sufficiency examined. Students will gain a working knowledge of the various benefit programs available to persons including eligibility requirements, determination and duration. Transfer: CSU.

HMSV 130 EMPLOYMENT SUPPORT STRATEGIES

Units 3; Class Hours: 3 lecture hours/week; Recommended: Eligibility for READ 802 and ENGL 800; Prerequisite(s): None. Description: An introductory course for students preparing to work in Human Service agencies and other settings which assist individuals to secure and maintain employment. Covers the values and principles of employment support services, assessment for work readiness, strength identification, motivation, removing barriers to employment, community training and employment resources, job search and match, job coaching, and support planning. Transfer: CSU.

HMSV 131 JOB DEVELOPMENT

Units 3; Class Hours: 3 lecture hours/week; Recommended: Eligibility for READ 802 and ENGL 800; Prerequisite(s): None. Description: An introduction to the values, theory, skills and practices used by job developers to facilitate successful job placement for persons in need of

employment. Covers the values and principles of job development, marketing, developing partnerships with employers, presentation skills, career counseling, vocational assessment, job match, job placement, and job retention. Designed for paraprofessionals currently working in Human Service agencies and students preparing for careers in Human Services. Transfer: CSU.

HMSV 150 REHABILITATION AND RECOVERY

Units 3; Class Hours: 3 lecture hours/week; Recommended: Eligibility for READ 802 and ENGL 800; Prerequisite(s): None. Description: An introduction to the principles and practices involved in providing support services to persons with psychiatric disabilities as they move through the process of rehabilitation and recovery. Covers the theory, values, and philosophy of psycho-social rehabilitation; diagnostic categories and symptoms of mental illnesses; the development of rehabilitative environments and support systems; disabilities management; approaches to service delivery, skills, and ethics. Transfer: CSU.

HMSV 151 CURRENT TRENDS AND ISSUES IN PSYCHO-SOCIAL REHABILITATION

Units 3; Class Hours: 3 lecture hours/week; Recommended: Eligibility for READ 802 and ENGL 800; Prerequisite(s): None. Description: An overview of the current trends and issues affecting the field of Psycho-social Rehabilitation. Course covers contemporary issues and service delivery trends in rehabilitation as they are applied to a mental health setting. Designed for paraprofessionals currently working in Health and Human Service agencies and students preparing for careers in Human Services. Transfer: CSU.

INTERIOR DESIGN

INTD 115 INTRODUCTION TO INTERIOR DESIGN

Units (Grade Option) 3; Class Hours: 3 lecture hours/week; Recommended: Eligibility for READ 802 and ENGL 800; Prerequisite(s): 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; Recommended: Eligibility for READ 802 and ENGL 800; Prerequisite(s): 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; Recommended: Eligibility for READ 802 and ENGL 800; Prerequisite(s): 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 BEGINNING SPACE PLANNING

Units (Grade Option) 3; Class Hours: 3 lecture hours/week; Recommended: Eligibility for READ 802 and ENGL 800; Prerequisite(s): 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; Recommended: Eligibility for READ 802 and ENGL 800; Prerequisite(s): None. Description: Students will learn the theory of spatial composition in freehand drawing, rendering, and sketching of interior environmental elements to scale. One and two point perspective and isometric drawings and three-dimensional conceptualization techniques are presented. Students will analyze the mechanical methods of developing working drawings for designs and plans for cabinet-makers, builders, crafts persons, and clients. Transfer: CSU.

INTD 147 ADVANCED SPACE PLANNING

Units (Grade Option) 3; Class Hours: 3 lecture hours/week; Recommended: Eligibility for READ 802 and ENGL 800; Prerequisite(s): INTD 115, ARCH 110 and INTD 130; 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 126 is recommended. Transfer: CSU.

INTD 150 HISTORY OF INTERIORS

Units (Grade Option) 3; Class Hours: 3 lectures/2 by arrangement lab hours/week; Recommended: Eligibility for READ 802 and ENGL 800; Prerequisite(s): 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. Transfer: CSU.

INTD 156 PORTFOLIO PREPARATION

Units (Grade Option) 3; Class Hours: 3 lecture hours/week; Recommended: Eligibility for READ 802 and ENGL 800; Prerequisite(s): 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; Recommended: Eligibility for READ 802 and ENGL 800; Prerequisite(s): None. 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 194 RENDERING

Units (Grade Option) 1; Class Hours: 1 lecture hour/week; Recommended: Eligibility for READ 802 and ENGL 800; Prerequisite(s): 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; Recommended: Eligibility for READ 802 and ENGL 800; Prerequisite(s): 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 OVERVIEW OF LIGHTING DESIGN

Units (Grade Option) 2-4 (No more than 2 units per semester); Class Hours: 2-4 lecture hours/week; Recommended: Eligibility for READ 802 and ENGL 800; Prerequisite(s): 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

Units (Grade Option) 3; Class Hours: 3 lecture/hours week; Recommended: Eligibility for READ 802 and ENGL 800; Prerequisite(s): ARCH 110; 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. Transfer: CSU.

INTD 271 BATH DESIGN

Units (Grade Option) 3; Class Hours: 3 lecture hours/week; Recommended: Eligibility for READ 802 and ENGL 800; Prerequisite(s): ARCH 110; Description: This course is an overview of the basic principles of bath design. Drawing scale floor plans, new design concepts, product availability and the use of color will culminate in a class project of designing a bathroom. Transfer: CSU.

INTD 276 ADVANCED KITCHEN AND BATH DESIGN

Units (Grade Option) 3; Class Hours: 3 lecture hours/week; Recommended: Eligibility for READ 802 and ENGL 800; Prerequisite(s): INTD 270 and 271 and ARCH 110; Corequisite(s): Concurrent enrollment in INTD 699, two hours per week minimum. Description: This course is an overview of advanced kitchen and bath design. Students prepare construction documents that will include technical information required for the design and submittal of plans for proposed kitchens and bath remodels. Transfer: CSU.

INTD 278 MARKETING AND SALESMANSHIP FOR INTERIOR DESIGN

Units (Grade Option) 3; Class Hours: 1.5 lecture/4.5 lab hours/week; Recommended: Eligibility for READ 802 and ENGL 800; Prerequisite(s): 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 340 FURNITURE, CASEWORK, AND INTERIOR DETAILING

Units (Grade Option) 3; Class Hours: 3 lecture hours/week; Recommended: Eligibility for READ 802 and ENGL 800; Prerequisite(s): ARCH 110, INTD 126, 128, and 130; Corequisite(s): Concurrent enrollment in INTD 699, two hours per week minimum. Description: This course presents a comprehensive analysis of the theory, technical knowledge, and communication skills necessary to depict basic furniture, cabinet, and interior construction details. Design concepts, use of materials and their relationship during fabrication and construction will be discussed with emphasis on detailing procedures and techniques. Transfer: CSU.

INTD 350 COMMERCIAL DESIGN I

Units (Grade Option) 3; Class Hours: 3 lecture hours/week; Recommended: Eligibility for READ 802 and ENGL 800; Prerequisite(s): INTD 147; Corequisite(s): Concurrent enrollment in INTD 699, two hours per week minimum. Description: In this course students learn how to design 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. Transfer: CSU.

INTD 351 COMMERCIAL DESIGN II

Units (Grade Option) 3; Class Hours: 3 lecture hours/week; Recommended: Eligibility for READ 802 and ENGL 800; Prerequisite(s): INTD 147 and 350; Description: The focus of this course is learning how to design large, complex, multi-unit commercial office 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. Transfer: CSU.

INTD 356 RESIDENTIAL & COMMERCIAL CONSTRUCTION

Units (Grade Option) 3; Class Hours: 3 lecture hours/week; Recommended: Eligibility for READ 802 and ENGL 800; Prerequisite(s): INTD 147; Description: In this course students will develop an understanding of basic construction systems and how they relate to interior planning. Building codes, historic preservation, and handicapped restrictions will be examined as well as environmental concerns and adaptive reuse. Technical knowledge of building systems (HVAC, plumbing, electrical, etc.) and structure will be analyzed also. It is recommended that students take INTD 330 or 340 concurrently. Transfer: CSU.

INTD 362 COMPUTER-ASSISTED DRAFTING (CAD) FOR INTERIOR DESIGNERS

Units (Grade Option) 1; Class Hours: 1 lecture hour/week; Recommended: Eligibility for READ 802 and ENGL 800; Prerequisite(s): None; Description: Create completed floor plans, interior elevations, exterior elevations, perspectives, isometric overviews, roof plans, and multiple levels using the 3D Home Architecture software program. Concurrent enrollment in BUS. 430 is recommended. Transfer: CSU.

INTD 366 ARCHICAD FOR INTERIOR DESIGNERS

Units (Grade Option) 3; Class Hours: 3 lecture/2 lab hours/week; Recommended: Eligibility for READ 802 and ENGL 800; Prerequisite(s): ARCH 110 and BUS. 430, or a passing score on the computer literacy examination. Description: Topics covered include ArchiCAD concepts; tools and palettes; cursor forms, lines, pens, and fills; settings; 3D models; project setup—layering; walls and sections, and creating evaluations. Transfer: CSU.

INTD 370 CONSTRUCTION ESTIMATING AND RENOVATION

Units (Grade Option) 3; Class Hours: 3 lecture hours/week; Recommended: Eligibility for READ 802, ENGL 800, and MATH 111; Prerequisite(s): None. Description: This course is an overview of the process of residential renovation and related costs. Topics include tools, materials, scheduling, methods used for construction, and methods of estimating cost will be covered also. Transfer: CSU.

INTD 372 INTRODUCTION TO LIGHTING

Units (Grade Option) 3; Class Hours: 3 lecture hours/week; Recommended: Eligibility for READ 802 and ENGL 800; Prerequisite(s): None. Description: This course introduces the basic principles of lighting design and application. Topics include: visual perception, properties of light and color, sources and luminaries, lighting design elements and techniques and elementary calculations. Energy efficient lighting practices and applicable codes and regulations are emphasized. The student will become familiar with written and graphic lighting design documents. Transfer: CSU.

INTD 374 BUILDING SYSTEMS

Units (Grade Option) 3; Class Hours: 3 lecture hours/week; Recommended: Eligibility for READ 802 and ENGL 800; Prerequisite(s): None. Description: This course will showcase various building systems and the interrelationships between these systems and lighting design for a variety of building types. Major topics include basic physics of heat and light, dependency on solar radiation, efforts to avoid, desirable building orientation for natural and mechanical means to dissipate heat, and natural day lighting to augment and conserve energy necessary for artificial lighting of interior spaces. Case studies to evaluate examples of comprehensive energy efficient building design and codes and energy regulations currently being enforced by the building industry. Transfer: CSU.

INTD 376 LIGHTING DESIGN I

Units (Grade Option) 3; Class Hours: 3 lecture hours/week; Recommended: Eligibility for READ 802 and ENGL 800; Prerequisite(s): None; Corequisite(s): Concurrent enrollment in INTD 699 is required, two hours per week minimum. Description: In this course students learn to apply the aesthetic and technical principles of lighting design to practical problems of interior and exterior lighting. Specific areas covered include light sources and luminaries, lighting control devices and systems, and calculations. Applications in residential, retail, display, office, and outdoor specialty lighting will be covered also. Students learn to deal with energy conservation considerations when completing design projects. Transfer: CSU.

INTD 378 LIGHTING DESIGN II

Units (Grade Option) 3; Class Hours: 3 lecture hours/week; Recommended: Eligibility for READ 802 and ENGL 800; Prerequisite(s): INTD 376; Corequisite(s): Concurrent enrollment in INTD 699, two hours per week minimum. Description: In this course students analyze and complete

advanced lighting design projects for interior and exterior spaces. In-depth treatment of commercial, institutional, industrial, and outdoor specialty areas will be covered also. Students will include energy saving devices, building codes, and economic factors as an integral part of the design process. Transfer: CSU.

INTD 380 APPLIED LIGHTING TECHNOLOGY

Units (Grade Option) 3; Class Hours: 3 lecture hours/week; Recommended: Eligibility for READ 802 and ENGL 800; Prerequisite(s): None. Description: This course introduces electrical theory, electrical circuiting, and wiring methods as applied to lighting design. Students develop an understanding of lighting equipment and lighting controls. Other topics include Ohm's Law, single-phase and three-phase power, power factor, harmonics, overview of the utility system, electrical power distribution equipment and wiring, evaluation of discharge lamp/ballast systems, retrofit devices, and lighting controls. Energy efficient lighting applications, applicable codes, and analysis techniques are emphasized also. Transfer: CSU.

INTD 382 ADVANCED LIGHTING DESIGN

Units (Grade Option) 2; Class Hours: 2 lecture hours/week; Recommended: Eligibility for READ 802 and ENGL 800; Prerequisite(s): INTD 378; Corequisite(s): Concurrent enrollment in INTD 699, two hours per week minimum. Description: In this course students will develop lighting design documents for client presentation. Other topics include user needs, equipment, application of advanced lighting calculations, identification and correction of conceptual and field problems, application of codes and regulations, principles of energy efficient lighting and budget requirements. Transfer: CSU.

INTD 450 MATERIALS AND FINISHES

Units (Grade Option) 3; Class Hours: 3 lecture hours/week; Recommended: Eligibility for READ 802 and ENGL 800; Prerequisite(s): None. Description: In this course the cost, quality, and performance guidelines for selecting materials are presented for both residential and non-residential applications. Students will learn how to make wise decisions when purchasing and specifying requirements for fabrics, paints, floor coverings, wall coverings, window coverings, furniture, and accessories. Structural and finishing materials are also covered for properties and uses. Transfer: CSU.

INTD 464 CODES: FIRE, SAFETY, AND BARRIER-FREE DESIGN

Units (Grade Option) 1; Class Hours: 1 lecture hour/week; Recommended: Eligibility for READ 802 and ENGL 800; Prerequisite(s): None. Description: This course is an overview of the building codes that control and limit interior designs. Other topics include access for persons with disabilities, California Title 24, ANSI A 117.1, model handicapped access code, Fair Housing Act of 1988, and the American Disabilities Act (ADA). Transfer: CSU.

INTD 700 NCIDQ EXAMINATION REVIEW

Units (Grade Option) 1; Class Hours: 1 lecture hour/week; Recommended: Eligibility for READ 802 and ENGL 800; Prerequisite(s): 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 (CAN ITAL 2 = ITAL 111 + 112) (CAN ITAL SEQ A = ITAL 111 + 112 + 121 + 122)

Units (Grade Option) 3; Class Hours: 3 lecture/2 lab hours/week; Recommended: Eligibility for READ 802 and ENGL 800; Prerequisite(s): None. Description: Study of and practice in the basic forms and patterns of Italian; development of satisfactory pronunciation; learning and using vocabulary of high frequency; reading of simple Italian texts. Students are urged to make extensive use of the listening facilities in the language laboratory. Transfer: CSU, UC*.

ITAL 112 ELEMENTARY ITALIAN II (CAN ITAL 2 = ITAL 111 + 112) (CAN ITAL SEQ A = ITAL 111 + 112 + 121 + 122)

Units (Grade Option) 3; Class Hours: 3 lecture/2 lab hours/week; Recommended: Eligibility for READ 802 and ENGL 800; Prerequisite(s): ITAL 111. Description: Further basic principles of beginning Italian. Conversation, composition, important Italian idiomatic expressions, pronouns, verbs in future and past tense. Students are expected to make extensive use of the listening facilities in the language laboratory. Transfer: CSU, UC*.

ITAL 121 ADVANCED ELEMENTARY ITALIAN I (CAN ITAL 4 = ITAL 121 + 122) (CAN ITAL SEQ A = ITAL 111 + 112 + 121 + 122)

Units 3; Class Hours: 3 lecture/2 lab hours/week; Recommended: Eligibility for READ 802 and ENGL 800; Prerequisite(s): 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. Transfer: CSU, UC*.

ITAL 122 ADVANCED ELEMENTARY ITALIAN II (CAN ITAL 4 = ITAL 121 + 122) (CAN ITAL SEQ A = ITAL 111 + 112 + 121 + 122)

Units 3; Class Hours: 3 lecture/2 lab hours/week; Recommended: Eligibility for READ 802 and ENGL 800; Prerequisite(s): ITAL 121. Description: Further basic principles of Advanced Elementary Italian. Continued practice in listening, speaking, writing, and reading of more difficult texts. Students are urged to make use of the listening facilities in the language laboratory. Transfer: CSU, UC*.

ITAL 801 CONVERSATIONAL ITALIAN I

Units (Grade Option) 2; Class Hours: 3 lecture hours/week; Basic Skills Level: Open Curriculum; Prerequisite(s): 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: Open Curriculum; Prerequisite(s): 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: Open Curriculum; Prerequisite(s): 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: Open Curriculum; Prerequisite(s): 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/1 by arrangement lab hours/week; Recommended: Eligibility for READ 802 and ENGL 800; Prerequisite(s): None. Description: This course presents a study of the basic patterns of Japanese in oral expression, reading, and written forms. Transfer: CSU.

JAPN 801 CONVERSATIONAL JAPANESE I

Units (Grade Option) 2; Class Hours: 3 lecture hours/week; Basic Skills Level: Open Curriculum.; Prerequisite(s): 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.

LEARNING CENTER

LCTR 100 EFFECTIVE TUTORING

Units (Grade Option) 0.5; Class Hours: 8 lecture/16 by arrangement lab hours/semester; Recommended: Eligibility for READ 802 and ENGL 800; Prerequisite(s): 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 by arrangement lab hours/week; Recommended: Eligibility for READ 802 and ENGL 800; Prerequisite(s): 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 by arrangement lab hours/week; Recommended: Eligibility for READ 802 and ENGL 800; Prerequisite(s): 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 140 PROFESSIONAL WRITING

Units 2; Class Hours: 6 by arrangement lab hours/week; Recommended: Eligibility for READ 420 and ENGL 100; Prerequisite(s): None. Description: This Macintosh-based 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. Transfer: CSU.

LCTR 151 ALLIED HEALTH SCIENCE VOCABULARY

Units 1; Class Hours: 3 by arrangement lab hours/week; Recommended: Eligibility for READ 802 and ENGL 800; Prerequisite(s): None. Description: This self-paced allied health science vocabulary course focuses on the mastery of more than one hundred roots and affixes from which thousands of words used in medical science terminology are derived. Instruction is aided by audiotapes which assist the student with pronunciation, and computer-assisted assignments based on the mastery learning approach. Transfer: CSU.

LCTR 400 REPORT PREPARATION AND EDITING

Units (Credit/No Credit) 0.5-3 (Maximum of 0.5 unit per semester); Class Hours: 1.5 by arrangement lab hours/week per 0.5 unit; Basic Skills Level: Open Curriculum; Prerequisite(s): None. Description: This course provides individualized instruction in using Learning Center computer software, such as Microsoft Works, to prepare and edit reports. Students may complete written assignments for other courses while taking this course. Transfer: CSU.

LCTR 410 BUSINESS WATCH

Units (Credit/No Credit) 0.5-2; Class Hours: 1.5-6 by arrangement lab hours/week; Recommended: Eligibility for READ 802 and ENGL 800; Prerequisite(s): None. Description: This course is a video-based, business-oriented language development program involving integrated practice in listening comprehension, reading, vocabulary development and writing, based on business segments originally presented by network television on ABC TV News. Transfer: CSU.

LCTR 440 MATH WITHOUT FEAR

Units (Grade Option) 1; Class Hours: 1 lecture hour/week; Recommended: Eligibility for READ 802, ENGL 800, and MATH 111; Prerequisite(s): None. Description: This course develops students' self-confidence and metacognitive skills in learning mathematics; it builds problem-solving skills in mathematics and/or in other courses which require the application of mathematical skills. Transfer: CSU.

LCTR 698 SUPERVISED TUTORING

Units 0; Class Hours: By arrangement; Prerequisite(s): 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 by arrangement lab hours/week; Basic Skills Level: Open Curriculum; Prerequisite(s): None. Description: Through the use of computer programs, students will learn to apply study skills including improved time management, efficient textbook reading and note taking, to develop memory and concentration techniques, and to demonstrate test taking efficiency. Units do not apply toward AA/AS degree.

LCTR 820 BASIC SPELLING MASTERY

Units (Credit/No Credit) 1; Class Hours: 3 by arrangement lab hours/week; Basic Skills Level: Open Curriculum; Prerequisite(s): 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 by arrangement lab hours/week; Basic Skills Level: Open Curriculum; Prerequisite(s): 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 by arrangement lab hours/week; Basic Skills Level: Open Curriculum; Prerequisite(s): 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 by arrangement lab hours/week; Basic Skills Level: Open Curriculum; Prerequisite(s): 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 by arrangement lab hours/week; Basic Skills Level: Open Curriculum; Prerequisite(s): None. Description: This Macintosh-based course will help students write well organized and well developed paragraphs. The course takes the student through eleven paragraph types, covering the following rhetorical modes: narration, description, persuasion, and eight expository modes. Hidden questions, or prompts, guide students in developing content and organization. Appropriate transitional devices are suggested for each kind of paragraph. Units do not apply toward AA/AS degree.

LCTR 833 SENTENCE DIAGRAMMING

Units (Credit/No Credit) 1; Class Hours: 3 by arrangement lab hours/week; Basic Skills Level: Open Curriculum; Prerequisite(s): None.
Description: This self-paced Macintosh-based course teaches correct sentence structure through diagramming, enabling students to visualize the parts of a sentence and their relationships to the whole. Covering simple to compound-complex sentences, it will benefit all students needing sentence review. Designed to supplement coursework in English 801, 800 and 100. Units do not apply toward AA/AS degree.

LCTR 840, 841, 842, 843 VOCABULARY IMPROVEMENT I, II, III, IV

Units (Credit/No Credit) 1; Class Hours: 3 by arrangement lab hours/week; Basic Skills Level: Open Curriculum; Recommended: LCTR 840, or 841, or 842 or satisfactory score on pre-test given at the Learning Center prior to enrolling; Prerequisite(s): None.
Description: This workbook-based series of four vocabulary courses helps students improve and build vocabulary skills while teaching 150-300 basic words in each course. The courses give abundant practice and reinforcement by checkpoint tests through an intensive words-in-context approach. This is supplemented by matching words and definitions, concluding with chapter and unit exams using words in context and assessing word definitions with antonyms and synonyms. Units do not apply toward AA/AS degree.

LCTR 850 READING AND WRITING FOR THE WORKPLACE

Units (Credit/No Credit) 1; Class Hours: 3 by arrangement lab hours/week; Basic Skills Level: Open Curriculum; Prerequisite(s): None.
Description: This self-paced course covers reading and writing skills for success in the workplace. The course covers an awareness of expectations of a new job, how to identify employers' expectations, and the importance of effective communication skills. Units do not apply toward AA/AS degree.

LCTR 851 READING & WRITING FOR THE WORKPLACE: STARTING A NEW JOB

Units (Credit/No Credit) 1; Class Hours: 3 by arrangement lab hours/week; Basic Skills Level: Open Curriculum; Prerequisite(s): None.
Description: This self-paced course offers instruction and practice in applying reading and writing skills to materials commonly found in the workplace. The course covers work-related reading skills, such as how to locate and interpret the key information needed to perform a job well; workplace vocabulary, such as understanding confusing technical terms; and a skills section to practice basic elements and components of reading and study skills. Units do not apply toward AA/AS degree.

LCTR 852 READING & WRITING FOR THE WORKPLACE: COMMUNICATING WITH CO-WORKERS

Units (Credit/No Credit) 1; Class Hours: 3 by arrangement lab hours/week; Basic Skills Level: Open Curriculum; Prerequisite(s): None.
Description: This self-paced course describes how to communicate effectively in the workplace, how to be aware of verbal and nonverbal messages, and how one can organize messages to meet the needs of co-workers. The course covers listening, speaking, reading, writing, and dealing with visual and nonverbal information. Units do not apply toward AA/AS degree.

LCTR 853 READING & WRITING FOR THE WORKPLACE: COMMUNICATING WITH SUPERVISORS

Units (Credit/No Credit) 1; Class Hours: 3 by arrangement lab hours/week; Basic Skills Level: Open Curriculum; Prerequisite(s): None.
Description: This self-paced course offers strategies for communicating

effectively with supervisors: oral, written, visual, and nonverbal. The course describes and illustrates techniques for communicating with supervisors and how this differs from communicating with co-workers. Units do not apply toward AA/AS degree.

LIBRARY SCIENCE**LIBR 100 INTRODUCTION TO LIBRARY RESOURCES**

Units (Grade Option) 1; Class Hours: 3 by arrangement lab hours/week; Recommended: Eligibility for READ 802 and ENGL 800; Prerequisite(s): 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.

LIBR 120 INFORMATION COMPETENCY

Units (Grade Option) 1; Class Hours: 3 lab hours/week; Recommended: Eligibility for READ 420 and ENGL 100; Prerequisite(s): None.
Description: This self-paced course teaches students, who are concurrently enrolled in designated courses in various disciplines, information competency skills: how to find, critically evaluate and use information resources in a variety of formats (including text and online). Students will learn these skills by learning how to complete the steps of a research process, including: topic selection, identifying search terms, choosing databases, developing search strategy and evaluating and citing sources. Transfer: CSU.

LITERATURE**LIT. 101 MODERN LITERATURE**

Units (Grade Option) 3; Class Hours: 3 lecture hours/week; Recommended: Eligibility for ENGL 110; Prerequisite(s): 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; Prerequisite(s): ENGL 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; Prerequisite(s): 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; Prerequisite(s): 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; Prerequisite(s): 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; Recommended: Eligibility for READ 802 and ENGL 800; Prerequisite(s): 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; Prerequisite(s): ENGL 100. Description: Study of representative plays of Shakespeare. A chronological sequence of plays, from each of the phases of Shakespeare's creativity, will be covered. Some discussion of Shakespeare's life and times and some discussion of his poetry will be included, although the plays are the main focus of the course. Transfer: CSU, UC.

LIT. 152 INTRODUCTION TO SHAKESPEARE II (Also DRAM 152)

Units (Grade Option) 3; Class Hours: 3 lecture hours/week; Prerequisite(s): 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; Recommended: Eligibility for READ 802 and ENGL 800; Prerequisite(s): None. Description: Designed to give practical experience in presenting stories and poetry to children from pre-school age through young adult. 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. 192 CHILDREN'S LITERATURE II

Units (Grade Option) 3; Class Hours: 3 lecture hours/week; Recommended: Eligibility for ENGL 110; Prerequisite(s): LIT. 191. Description: This course addresses the influences of children's literature upon the lives of adults; it enables students to become more fully acquainted with the current writers, the books, the controversies, and the trends in the field, and to develop further skill in the evaluation and selection of children's literature. It will emphasize the scope and impact of children's literature and pursue deeper study of significant books in the field. Transfer: CSU.

LIT. 200 MAJOR FIGURES IN AMERICAN LITERATURE

Units (Grade Option) 3; Class Hours: 3 lecture hours/week; Prerequisite(s): 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 (CAN ENGL 8)

Units (Grade Option) 3; Class Hours: 3 lecture hours/week; Prerequisite(s): 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; Prerequisite(s): 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; Prerequisite(s): 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; Recommended: Eligibility for ENGL 110; Prerequisite(s): 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; Prerequisite(s): 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. (Fulfills Ethnic Studies Requirement.) Transfer: CSU, UC.

LIT. 266 BLACK LITERATURE

Units (Grade Option) 3; Class Hours: 3 lecture hours/week; Recommended: Eligibility for ENGL 110; Prerequisite(s): None. Description: Historical and literary survey of Afro-American literature emphasizing principal authors and their works from the 19th century to the present. Lectures and discussions based on readings of poetry, short stories, novels and drama; written reports. (Fulfills Ethnic Studies requirement.) Transfer: CSU, UC.

LIT. 301 MASTERPIECES OF CLASSICAL AND EUROPEAN LITERATURE I

Units (Grade Option) 3; Class Hours: 3 lecture hours/week; Recommended: Eligibility for READ 420 and ENGL 100; Prerequisite(s): 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; Recommended: Eligibility for READ 420 and ENGL 100; Prerequisite(s): 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. 370 READINGS IN LITERATURE OF THE LATINO IN THE UNITED STATES

Units 3; Class Hours: 3 lecture hours/week; Prerequisite(s): ENGL 100. Description: A survey in English of literary contributions of Latino writers in the United States, this course studies the historical, sociopolitical, and cultural concerns of Latinos in the United States as these appear in novels, short stories, and poetry. These works provide a glimpse into the struggle for self-identity and self-determination and into the forces that interact in the course of this struggle and give the reader a glance into the magical world of different perspectives of reality. Lit. 370 requires writing of essays dealing with the materials covered. (Fulfills Ethnic Studies requirement.) Transfer: CSU, UC.

LIT. 371 MEXICAN-AMERICAN LITERATURE

Units (Grade Option) 3; Class Hours: 3 lecture hours/week; Recommended: Eligibility for READ 802 and ENGL 800; Prerequisite(s): None. Description: Study of literature written in English by Mexican-Americans. Emphasis will be placed upon contemporary stories, poems, and essays. (Fulfills Ethnic Studies requirement.) Transfer: CSU, UC.

LIT. 372 MYTH AND FOLKLORE OF LA RAZA

Units (Grade Option) 3; Class Hours: 3 lecture hours/week; Recommended: Eligibility for READ 802 and ENGL 800; Prerequisite(s): None. Description: Study of the folk literature of Mexican and Mexican-American peoples, with special emphasis on their effect on contemporary values. (Fulfills Ethnic Studies requirement.) Transfer: CSU, UC.

LIT. 373 LATIN AMERICAN LITERATURE IN TRANSLATION

Units 3; Class Hours: 3 lecture hours/week; Prerequisite(s): ENGL 100. Description: Innovative and influential, Latin American literature vividly portrays life and mores of our neighboring countries to the south. This course samples greater and lesser-known works, revealing the literary trends and characteristics that have earned world recognition. The literature provides the background for an understanding of the cultural experiences and concerns of the Latino in this country. Material will be presented in a variety of genres. (Fulfills Ethnic Studies requirement.) Transfer: CSU, UC.

LIT. 375 NATIVE-AMERICAN LITERATURE

Units (Grade Option) 3; Class Hours: 3 lecture hours/week; Prerequisite(s): ENGL 100. Description: A study of the great epics and myths, the lyrical and narrative poetry, the oratory, and the contemporary works in prose and poetry of the American Indian from pre-Conquest times to the present. (Fulfills Ethnic Studies requirement.) Transfer: CSU, UC.

LIT. 431 MYTHOLOGY

Units (Grade Option) 3; Class Hours: 3 lecture hours/week; Recommended: Eligibility for ENGL 110; Prerequisite(s): 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; Recommended: Eligibility for READ 802 and ENGL 800; Prerequisite(s): 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; Recommended: Eligibility for READ 802 and ENGL 800; Prerequisites: None. Description: Study of selected representative films (1940s to the present) from all over the world. Emphasis on the rhetoric of cinema directors' styles, and history of film. Objective: to understand film as an art and as a communicative medium. Transfer: CSU, UC.

MANAGEMENT**MGMT 100 INTRODUCTION TO BUSINESS MANAGEMENT**

Telecourse: Units 3; Class Hours: 3 lecture hours/week; Recommended: Eligibility for READ 802 and ENGL 800; Prerequisite(s): None. Description: Study of the principal functions of modern management, including planning, organizing, staffing, controlling, and decision making. Transfer: CSU.

MGMT 204 MANAGING EMPLOYEES EFFECTIVELY

Units (Grade Option) 3; Class Hours: 3 lecture hours/week; Recommended: Eligibility for READ 802 and ENGL 800; Prerequisite(s): None. Description: This course is an overview of the effective techniques used to manage human resources in the workplace. Globalization of work and its implications, workforce diversity, reengineering work process for improved productivity, total quality management, and continuous improvement methods are covered also. Transfer: CSU.

MGMT 206 LEGAL ASPECTS OF PERSONNEL MANAGEMENT

Units (Grade Option) 2; Class Hours: 2 lecture hours/week; Recommended: Eligibility for READ 802 and ENGL 800; Prerequisite(s): None. Description: This course is an overview of the legal aspects for managing employees. Other topics include laws affecting discriminatory practices: age, vocational rehabilitation, pregnancy, Americans with Disabilities Act, sexual harassment, family and medical leave, relevant executive order, the role of the EEOC, and providing a response to an EEO charge. Transfer: CSU.

MGMT 208 INTERVIEWING, HIRING, EVALUATING, AND TERMINATING EMPLOYEES

Units (Grade Option) 2; Class Hours: 2 lecture hours/week; Recommended: Eligibility for READ 802 and ENGL 800; Prerequisite(s): None. Description: This course is an overview of effective techniques used for interviewing, hiring, evaluating, and terminating employees. Other topics include job descriptions, job specifications, recruiting, and reference checking. Transfer: CSU.

MGMT 209 ENVIRONMENT, HEALTH, AND SAFETY ISSUES AT WORK

Units (Grade Option) 2; Class Hours: 2 lecture hours/week; Recommended: Eligibility for READ 802 and ENGL 800; Prerequisite(s): None. Description: This course is an overview of environmental, health, and safety issues in the workplace. Other topics covered include workplace violence, health and wellness programs, employee assistance programs, and smoking in the workplace. Transfer: CSU.

MGMT 220 ORGANIZATIONAL BEHAVIOR

Units (Grade Option) 3; Class Hours: 3 lecture hours/week; Recommended: Eligibility for READ 802 and ENGL 800; Prerequisite(s): 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; Recommended: Eligibility for READ 802 and ENGL 800; Prerequisite(s): 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; Recommended: Eligibility for READ 802 and ENGL 800; Prerequisite(s): None. Description: This course is an introduction to effective techniques of supervision in the work place. Topics analyzed include good management techniques, group dynamics, small group behavior, leadership, creativity, and effective communications in the workplace. Transfer: CSU.

MGMT 304 PROPERTY MANAGEMENT

Units (Grade Option) 3; Class Hours: 3 lecture hours/week; Recommended: Eligibility for READ 802 and ENGL 800; Prerequisite(s): None. Description: This course is an overview of the skills needed to manage property efficiently. Topics covered include resident relations and effective communications, office procedures, occupancy and budget goals, monitoring staff, property appearance, and agency compliance. Transfer: CSU.

MATHEMATICS

A normal sequence of mathematics courses at Cañada College is 110, 120, 115, 130, 219, 251, 252, 253, 270, 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 the District mathematics placement test.

Prerequisites for the various courses are detailed in the descriptions which follow. Reference made to mathematics of high school level means college preparatory mathematics beginning with elementary algebra, taken in elementary or secondary school.

Questions regarding the equivalency of college preparatory mathematics beginning with elementary algebra, taken in elementary or secondary school, should be referred to the Division Dean.

MATH 110 ELEMENTARY ALGEBRA

Units (Grade Option) 5; Class Hours: 5 lecture/1 by arrangement lab hours/week; Recommended: Eligibility for READ 802 and ENGL 800; Prerequisite(s): MATH 811 or appropriate score on District math placement test. 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.

MATH 111 ELEMENTARY ALGEBRA I

Units (Grade Option) 3; Class Hours: 3 lecture/1 by arrangement lab hours/week; Recommended: Eligibility for READ 802 and ENGL 800; Prerequisite(s): MATH 811 or appropriate score on District math placement test. Description: This course is equivalent to the first half of MATH 110 and is recommended for those who have not had elementary algebra previously. Topics include the real number system, simplifying expressions, solving linear equations, graphing lines, solving systems of equations, exponents, and polynomials.

MATH 112 ELEMENTARY ALGEBRA II

Units (Grade Option) 3; Class Hours: 3 lecture/1 by arrangement lab hours/week; Recommended: Eligibility for READ 802 and ENGL 800; Prerequisite(s): Math 111 or appropriate score on District math placement test. 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.

MATH 115 GEOMETRY

Units 5; Class Hours: 5 lecture/1 by arrangement lab hours/week; Recommended: Eligibility for READ 802 and ENGL 800; Prerequisite(s): MATH 110 or 112 or appropriate score on District math placement test. 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 by arrangement lab hours/week; Recommended: Eligibility for READ 802 and ENGL 800; Prerequisite(s): MATH 110 or 112 or appropriate score on District math placement test. 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 122 INTERMEDIATE ALGEBRA I

Units 3; Class Hours: 3 lecture/1 by arrangement lab hours/week; Recommended: Eligibility for READ 802 and ENGL 800; Prerequisite(s): MATH 110 or 112 or appropriate score on District math placement test. Description: This course is equivalent to the first half of MATH 120.

MATH 123 INTERMEDIATE ALGEBRA II

Units 3; Class Hours: 3 lecture/1 by arrangement lab hours/week; Recommended: Eligibility for READ 802 and ENGL 800; Prerequisite(s):

MATH 122 or appropriate score on District math placement test.
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; Recommended: Eligibility for READ 802 and ENGL 800; Prerequisite(s): MATH 120 or 123.
Description: This is an introduction to finite mathematics with attention to set theory, counting theory, probability, systems of equations, vector and matrix theory, inequalities and linear programming. Transfer: CSU, UC.

MATH 130 ANALYTICAL TRIGONOMETRY (CAN MATH 8)

Units 3; Class Hours: 3 lecture hours/week; Recommended: Eligibility for READ 802 and ENGL 800; Prerequisite(s): MATH 115, and 120 or 123, or appropriate score on District math placement test.
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
 (CAN MATH 2)

Units 3; Class Hours: 3 lecture/1 by arrangement lab hours/week; Recommended: Eligibility for READ 802 and ENGL 800; Prerequisite(s): MATH 120 or 123, or appropriate score on District math placement test.
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 by arrangement lab hours/week; Recommended: Eligibility for READ 802 and ENGL 800; Prerequisite(s): MATH 120 or 123, or appropriate score on District math placement test.
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. Transfer: CSU, UC.

MATH 219 PRE-CALCULUS COLLEGE ALGEBRA/ TRIGONOMETRY (CAN MATH 16)

Units 5; Class Hours: 5 lecture/1 by arrangement lab hours/week; Recommended: Eligibility for READ 802 and ENGL 800; Prerequisite(s): MATH 130, or appropriate score on District math placement test.
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 241 APPLIED CALCULUS I

(CAN MATH 30) (CAN MATH SEQ D = MATH 241 + 242)

Units 5; Class Hours: 5 lecture hours/week; Recommended: Eligibility for READ 802 and ENGL 800; Prerequisite(s): MATH 120 or 123 or appropriate score on District math placement test.
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 CALCULUS II

(CAN MATH 32) (CAN MATH SEQ D = MATH 241 + 242)

Units 5; Class Hours: 5 lecture hours/week; Recommended: Eligibility for READ 802 and ENGL 800; Prerequisite(s): MATH 241 or appropriate score on District math placement test.
Description: This is the second half of a two-semester sequence for students of business, social sciences, technology and life sciences. Topics include: analytic geometry, limits, differentiation, integration, extrema, partial derivatives, calculus of trig/log functions and other selected topics. Transfer: CSU, UC*.

MATH 251 ANALYTICAL GEOMETRY AND CALCULUS I

(CAN MATH 18) (CAN MATH SEQ B = MATH 251 + 252)

(CAN MATH SEQ C = MATH 251 + 252 + 253)

Units 5; Class Hours: 5 lecture/1 by arrangement lab hours/week; Recommended: Eligibility for READ 802 and ENGL 800; Prerequisite(s): Math 219 or 220 or appropriate score on District math placement test.
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 B = MATH 251 + 252)

(CAN MATH SEQ C = MATH 251 + 252 + 253)

Units 5; Class Hours: 5 lecture/1 by arrangement lab hours/week; Recommended: Eligibility for READ 420 and ENGL 100; Prerequisite(s): MATH 251 or appropriate score on District math placement test.
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/1 by arrangement lab hours/week; Recommended: Eligibility for READ 420 and ENGL 100; Prerequisite(s): MATH 252 or appropriate score on District math placement test.
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 270 LINEAR ALGEBRA

Units 3; Class Hours: 3 lecture/1 by arrangement lab hours/week; Recommended: Eligibility for READ 802 and ENGL 800; Prerequisite(s): MATH 252 or appropriate score on District math placement test.
Description: Vectors and matrices applied to linear equations and linear transformations; real and inner product spaces. Transfer: CSU, UC.

MATH 275 ORDINARY DIFFERENTIAL EQUATIONS (CAN MATH 24)

Units 3; Class Hours: 3 lecture/1 by arrangement lab hours/week; Recommended: Eligibility for READ 420 and ENGL 100; Prerequisite(s): MATH 252 or appropriate score on District math placement test. **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; Recommended: Eligibility for READ 802 and ENGL 800; Prerequisite(s): MATH 110, or 111 and 112 or appropriate score on District math placement test. **Description:** This course is a survey of fractions, reciprocals, similar triangles, proportions, sine, tangent relationships, inverse law and graphing.

MATH 430 USING THE TI-85 GRAPHING CALCULATOR

Units (Credit/No Credit) 0.5; Class Hours: 8 lecture hours/semester; Prerequisite(s): None. **Description:** This course introduces students to graphing, calculating and programming as problem-solving tools, using the TI-85 Graphing Calculator. Concurrent enrollment in MATH 120 or higher is recommended. Transfer: CSU.

MATH 811 PRE-ALGEBRA

Units (Grade Option) 1-3; Class Hours: 3 lecture/2 by arrangement lab hours/week; Basic Skills Level: Open Curriculum; Prerequisite(s): None. **Description:** This course reviews the fundamental processes in arithmetic; reading mathematical notation; translating words into symbols; properties of the real number system. May be repeated for credit up to 3 units. Units do not apply toward AA/AS degree.

MUSIC**MUS. 100 FUNDAMENTALS OF MUSIC**

Units (Grade Option) 3; Class Hours: 3 lecture/1 lab hours/week; Recommended: Eligibility for READ 802 and ENGL 800; Prerequisite(s): 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. 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 hours/week; Recommended: Eligibility for READ 802 and ENGL 800; Prerequisite(s): 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 hours/week; Recommended: Eligibility for READ 802 and ENGL 800; Prerequisite(s): 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 hours/week; Recommended: Eligibility for READ 802 and ENGL 800; Prerequisite(s): MUS. 102. **Description:** Continuation of MUS. 102. Transfer: CSU, UC.

MUS. 104 MUSICIANSHIP IV

Units (Grade Option) 3; Class Hours: 3 lecture/1 lab hours/week; Recommended: Eligibility for READ 802 and ENGL 800; Prerequisite(s): MUS. 103. **Description:** Continuation of MUS. 103. Transfer: CSU, UC.

MUS. 131 HARMONY I

Units 3; Class Hours: 3 lecture/1 lab hours/week; Recommended: Eligibility for READ 802 and ENGL 800; Prerequisite(s): 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 hours/week; Recommended: Eligibility for READ 802 and ENGL 800; Prerequisite(s): 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 hours/week; Recommended: Eligibility for READ 802 and ENGL 800; Prerequisite(s): None. **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; Recommended: Eligibility for READ 802 and ENGL 800; Prerequisite(s): 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; Recommended: Eligibility for READ 802 and ENGL 800; Prerequisite(s): 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; Recommended: Eligibility for READ 802 and ENGL 800; Prerequisite(s): 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; Recommended: Eligibility for READ 802 and ENGL 800; Prerequisite(s): 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 musically, and their repertoire. May be repeated for credit. Transfer: CSU, UC.

MUS. 305 KEYBOARD HARMONY I

Units (Grade Option) 2; Class Hours: 3 lecture hours/week; Recommended: Eligibility for READ 802 and ENGL 800; Prerequisite(s): 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; Recommended: Eligibility for READ 802 and ENGL 800; Prerequisite(s): 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; Recommended: Eligibility for READ 802 and ENGL 800; Prerequisite(s): 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; Recommended: Eligibility for READ 802 and ENGL 800; Prerequisite(s): 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; Recommended: Eligibility for READ 802 and ENGL 800; Prerequisite(s): 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; Recommended: Eligibility for READ 802 and ENGL 800; Prerequisite(s): 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; Recommended: Eligibility for READ 802 and ENGL 800; Prerequisite(s): 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; Recommended: Eligibility for READ 802 and ENGL 800; Prerequisite(s): 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; Recommended: Eligibility for READ 802 and ENGL 800; Prerequisite(s): 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; Recommended: Eligibility for READ 802 and ENGL 800; Prerequisite(s): 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; Recommended: Eligibility for READ 802 and ENGL 800; Prerequisite(s): 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; Recommended: Eligibility for READ 802 and ENGL 800; Prerequisite(s): 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; Recommended: Eligibility for READ 802 and ENGL 800; Prerequisite(s): 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; Recommended: Eligibility for READ 802 and ENGL 800; Prerequisite(s): 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; Recommended: Eligibility for READ 802 and ENGL 800; Prerequisite(s): 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; Recommended: Eligibility for READ 802 and ENGL 800; Prerequisite(s): 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; Recommended: Eligibility for READ 802 and ENGL 800; Prerequisite(s): 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; Recommended: Eligibility for READ 802 and ENGL 800; Prerequisite(s): 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; Recommended: Eligibility for READ 802 and ENGL 800; Prerequisite(s): 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; Recommended: Eligibility for READ 802 and ENGL 800; Prerequisite(s): 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; Recommended: Eligibility for READ 802 and ENGL 800; Prerequisite(s): 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; Recommended: Eligibility for READ 802 and ENGL 800; Prerequisite(s): 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; Recommended: Eligibility for READ 802 and ENGL 800; Prerequisite(s): 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; Recommended: Eligibility for READ 802 and ENGL 800; Prerequisite(s): 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; Recommended: Eligibility for READ 802 and ENGL 800; Prerequisite(s): 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; Recommended: Eligibility for READ 802 and ENGL 800; Prerequisite(s): 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; Recommended: Eligibility for READ 802 and ENGL 800; Prerequisite(s): 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; Recommended: Eligibility for READ 802 and ENGL 800; Prerequisite(s): 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; Recommended: Eligibility for READ 802 and ENGL 800; Prerequisite(s): 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; Recommended: Eligibility for READ 802 and ENGL 800; Prerequisite(s): 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; Recommended: Eligibility for READ 802 and ENGL 800; Prerequisite(s): 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; Recommended: Eligibility for READ 802 and ENGL 800; Prerequisite(s): 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; Recommended: Eligibility for READ 802 and ENGL 800; Prerequisite(s): 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; Recommended: Eligibility for READ 802 and ENGL 800; Prerequisite(s): 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; Recommended: Eligibility for READ 802 and ENGL 800; Prerequisite(s): 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; Recommended: Eligibility for READ 802 and ENGL 800; Prerequisite(s): 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; Recommended: Eligibility for READ 802 and ENGL 800; Prerequisite(s): 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; Recommended: Eligibility for READ 802 and ENGL 800; Prerequisite(s): 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; Recommended: Eligibility for READ 802 and ENGL 800; Prerequisite(s): 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; Recommended: Eligibility for READ 802 and ENGL 800; Prerequisite(s): 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; Recommended: Eligibility for READ 802 and ENGL 800; Prerequisite(s): 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; Recommended: Eligibility for READ 802 and ENGL 800; Prerequisite(s): MUS. 405. Description: Successful completion of jury examination. Continuation of MUS. 405. Transfer: CSU, UC.

MUS. 407 ADVANCED SOLO VOICE III

Units 1; Class Hours: 3 lecture/1 lab hours/week; Recommended: Eligibility for READ 802 and ENGL 800; Prerequisite(s): MUS. 406. Description: Successful completion of jury examination. Continuation of MUS. 406. Transfer: CSU, UC.

MUS. 408 ADVANCED SOLO VOICE IV

Units 1; Class Hours: 3 lecture/1 lab hours/week; Recommended: Eligibility for READ 802 and ENGL 800; Prerequisite(s): MUS. 407.

Description: Successful completion of jury examination. Continuation of MUS. 407. Transfer: CSU, UC.

MUS. 440 SYMPHONY ORCHESTRA

Units (Grade Option) 1; Class Hours: 3 lecture hours/week; Recommended: Eligibility for READ 802 and ENGL 800; Prerequisite(s): 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. 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; Recommended: Eligibility for READ 802 and ENGL 800; Prerequisite(s): 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; Recommended: Eligibility for READ 802 and ENGL 800; Prerequisite(s): MUS. 441. Description: Continuation of MUS. 441. Transfer: CSU, UC.

MUS. 443 ORCHESTRA III

Units (Grade Option) 2; Class Hours: 5 lecture hours/week; Recommended: Eligibility for READ 802 and ENGL 800; Prerequisite(s): MUS. 442. Description: Continuation of MUS. 442. Transfer: CSU, UC.

MUS. 444 ORCHESTRA IV

Units (Grade Option) 2; Class Hours: 5 lecture hours/week; Recommended: Eligibility for READ 802 and ENGL 800; Prerequisite(s): MUS. 443. Description: Continuation of MUS. 443. Transfer: CSU, UC.

MUS. 450 JAZZ BAND

Units 1; Class Hours: 3 lab hours/week; Recommended: Eligibility for READ 802 and ENGL 800; Prerequisite(s): 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, UC.

MUS. 461 INSTRUMENTAL ENSEMBLE I

Units 1; Class Hours: 3 lecture hours/week; Recommended: Eligibility for READ 802 and ENGL 800; Prerequisite(s): 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; Recommended: Eligibility for READ 802 and ENGL 800; Prerequisite(s): MUS. 461. Description: Continuation of MUS. 461. Transfer: CSU, UC.

MUS. 463 INSTRUMENTAL ENSEMBLE III

Units 1; Class Hours: 3 lecture hours/week; Recommended: Eligibility for READ 802 and ENGL 800; Prerequisite(s): MUS. 462. Description: Continuation of MUS. 462. Transfer: CSU, UC.

MUS. 464 INSTRUMENTAL ENSEMBLE IV

Units 1; Class Hours: 3 lecture hours/week; Recommended: Eligibility for READ 802 and ENGL 800; Prerequisite(s): MUS. 463. Description: Continuation of MUS. 463. Transfer: CSU, UC.

MUS. 476 CHOIR

Units (Grade Option) 1; Class Hours: 3 lab hours/week; Recommended: Eligibility for READ 802 and ENGL 800; Prerequisite(s): 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; Recommended: Eligibility for READ 802 and ENGL 800; Prerequisite(s): 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 PENINSULA CANTARE I

Units (Grade Option) 1; Class Hours: 3 lecture hours/week; Recommended: Eligibility for READ 802 and ENGL 800; Prerequisite(s): 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. May be repeated for credit up to 3 times. Transfer: CSU, UC.

MUS. 491 PENINSULA CANTARE II

Units 0.5; Class Hours: 1.5 lab hours/week; Recommended: Eligibility for READ 802 and ENGL 800; Prerequisite(s): 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. May be repeated for credit. Transfer: CSU, UC.

MUS. 495 MUSICAL THEATRE

Units 1-3; Class Hours: By Arrangement; Recommended: Eligibility for READ 802 and ENGL 800; Prerequisite(s): 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. 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: Open Curriculum; Prerequisite(s): 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; Recommended: Eligibility for READ 802 and ENGL 800; Prerequisite(s): None. Description: This course is an overview of the natural sciences,

emphasizing the geology and natural history of San Mateo County. Descriptive material is taken from biological, geological and environmental sciences. Field trips supplement lecture material. Transfer: CSU, UC*.

OCEANOGRAPHY**OCEN 100 OCEANOGRAPHY**

Units (Grade Option) 3; Class Hours: 3 lecture hours/week; Recommended: Eligibility for READ 802 and ENGL 800; Prerequisite(s): 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; Recommended: Eligibility for READ 802 and ENGL 800; Prerequisite(s): 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); Class Hours: 3 lecture hours/week; Recommended: Eligibility for READ 420 and ENGL 100; Prerequisite(s): 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; Recommended: Eligibility for ENGL 110; Prerequisite(s): 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; Recommended: Eligibility for READ 420 and ENGL 100; Prerequisite(s): 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; Recommended: Eligibility for READ 420 and ENGL 100; Prerequisite(s): 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; Recommended: Eligibility for READ 420 and ENGL 100; Prerequisite(s): 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; Recommended: Eligibility for READ 420 and ENGL 100; Prerequisite(s): LEGL 249; Corequisite(s): Concurrent enrollment in LEGL 699, two hours per week minimum. 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; Recommended: Eligibility for READ 420 and ENGL 100; Prerequisite(s): 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; Recommended: Eligibility for READ 420 and ENGL 100; Prerequisite(s): 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; Recommended: Eligibility for READ 420 and ENGL 100; Prerequisite(s): 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; Recommended: Eligibility for READ 420 and ENGL 100; Prerequisite(s): LEGL 249 and 252; Corequisite(s): Concurrent enrollment in LEGL 699, two hours per week minimum. 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; Recommended: Eligibility for READ 420 and ENGL 100; Prerequisite(s): 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; Recommended: Eligibility for ENGL 110; Prerequisite(s): 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; Recommended: Eligibility for READ 420 and ENGL 100; Prerequisite(s): 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; Recommended: Eligibility for READ 420 and ENGL 100; Prerequisite(s): 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; Recommended: Eligibility for READ 420 and ENGL 100; Prerequisite(s): 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 ADVANCED FAMILY LAW PROJECTS

Units (Grade Option) 3; Class Hours: 3 lecture hours/week; Recommended: Eligibility for ENGL 110; Prerequisite(s): LEGL 254; Corequisite(s): Concurrent enrollment in LEGL 699, two hours per week minimum. 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; Recommended: Eligibility for READ 420 and ENGL 100; Prerequisite(s): None. 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. Transfer: CSU.

LEGL 282 PARALEGAL CAREER FORUM

Units (Credit/No Credit) 0.5; Class Hours: 8 lecture hours/semester; Recommended: Eligibility for READ 802 and ENGL 800; Prerequisite(s): 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; Recommended: Eligibility for READ 802 and ENGL 800; Prerequisite(s): 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; Recommended: Eligibility for READ 420 and ENGL 100; Prerequisite(s): 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; Recommended: Eligibility for READ 420 and ENGL 100; Prerequisite(s): 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 (CAN PHIL 8)

Units (Grade Option) 3; Class Hours: 3 lecture hours/week; Recommended: Eligibility for READ 802 and ENGL 800; Prerequisite(s): None. Description: This course is an introduction to the history of Western philosophy from pre-Socratic to Renaissance. Selections from representative philosophers and/or schools—pre-Socratic, Plato, Aristotle, philosophy of the Roman world, and Christian and early rationalist thought—will be studied. Analysis of attempts to resolve fundamental metaphysical, epistemological, and ethical questions is also included. Transfer: CSU, UC.

PHIL 175 HISTORY OF PHILOSOPHY: 16TH TO 18TH CENTURY

Units (Grade Option) 3; Class Hours: 3 lecture hours/week; Recommended: Eligibility for READ 802 and ENGL 800; Prerequisite(s): 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; Recommended: Eligibility for READ 802 and ENGL 800; Prerequisite(s): 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; Recommended: Eligibility for READ 802 and ENGL 800; Prerequisite(s): 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; Recommended: Eligibility for READ 802 and ENGL 800; Prerequisite(s): 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 246 ETHICS IN AMERICA

Telecourse: Units (Grade Option) 3; Recommended: Eligibility for READ 802 and ENGL 800; Prerequisite(s): None. Description: Examines contemporary ethical conflicts in journalism, government, medicine, law, business, and the criminal justice system. Provides a grounding in the language, concepts, and traditions of ethics. Transfer: CSU.

PHIL 300 INTRODUCTION TO WORLD RELIGIONS

Units (Grade Option) 3; Class Hours: 3 lecture hours/week; Recommended: Eligibility for READ 802 and ENGL 800; Prerequisite(s): 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; Recommended: Eligibility for READ 802 and ENGL 800; Prerequisite(s): 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; Recommended: Eligibility for READ 802 and ENGL 800; Prerequisite(s): 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**ADAPTIVE/CORRECTIVE****ADAP 310 ADAPTIVE P. E. FITNESS PROFILE**

Units (Grade Option) 1; Class Hours: 3 lab hours/week; Basic Skills Level: Open Curriculum; Prerequisite(s): Physician's verification of limiting condition on file. Description: Students' physical fitness levels will be assessed to demonstrate measurable progress as a result of participating in an Adaptive P. E. class. Students will set realistic, individual goals for improvement of their fitness. May be repeated for credit up to 3 times. Transfer: CSU, UC*.

ADAP 350 ADAPTIVE GENERAL CONDITIONING

Units (Grade Option) 0.5-1; Class Hours: 1.5-3 lab hours/week; Basic Skills Level: Open Curriculum; Prerequisite(s): 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; Class Hours: 1.5-3 lab hours/week; Basic Skills Level: Open Curriculum; Prerequisite(s): 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*.

ADAP 361 BALANCE AND COORDINATION ACTIVITIES

Units (Grade Option) 0.5-1; Class Hours: 1.5-3 lab hours/week; Basic Skills Level: Open Curriculum; Prerequisite(s): Physician's verification of limiting condition on file. Description: A variety of techniques will be taught to develop better balance and coordination for more efficient movement throughout daily living activities. Transfer: CSU, UC*.

COMBATIVES**COMB 401 SELF DEFENSE**

Units (Grade Option) 0.5-1; Class Hours: 1.5-3 lab hours/week; Basic Skills Level: Open Curriculum; Prerequisite(s): None. Description: This course is designed for students to gain knowledge about basic self-defense. Areas covered will be mental preparation, avoidance of areas conducive to violent action; front and rear grasp releases, and ground tactics will be stressed. Both violent and non-violent techniques will be covered. Activities deal with all releases, striking, hitting and kicking situations. Emphasis is placed on physical and mental preparedness in dealing with confrontations. May be repeated for credit up to 3 times. Transfer: CSU, UC*.

COMB 410 BEGINNING KARATE

Units (Grade Option) 0.5-1; Class Hours: 1.5-3 lab hours/week; Basic Skills Level: Open Curriculum; Prerequisite(s): None. Description: This course is designed for students to gain the knowledge and skills found in the sport, philosophy and fighting skills of TAE KWON DO. Basic kicking, blocking and punching techniques and their applications in self-defense, the Olympic sport, and rank promotion aspects are covered. 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: Open Curriculum; Prerequisite(s): 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: Open Curriculum; Prerequisite(s): 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: Open Curriculum; Prerequisite(s): 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: Open Curriculum; Prerequisite(s): 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: Open Curriculum; Prerequisite(s): 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, UC.

DANC 230 BODY MOVEMENT

Units (Grade Option) 0.5; Class Hours: 1.5 lab hours/week; Basic Skills Level: Open Curriculum; Prerequisite(s): 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: Open Curriculum; Prerequisite(s): 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: Open Curriculum; Prerequisite(s): 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: Open Curriculum; Prerequisite(s): 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: Open Curriculum; Prerequisite(s): 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: Open Curriculum; Prerequisite(s): 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: Open Curriculum; Prerequisite(s): 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: Open Curriculum; Prerequisite(s): 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: Open Curriculum; Prerequisite(s): 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 250 PERSONAL TRAINER PREPARATION: ANATOMY AND PHYSIOLOGY

Units 3; Class Hours: 3 lecture hours/week; Recommended: Eligibility for READ 802 and ENGL 800; Prerequisite(s): None. **Description:** This course provides comprehensive coverage of functional anatomy, exercise physiology, nutrition and weight management, and cardiovascular pathology and related risk factors. Successful completion of this course will assist the student to prepare for a variety of national certification exams for Exercise Leader including the American college of Sports Medicine (ACSM) and the American Council on Exercise (ACE). Transfer: CSU.

FITN 251 PERSONAL TRAINER: HEALTH APPRAISAL AND EXERCISE PRESCRIPTION

Units 3; Class Hours: 3 lecture hours/week; Recommended: Eligibility for READ 802, ENGL 800 and MATH 111; Prerequisite(s): None. **Description:** This course provides comprehensive coverage of health appraisal screening, health assessment techniques, fitness testing assessment, metabolic calculations, exercise programming and techniques to change health behaviors. Successful completion of this course will assist the student in preparing for a variety of national certification exams for exercise leader including American College of Sports Medicine (ACSM) and American Council on Exercise (ACE). Transfer: CSU.

FITN 306 FITNESS WALKING

Units (Grade Option) 1; Class Hours: 3 lab hours/week; Basic Skills Level: Open Curriculum; Prerequisite(s): 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: Open Curriculum; Prerequisite(s): None. **Description:** Through a slow build up utilizing calisthenics, stretching, and jogging, the student progresses towards a higher level of aerobic fitness. The core activity is jogging and, weather permitting, class is conducted outdoors.

The assumption is made that this is a first time experience for the student and all activity starts at the beginners' level. May be repeated for credit up to 3 times. Transfer: CSU, UC*.

FITN 332 FLEXIBILITY AND STRETCHING

Units (Grade Option) 1; Class Hours: 3 lab hours/week; Basic Skills Level: Open Curriculum; Prerequisite(s): None. **Description:** The focus of this course is to help condition and tone the body through low impact fitness techniques and total body stretching, proper breathing techniques, and exercises for flexibility. May be repeated for credit up to 3 times. Transfer: CSU, UC*.

FITN 340 AEROBIC CYCLING

Units (Grade Option) 1; Class Hours: 3 lab hours/week; Basic Skills Level: Open Curriculum; Prerequisite(s): 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: Open Curriculum; Prerequisite(s): 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: Open Curriculum; Prerequisite(s): 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: Open Curriculum; Prerequisite(s): 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) 1-2; Class Hours: 3-6 lab hours/week; Basic Skills Level: Open Curriculum; Prerequisite(s): Demonstrated skill. **Description:** This course is offered for the advanced golfer wishing to prepare for competition either as a member of the Cañada College Varsity Golf Team or other competition. Major emphasis will be on actual competition playing on local golf courses. A minimum passing score on a written test of golf rules and etiquette is required before playing on a course. A minimum skill level must be demonstrated to remain in the course. Included are both on and off course drills for skills and strategy. 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: Open Curriculum; Prerequisite(s): 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: Open Curriculum; Prerequisite(s): 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: Open Curriculum; Prerequisite(s): 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: Open Curriculum; Prerequisite(s): Demonstrated skill. **Description:** This course is designed for men and women of expert tennis ability who wish to develop their tennis skills. 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: Open Curriculum; Prerequisite(s): 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; Class Hours: 1.5-9 lab hours/week; Basic Skills Level: Open Curriculum; Prerequisite(s): 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. May be repeated for credit up to 3 units. Transfer: CSU.

P.E. 305 THEORY OF BASKETBALL

Units (Grade Option) 3; Class Hours: 3 lecture hours/week; Recommended: Eligibility for READ 802 and ENGL 800; Prerequisite(s): None. **Description:** This course presents the techniques, strategies, his-

tory, 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; Recommended: Eligibility for READ 802 and ENGL 800; Prerequisite(s): 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: Open Curriculum; Prerequisite(s): 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: Open Curriculum; Prerequisite(s): 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: Open Curriculum; Prerequisite(s): 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: Open Curriculum; Prerequisite(s): 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: Open Curriculum; Prerequisite(s): 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: Open Curriculum; Prerequisite(s): 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: Open Curriculum; Prerequisite(s): 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: Open Curriculum; Prerequisite(s): 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) 0.5-1; Class Hours: 1.5-3 lab hours/week; Basic Skills Level: Open Curriculum; Prerequisite(s): 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: Open Curriculum; Prerequisite(s): 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: Open Curriculum; Prerequisite(s): 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: Open Curriculum; Prerequisite(s): 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: Open Curriculum; Prerequisite(s): 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: Open Curriculum; Prerequisite(s): 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. 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: Open Curriculum; Prerequisite(s): 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) (CAN PHYS SEQ A = PHYS 210 + 220)

Units (Grade Option) 4; Class Hours: 3 lecture/3 lab/2 by arrangement lab hours/week; Recommended: Eligibility for READ 802 and ENGL 800; Prerequisite(s): MATH 130 or equivalent. 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) (CAN PHYS SEQ A = PHYS 210 + 220)

Units (Grade Option) 4; Class Hours: 3 lecture/3 lab/2 by arrangement lab hours/week; Recommended: Eligibility for READ 802 and ENGL 800; Prerequisite(s): PHYS 210. 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/2 by arrangement lab hours/week; Recommended: Eligibility for READ 802 and ENGL 800; Prerequisite(s): PHYS 210 or equivalent; and MATH 251 or equivalent. 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 AND MAGNETISM

(CAN PHYS 12) (CAN PHYS SEQ B = PHYS 250 + 260 + 270)

Units 4; Class Hours: 3 lecture/3 lab/2 by arrangement lab hours/week; Recommended: Eligibility for READ 802 and ENGL 800; Prerequisite(s): PHYS 250 or equivalent; and MATH 252 or equivalent. 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/2 by arrangement lab hours/week; Recommended: Eligibility for READ 802 and ENGL 800; Prerequisite(s): PHYS 250 or equivalent; and MATH 252 or equivalent. 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; Recommended: Eligibility for READ 420 and ENGL 100; Prerequisite(s): 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.

POLITICAL SCIENCE

PLSC 103 CRITICAL THINKING ABOUT WORLD POLITICS

Units (Grade Option) 3; Class Hours: 3 lecture hours/week; Recommended: Eligibility for READ 802 and ENGL 800; Prerequisite(s): 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; Recommended: Eligibility for READ 802 and ENGL 800; Prerequisite(s): 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; Recommended: Eligibility for READ 802 and ENGL 800; Prerequisite(s): 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; Recommended: Eligibility for READ 802 and ENGL 800; Prerequisite(s): 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; Recommended: Eligibility for READ 802 and ENGL 800; Prerequisite(s): 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; Recommended: Eligibility for READ 802 and ENGL 800; Prerequisite(s): 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.

PLSC 415 RACE TO SAVE THE PLANET

Telecourse: Units 3; Recommended: Eligibility for READ 802 and ENGL 800; Prerequisite(s): None. **Description:** Examines one of the most critical political issues of the 1990's, the environment. The course is divided into three areas: the development of environmental problems, the current condition of politics, and the environmental and political solutions. Completion of at least one Social Science class is recommended. Transfer: CSU.

PSYCHOLOGY**PSYC 100 GENERAL PSYCHOLOGY (CAN PSY 2)**

Units (Grade Option) 3; Class Hours: 3 lecture hours/week; Recommended: Eligibility for READ 802 and ENGL 800; Prerequisite(s): 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; Recommended: Eligibility for READ 802 and ENGL 800; Prerequisite(s): None. **Description:** This course is a broad overview of the variables which influence the psychological development, adjustment, coping strategies, and mental health of ethnic minority groups in the United States. Economic, educational, political, and legal issues will also be analyzed for their psychological impact on these groups. Special attention is given to Americans of African, Asian, Hispanic, and Native American descent, although other ethnic minority groups will be included also. Psychological research studies and clinical illustrations make up a portion of the course. (Fulfills Ethnic Studies requirement.) Transfer: CSU, UC.

PSYC 108 PSYCHOLOGY IN PRACTICE

Units (Grade Option) 3; Class Hours: 3 lecture hours/week; Recommended: Eligibility for READ 802 and ENGL 800; Prerequisite(s): None. **Description:** Application of psychological principles to problems of everyday living, in contrast to the technical-scientific approach of Psychology 100. Intended for students who want a general picture of human psychology. (May not be taken for credit following PSYC 100). Transfer: CSU.

PSYC 110 MARRIAGE AND RELATIONSHIP CHOICES

Units (Grade Option) 3; Class Hours: 3 lecture hours/week; Recommended: Eligibility for READ 802 and ENGL 800; Prerequisite(s): 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; Recommended: Eligibility for READ 802 and ENGL 800; Prerequisite(s): 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 200 DEVELOPMENTAL PSYCHOLOGY

Units (Grade Option) 3; Class Hours: 3 lecture hours/week; Recommended: Eligibility for READ 802 and ENGL 800; Prerequisite(s): PSYC 100. **Description:** This course is an overview of psychological development from birth through old age. The physical, cognitive, and social changes throughout the life-span will be examined. Particular emphasis will be placed on research studies that illustrate principles of developmental psychology. Transfer: CSU, UC*.

PSYC 201 CHILD DEVELOPMENT (CAN H EC 14)

Units (Grade Option) 3; Class Hours: 3 lecture hours/week; Recommended: Eligibility for READ 802 and ENGL 800; Prerequisite(s): 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; Recommended: Eligibility for READ 802 and ENGL 800; Prerequisite(s): 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; Recommended: Eligibility for READ 802 and ENGL 800; Prerequisite(s): None. **Description:** This course is a broad overview of issues and changes in the field of special education. Descriptive and diagnostic differences of exceptional persons (deaf, learning disabled, orthopedically handicapped, visually handicapped, emotionally disturbed, deaf/blind, and the gifted) will be analyzed. Transfer: CSU.

PSYC 300 SOCIAL PSYCHOLOGY

Units (Grade Option) 3; Class Hours: 3 lecture hours/week; Recommended: Eligibility for READ 802 and ENGL 800; Prerequisite(s): 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; Recommended: Eligibility for READ 802 and ENGL 800; Prerequisite(s): 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; Recommended: Eligibility for READ 802 and ENGL 800; Prerequisite(s): 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 malfunction, therapeutic approaches, and personal attitudes and values. Transfer: CSU, UC.

PSYC 391 PARENTING

Units (Grade Option) 3; Class Hours: 3 lecture hours/week; Recommended: Eligibility for READ 802 and ENGL 800; Prerequisite(s): 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, stepparents 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.

PSYC 410 ABNORMAL PSYCHOLOGY

Units (Grade Option) 3; Class Hours: 3 lecture hours/week; Recommended: Eligibility for READ 802 and ENGL 800; Prerequisite(s): None. **Description:** Elaboration on the study of abnormal behavior and personality introduced in previous courses. Topics include neuroses, psychoses and other psychological problems, along with their etiology,

dynamics, principal symptoms, and treatments. The relationship between theory of personality and psychotherapy is explored. Transfer: CSU, UC.

RADIOLOGIC TECHNOLOGY**RADT 400 ORIENTATION TO RADIOLOGIC TECHNOLOGY**

Units 2; Class Hours: 2 lecture hours/week; Recommended: Eligibility for READ 420 and ENGL 100; Prerequisite(s): Acceptance in the Radiologic Technology Program. **Description:** This course is an orientation to Radiologic Technology including organization of medical practice, the socioeconomic, 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 lab hours total; Recommended: Eligibility for READ 420 and ENGL 100; Prerequisite(s): 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; Recommended: Eligibility for READ 420 and ENGL 100; Prerequisite(s): 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; Class Hours: 3 lecture hours/week; Recommended: Eligibility for READ 420 and ENGL 100; Prerequisite(s): 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; Recommended: Eligibility for READ 420 and ENGL 100; Prerequisite(s): Acceptance in the Radiologic Technology Program and concurrent enrollment in RADT 410. **Description:** This course is designed for the first semester Radiologic Technology student. It is the first segment of the first rotation. It consists of orientation to clerical procedures, film processing/darkroom procedures, patient transportation procedures, supplies and equipment. Students will observe and participate in radiographic positioning and other procedures appropriate to the student's current level of education.

RADT 420 RADIOGRAPHIC POSITIONING II

Units 3.5; Class Hours: 3 lecture/1.5 lab hours/week; Recommended: Eligibility for READ 420 and ENGL 100; Prerequisite(s): 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; Recommended: Eligibility for READ 420 and ENGL 100; Prerequisite(s): 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; Recommended: Eligibility for READ 420 and ENGL 100; Prerequisite(s): PHYS 405 with a grade of "C" or 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 1.5; Class Hours: 1 lecture/1.5 lab hours/week; Recommended: Eligibility for READ 420 and ENGL 100; Prerequisite(s): 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; Recommended: Eligibility for READ 420 and ENGL 100; Prerequisite(s): 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; Recommended: Eligibility for READ 420 and ENGL 100; Prerequisite(s): 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; Recommended: Eligibility for READ 420 and ENGL 100; Prerequisite(s): BIOL 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; Recommended: Eligibility for READ 420 and ENGL 100; Prerequisite(s): BIOL 250 or 260 or technical experience in Radiography. Description: Disease processes commonly encountered by the Radiographer are presented in this course. Students will study Radiographic CT and MRI images of skeletal, neurologic, gastro-intestinal, respiratory, circulatory and reproductive systems. This course is required for Radiologic Technology students.

RADT 448 CLINICAL EDUCATION IV

Units (Credit/No Credit) 6.5; Class Hours: 24 lab hours/week for 18 weeks; total 432 hours; Recommended: Eligibility for READ 420 and ENGL 100; Prerequisite(s): 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; Recommended: Eligibility for READ 420 and ENGL 100; Prerequisite(s): 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; Recommended: Eligibility for READ 420 and ENGL 100; Prerequisite(s): 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; Recommended: Eligibility for READ 420 and ENGL 100; Prerequisite(s): 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; Recommended: Eligibility for READ 420 and ENGL 100; Prerequisite(s): 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; Recommended: Eligibility for READ 420 and ENGL 100; Prerequisite(s): 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.

RADT 472 SPECIALIZED TECHNIQUES: COMPUTED TOMOGRAPHY THEORY

Units (Grade Option) 1.5; Class Hours: 1.5 lecture hours/week; Recommended: Eligibility for READ 420 and ENGL 100; Prerequisite(s): Certification as a radiologic technologist or RADT 415. Description: This course provides the certified radiologic technologist with the theory of computed tomographic imaging equipment and functions. Topics include system components, imaging principles, reconstruction and display as well as radiation protection considerations. Course is suitable for certified radiologic technologists preparing for the AART examination in computed tomography. Transfer: CSU.

RADT 473 SPECIALIZED TECHNIQUES: COMPUTED TOMOGRAPHY APPLICATIONS

Units (Grade Option) 1.5; Class Hours: 1.5 lecture hours/week; Recommended: Eligibility for READ 420 and ENGL 100; Prerequisite(s): RADT 472. Description: This course covers the application of computed tomographic theory to the performance of diagnostic CT examinations on the head, trunk and musculoskeletal areas of the body. Use of contrast media and scanning procedures for each area are included. Transfer: CSU.

READING

READ 420 CRITICAL AND EFFECTIVE READING

Units (Grade Option) 3; Class Hours: 3 lecture hours/week; Basic Skills Level: Open Curriculum; Prerequisite(s): READ 802 or eligibility for 400-level reading courses as indicated by the reading placement test or other measures. Description: Students are led to increase competence in analytical and critical reading skills with difficult college texts, to increase their reading rate flexibility, to employ college study techniques, and to read for research. Transfer: CSU.

READ 425 SPEED READING

Units (Grade Option) 1.5; Class Hours: 1.5 lecture/1 lab hours/week; Basic Skills Level: Open Curriculum; Prerequisite(s): READ 802 or eligibility for 400-level reading courses as indicated by the reading placement test or other measures. Description: Designed to increase reading speed and comprehension of college-level materials. Emphasis on learning rapid reading techniques, gaining flexibility in adjusting reading speed to suit purpose, overcoming regression, recognizing and using basic writing structures and literary elements, and mastering speed study techniques. Transfer: CSU.

READ 801 DEVELOPMENTAL READING

Units (Credit/No Credit) 0.5-3; Class Hours: 5 lecture hours/week; Basic Skills Level: Open Curriculum; Prerequisite(s): 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/1 by arrangement hour/week; Recommended: Eligibility for READ 802 and ENGL 800; Prerequisite(s): 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.

REAL ESTATE

R.E. 100 REAL ESTATE PRINCIPLES

Units (Grade Option) 3; Class Hours: 3 lecture hours/week; Recommended: Eligibility for READ 802 and ENGL 800; Prerequisite(s): None. Description: The study of real property and laws relating to ownership; contracts; appraisal; taxes; transfer of property, financing real estate brokerage and ethics; landlord/tenant; agency and licensing. (Meets state requirements for salesperson examination.) Transfer: CSU.

R.E. 110 REAL ESTATE PRACTICE

Units (Grade Option) 3; Class Hours: 3 lecture hours/week; Recommended: Eligibility for READ 802 and ENGL 800; Prerequisite(s): None. Description: This course is a comprehensive presentation of real estate brokerage skills in the State of California with emphasis on the daily activities of salespersons and brokers. Also includes mathematical calculations, how to write land descriptions, and how to write contracts. Transfer: CSU.

R.E. 141 REAL ESTATE APPRAISAL

Units (Grade Option) 3; Class Hours: 3 lecture hours/week; Recommended: Eligibility for READ 802 and ENGL 800; Prerequisite(s): None. Description: This course is an overview of the appraisal of residential real estate, with emphasis on the single-family residence. Also includes the principles that motivate buyers, approaches to the influences on value, appraisal process including the collection and evaluation of data, and writing the appraisal report. Transfer: CSU.

SECRETARIAL/OFFICE SKILLS/WORD PROCESSING
(see BUSINESS/OFFICE TECHNOLOGY)

SOCIAL SCIENCE

SOSC 120 INTRODUCTION TO SOCIAL GERONTOLOGY

Units (Grade Option) 3; Class Hours: 3 lecture hours/week; Recommended: Eligibility for READ 802 and ENGL 800; Prerequisite(s): 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; Recommended: Eligibility for READ 802 and ENGL 800; Prerequisite(s): 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 hour/week; Basic Skills Level: Open Curriculum; Prerequisite(s): 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 AA/AS degree.

SOSC 890 INTRODUCTION TO THE SOCIAL SCIENCES

Units (Grade Option) 3; Class Hours: 3 lecture hours/week; Basic Skills Level: Open Curriculum; Prerequisite(s): 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 AA/AS degree.

SOCIOLOGY**SOCI 100 INTRODUCTION TO SOCIOLOGY (CAN SOC 2)**

Units (Grade Option) 3; Class Hours: 3 lecture hours/week; Recommended: Eligibility for READ 802 and ENGL 800; Prerequisite(s): 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; Recommended: Eligibility for READ 802 and ENGL 800; Prerequisite(s): 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; Recommended: Eligibility for READ 802 and ENGL 800; Prerequisite(s): None. Description: This course explores the history and contemporary experience of ethnic and racial stratification in the United States. Institutional racism and the role of legal and economic forces on people from diverse cultures will be discussed. Students will also learn of the contributions made to the American society by various racial and ethnic groups. (Fulfills Ethnic Studies requirement.) Transfer: CSU, UC.

SOCI 254 SOCIOLOGY OF WOMEN

Units (Grade Option) 3; Class Hours: 3 lecture hours/week; Recommended: Eligibility for READ 802 and ENGL 800; Prerequisite(s): 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**

(CAN SPAN 2) (CAN SPAN SEQ A = SPAN 110 + 120)

Units 5; Class Hours: 5 lecture/2 lab hours/week; Recommended Eligibility for READ 802 and ENGL 800; Prerequisite(s): None. Description: This course provides an opportunity to learn the basic skills for speaking, understanding, reading and writing in Spanish to those with no prior knowledge of Spanish and includes study of basic aspects of culture in the Spanish-speaking world areas. Spanish will be used as the main language of instruction. Emphasis also falls on use of the language laboratory to practice and reinforce pronunciation, grammar and syntax. 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; Recommended: Eligibility for READ 802 and ENGL 800; Prerequisite(s): 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; Recommended: Eligibility for READ 802 and ENGL 800; Prerequisite(s): 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

(CAN SPAN 4) (CAN SPAN SEQ A = SPAN 110 + 120)

Units 5; Class Hours: 5 lecture/2 lab hours/week; Recommended: Eligibility for READ 802 and ENGL 800; Prerequisite(s): 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; Recommended: Eligibility for READ 802 and ENGL 800; Prerequisite(s): 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; Recommended: Eligibility for READ 802 and ENGL 800; Prerequisite(s): 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

(CAN SPAN 8) (CAN SPAN SEQ B = SPAN 130 + 140)

Units 5; Class Hours: 5 lecture/2 lab hours/week; Recommended: Eligibility for READ 802 and ENGL 800; Prerequisite(s): 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; Recommended: Eligibility for READ 802 and ENGL 800; Prerequisite(s): 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; Recommended: Eligibility for READ 802 and ENGL 800; Prerequisite(s): 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

(CAN SPAN 10) (CAN SPAN SEQ B = SPAN 130 + 140)

Units 3; Class Hours: 3 lecture hours/week; Recommended: Eligibility for READ 802 and ENGL 800; Prerequisite(s): 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; Recommended: Eligibility for READ 802 and ENGL 800; Prerequisite(s): SPAN 140 or equivalent. **Description:** This course is conducted solely in Spanish and focuses on reading and writing in Spanish. Students will study Spanish grammar and orthography and develop their skills in reading and writing. Using oral and written Spanish to communicate on topics of interest, and through discussions of reading from authors of the Spanish speaking world, students will enrich and strengthen their existing communicative abilities. Emphasis is also placed on the culture of Spanish speaking countries. (Fulfills Ethnic Studies requirement.) Transfer: CSU, UC.

SPAN 162 READINGS IN SPANISH LITERATURE II

Units 3; Class Hours: 3 lecture hours/week; Recommended: Eligibility for READ 802 and ENGL 800; Prerequisite(s): SPAN 161. **Description:**

This course is conducted solely in Spanish and focuses on reading and writing in Spanish. Students will study Spanish grammar and orthography and develop their skills in reading and writing. Using oral and written Spanish to communicate on topics of interest, and through discussions of reading from authors of the Spanish speaking world, students will enrich and strengthen their existing communicative abilities. Emphasis is also placed on the culture of Spanish speaking countries. (Follows SPAN 161) (Fulfills Ethnic Studies requirement.) Transfer: CSU, UC.

SPAN 196 SPANISH LANGUAGE LABORATORY

Units (Credit/No Credit) 0.5-1; Class Hours: 1.5-3 lab hours/week; Recommended: Eligibility for READ 802 and ENGL 800; Prerequisite(s): 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: Open Curriculum; Prerequisite(s): None. **Description:** This is a practical course in the Spanish language, approached by way of conversation. Intensive drill in the formulas and idioms of daily speech, supported with sufficient grammar to give flexibility in the spoken language. This course will not fulfill language requirement at California State Colleges or at the University of California. Units do not apply toward AA/AS degree.

SPAN 802 CONVERSATIONAL SPANISH II

Units (Grade Option) 2; Class Hours: 3 lecture hours/week; Basic Skills Level: Open Curriculum; Prerequisite(s): 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: Open Curriculum; Prerequisite(s): 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: Open Curriculum; Prerequisite(s): SPAN 803. **Description:** Further advanced drill in the formulas and idioms of daily speech is supported with sufficient grammar to give flexibility in the spoken language. (This course will not fulfill language requirement at California State Colleges or at the University of California.) Units do not apply toward AA/AS degree.

SPEECH COMMUNICATION**SPCH 100 FUNDAMENTALS OF SPEECH COMMUNICATION (CAN SPCH 4)**

Units 3; Class Hours: 3 lecture hours/week; Recommended: Eligibility for READ 420 and ENGL 100. **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; Recommended: Eligibility for READ 802 and ENGL 800; Prerequisite(s): 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, UC*.

SPCH 111 ORAL INTERPRETATION I

Units 3; Class Hours: 3 lecture hours/week; Recommended: Eligibility for READ 802 and ENGL 800; Prerequisite(s): Eligibility for ENGL 100. 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; Recommended: Eligibility for READ 802 and ENGL 800; Prerequisite(s): 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; Recommended: Eligibility for READ 802 and ENGL 800; Prerequisite(s): 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, UC.

SPCH 130 VOICE AND ARTICULATION

Units 3; Class Hours: 3 lecture hours/week; Recommended: Eligibility for READ 802 and ENGL 800; Prerequisite(s): 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 (CAN SPCH 10)

Units 3; Class Hours: 3 lecture hours/week; Recommended: Eligibility for READ 420 and ENGL 100; Prerequisite(s): 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 LEISURE TRAVEL SALES

Units (Grade Option) 3; Class Hours: 3 lecture hours/week; Recommended: Eligibility for READ 802, ENGL 800, and MATH 111; Prerequisite(s): 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; Recommended: Eligibility for READ 802 and ENGL 800; Prerequisite(s): 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; Recommended: Eligibility for READ 802 and ENGL 800; Prerequisite(s): 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 INTRODUCTION TO LEISURE TRAVEL PLANNING

Units (Grade Option) 3; Class Hours: 3 lecture hours/week; Recommended: Eligibility for READ 802 and ENGL 800; Prerequisite(s): None. Description: This course covers the automated procedures used throughout the travel industry to locate and book car rentals, hotels, tours, cruises, Amtrak, and international rail. An overview of major reference materials and manual procedures used in booking hotels, package tours, and cruises will be presented also.

TOUR 756 TRAVEL INDUSTRY CAREERS AND ENTREPRENEURSHIP OPPORTUNITIES

Units (Credit/No Credit) 0.5; Class Hours: 8 lecture hours/semester; Recommended: Eligibility for READ 802 and ENGL 800; Prerequisite(s): 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) 0.5-5.5; Class Hours: 0.5-5.5 lecture hours/week; Recommended: Eligibility for READ 802 and ENGL 800; Prerequisite(s): None. Description: This modular approach to issues in the travel industry covers a variety of topics that are of particular relevance to Travel Industry personnel. Each module is self-contained. Specific modules are offered each semester and will be announced in the current schedule of classes. May be repeated for credit up to a maximum of 5.5 units.

TOUR 758 APOLLO COMPUTER TIME SAVERS

Units (Credit/No Credit) 0.5; Class Hours: 8 lecture hours/semester; Recommended: Eligibility for READ 802 and ENGL 800; Prerequisite(s): 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: 8 lecture hours/semester; Recommended: Eligibility for READ 802 and ENGL 800; Prerequisite(s): 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: 8 lecture hours/semester; Basic Skills Level: Open Curriculum; Prerequisite(s): None. Description: This course is an overview of the Apollo computer system used for worldwide 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: 8 lecture hours/semester; Basic Skills Level: Open Curriculum; Prerequisite(s): None. Description: This course is an overview of the Apollo computer system used for worldwide 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; Recommended: Eligibility for READ 802 and ENGL 800; Prerequisite(s): None. Description: This course is designed to provide "hands-on" training using the Apollo computerized airline database 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.

TOUR 766 INTERNATIONAL AIR PRICING

Units (Grade Option) 3; Class Hours: 3 lecture hours/week; Recommended: Eligibility for READ 802 and ENGL 800; Prerequisite(s): None. 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.

TOUR 770 LEISURE TRAVEL ITINERARY PLANNING AND COSTING

Units (Grade Option) 3; Class Hours: 3 lecture hours/week; Recommended: Eligibility for READ 802 and ENGL 800; Prerequisite(s): 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; Recommended: Eligibility for READ 802 and ENGL 800; Prerequisite(s): 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 778 CORPORATE TRAVEL PROCEDURES

Units (Grade Option) 3; Class Hours: 3 lecture hours/week; Recommended: Eligibility for READ 802 and ENGL 800; Prerequisite(s): 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 MEETING AND INCENTIVE TRAVEL

Units (Grade Option) 1-3; Class Hours: 1-3 lecture hours/week; Recommended: Eligibility for READ 802 and ENGL 800; Prerequisite(s): 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. Transfer: CSU.

TOUR 782 TOURISM WORLD TRAVEL DESTINATIONS

Units (Grade Option) 3; Class Hours: 3 lecture hours/week; Recommended: Eligibility for READ 802 and ENGL 800; Prerequisite(s): None. Description: This course is an overview of tourism and world markets. Other topics include world economy and tourism, the role of world affairs in the tourism marketplace, and destination research.

TOUR 784 CRUISE TRAVEL PLANNING

Units (Grade Option) 3; Class Hours: 3 lecture hours/week; Recommended: Eligibility for READ 802 and ENGL 800; Prerequisite(s): None. Description: In this course students learn different cruise destinations, cruise ships in destination markets, and deck plan interpretations. Other topics include how to interpret cruise sales markets, how to choose the ship to meet the client's needs, how to negotiate the best sales price, and how to increase their profits.

TOUR 786 INTERNET FOR TRAVEL

Units (Credit/No Credit) 1; Class Hours: 16 lecture hours total; (Offered in 1 or 2 week modules); Recommended: Eligibility for READ 802 and ENGL 800; Prerequisite(s): None. Description: In this course students

will develop skills used for locating and retrieving information for making travel plans using the Internet. Topics include Internet basics (e-mail, Web browsers, and tools), city and county profiles, Arthur Fromer guides, bed and breakfast guides, travel magazines on line, and information on destinations.

TOUR 790 EFFECTIVE TOUR LEADING

Units (Credit/No Credit) 1; Class Hours: 1 lecture hour/week; Recommended: Eligibility for READ 802 and ENGL 800; Prerequisite(s): None. Description: This course is designed to teach travel promoters effective tour leading skills. Topics include timesaving destination and logistical research techniques, effective time resource and money management, communication and persuasive presentation techniques, and how to deal with difficult clients.

WORD PROCESSING

(See BUSINESS/OFFICE TECHNOLOGY)

WRITING

WRIT 801 BASIC WRITING I

Units (Credit/No Credit) 1; Class Hours: 1 lecture/2 lab hours/week; Basic Skills Level: Same as that of concurrent English course(s); Prerequisite(s): None; Corequisite(s): 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); Prerequisite(s): None; Corequisite(s): 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 AA/AS degree.



FACULTY

1999-2000

(Date of appointment to San Mateo County Community College District follows name.)

- Adams, H. Grace (1969)
Professor Emerita, Business
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 Science, Technology & Learning Resources
B.A., M.Sc., San Francisco State University
- Ashley, Lyman C. (1968)
Professor, Physical Education
B.S., M.A., California State Polytechnic College
- Bratton, Glory (1982)
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
- Chee, Curtis (1998)
Assistant Professor, Mathematics
B.S., University of California at Berkeley
M.S., University of Colorado
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
- 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
- Dilko, Patricia (1998)
Associate Professor, ECE/CD
B.A., Univ. of Connecticut
M.P.A., College of Notre Dame
- Earnhardt, Eldon D. (1969)
Professor, Anthropology, Archeology
B.A., M.A., San Francisco State University
- Easter, Stanley E. (1969)
Professor Emeritus, 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)
Professor, Mathematics, Counseling
B.A., M.A. San Jose State University
- Egan, Philip F. (1971)
Professor, Art
B.A., Indiana University
B.F.A., Kansas City Art Institute
M.F.A., Pennsylvania State University
- 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 Emeritus, Physical Education
B.S., Michigan State University
M.S., Southern Illinois University
- Finn, Sharon (1989)
Coordinator, Travel Careers Department
Travel Careers
A.A., City College of San Francisco
B.A., San Francisco State University
- Follansbee, Richard (1998)
Assistant Professor, Mathematics
B.A., San Francisco State University
B.S., Cal Poly State University
M.S., Northeastern University
- Friesen, John B. (1963)
Professor, English
Dean of Humanities and Instructional Support
A.B., M.A., University of California, Berkeley
- Garcia, Michael E. (1989)
Associate Professor, Physical Education
Athletic Director
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
- Gray, Ella Turner (1969)
Professor, Biological Sciences
B.S., Southern University, Louisiana
M.S., University of Nebraska
- Griffin, Irene F. (1964)
Professor Emerita, Drama
A.B., Barnard College
A.M., Stanford University
- Gunderson, Peter K. (1973)
Professor, Geography
B.S., Michigan State University
M.A., Wayne State University
- Hayes, Linda (1988)
Associate Professor, Business/Office Technology
Dean of Business, Occupational Education & Off-Campus Programs
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, Physics
 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
- Jung, Carolyn (1998)
Associate Professor, Business/Office
 Technology and Real Estate
 A.A., City College of Los Angeles
 B.A., M.A., San Francisco State University
- 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) (on leave 99-00)
Professor, Chemistry, Physics
 B.S., M.S., Texas A & M University
 Ph.D., University of California, Berkeley
- Mach, Jean (1989)
Assistant Professor, English
 B.A., University of Washington
 M.A.T., College of Notre Dame
 M.A., University of California, Berkeley
- 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
 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 Emerita, Physical Education
 B.A., San Jose State University
 M.A., San Francisco State University
- Mecorney, Jean A. (1998)
Assistant Professor, Art and Multimedia
 B.A., University of California, Berkeley
 M.A., California State University, Sacra-
 mento
- Mendoza, Salvador (1984)
Professor, Counseling
 B.A., San Diego State University
 M.A., Boston University
 M.A., Middlebury College
- Messner, Gerald M. (1964)
Professor Emeritus, English
 A.B., Stanford University
 M.A., California State University, Los
 Angeles
- Morales, William (1992)
Assistant Professor, Art
 B.A., University of California, Santa Cruz
 M.F.A., Boston University
- Nicholls, Anne L. (1988)
Assistant Professor, Cooperative Education
 A.A., Skyline College
 A.S., Cañada College
 B.A., University of California, Davis
 M.B.A., City University, Bellevue, WA
- Norman, Timothy H. (1968)
Professor Emeritus, Mathematics
 B.A., Illinois Benedictine College
 M.S., University of Notre Dame
- Olesen, Karen (1988)
Associate 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
- Palmer, Lisa (1998)
Assistant Professor, English
 B.A., Stanford
 M.A., Columbia
 Ph.D., University of California, Los Angeles
- Pendleton, Joseph L. (1994)
Assistant Professor, English
 B.A., University of California, Irvine
 M.A., Marquette University
- 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
- 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
- Sachs, Lesli (1995)
Professor, College Nurse
 B.S.N., California State University, Hayward
 M.P.H., University of California, Berkeley
- Sandler, Marie H. (1974)
Professor, E.C.E., Psychology
 B.S., M.S., Florida State University
- Sanfilippo, Rudy A. (1976)
Professor, Sociology, Management
 B.A., M.A., San Jose State University
- Saterfield, Sondra (1985)
Professor, Counseling
 B.S., Cheyney State College
 M.S., Hayward State University
- Serna, Irene (1996)
 Dean of Enrollment Management and EOPS
 B.A., M.A., San Jose State University
- Smith, Pamela D. (1969)
Professor, English
 A.B., M.A., University of California,
 Berkeley
- 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)
Associate Professor, Business/Office
Technology
B.S., California State University, Long
Beach
M.A., San Jose State 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
- Valentin, Jose (1998)
Assistant Professor, Chemistry
B.S., University of Puerto Rico
M.S., Illinois State University
Ph.D., Southern Illinois University
- Vial, Silvano A. (1968)
Professor Emeritus, Physical Education
B.S., University of Idaho
A.M., Stanford University
- Villanueva, Tlaxcalli (1988)
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 Emerita, 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 Emeritus, History
B.A., Yale University
M.A., San Jose State University
- Yang, Daniel C. (1997)
Assistant Professor, Radiologic Technology
A.S., San Francisco City College
B.S.E.E., Cal Poly San Luis Obispo
- Young, Frank C. C. (1969)
Professor, Philosophy
B.A., University of Florida
M.A., San Francisco State University

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
(650) 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
(650) 355-7000 (day), (650) 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

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 Technology

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.

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. 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.

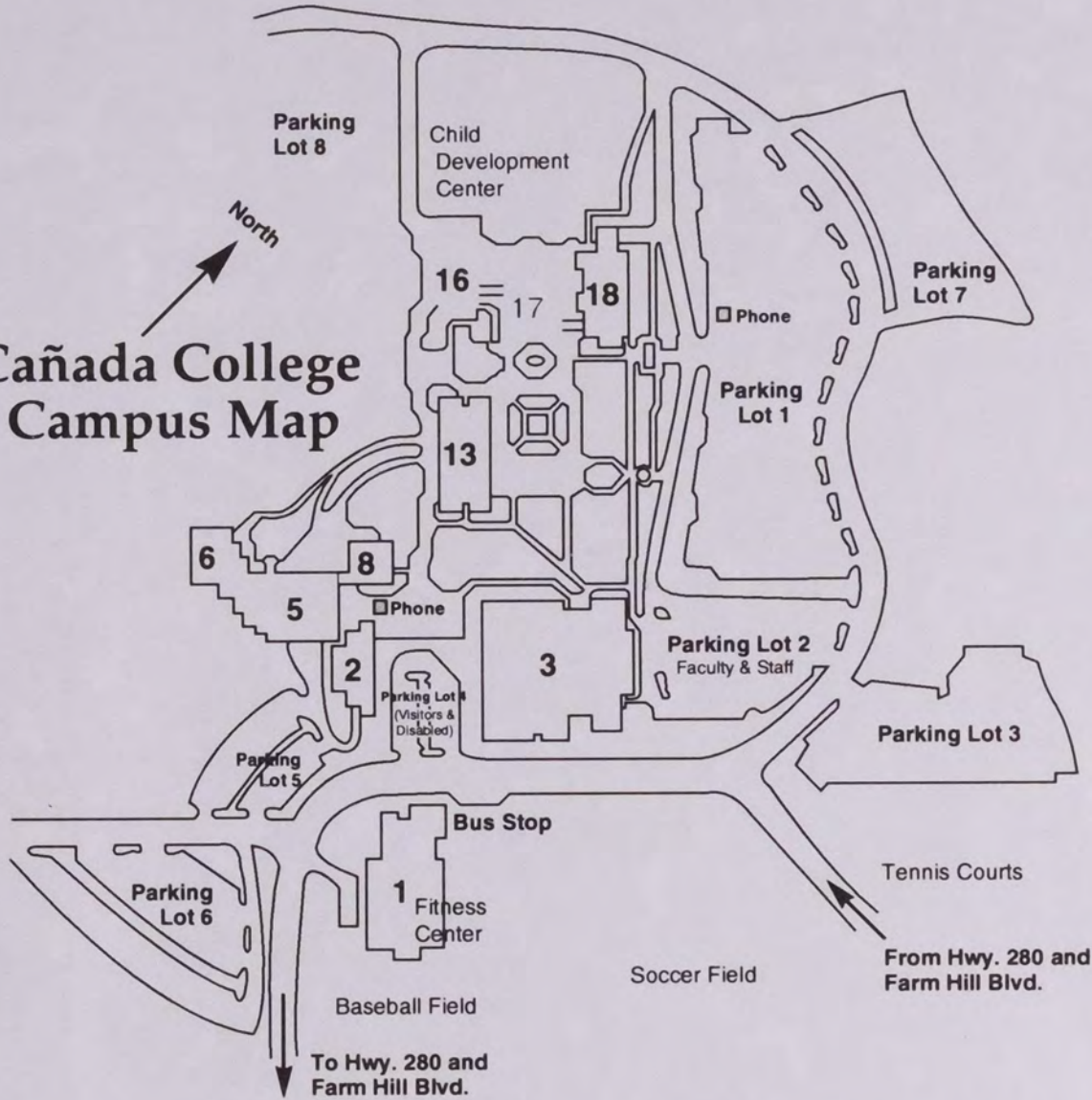
Parking fees are refundable through the second week of instruction in semester-length classes, or the first 10% of the instructional period in less than semester-length classes. During late registration, a grace period will be in effect in student parking lots only, in order to enable students to purchase 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.

CAMPUS DIRECTORY

| | | | | | |
|----------------------------------------|------------------|----------|------------------------------------------|--------|----------|
| Admissions & Records/Registration | 8-215 | 306-3226 | Lost & Found (located in Bookstore) | 2 | 306-3313 |
| Assessment (English & Math) | 8-211 | 306-3335 | Math Lab | 5-105 | 306-3304 |
| Athletics 1-204 | | 306-3341 | Media-Audio/Visual | 5-105 | 306-3348 |
| Audio/Visual | 5-105 | 306-3348 | Menlo Park Center | | 325-6936 |
| Bookstore | 2 | 306-3313 | Operations | 8-305 | 306-3270 |
| Box Office | | 306-3396 | Physical Education Office | 1-204 | 306-3341 |
| Business Office/Cashier | 8-305 | 306-3270 | Prior Learning Assessment | 5-208 | 306-3479 |
| Business, Occupational Education | | | President's Office | 8-312 | 306-3238 |
| & Off Campus Programs Division | 13-105 | 306-3201 | Psychological Services | 6-13 | 306-3455 |
| Business Skills Center | 13-217 | 306-3380 | Public Information | 3-103 | 306-3340 |
| CalWORKs | 5-270 | 306-3300 | Reading Lab | 3-104 | 306-3326 |
| Career Center | 5-204 | 306-3452 | Refunds (Registration Fees)/Cashier | 8-305 | 306-3270 |
| Child Development Center | next to Bldg. 16 | 306-3115 | Science, Technology & Learning Resources | 18-109 | 306-3291 |
| Computer Lab | 5-105 | 306-3430 | Scholarship Office | 5-207 | 306-3297 |
| CARE | 5-207 | 306-3300 | Security Office (Parking Enforcement) | 13-28 | 306-3420 |
| Coop. Ed./Work Experience Program | 5-216 | 306-3367 | Small Business Development Center | | 599-9767 |
| Counseling Offices | 5-204 | 306-3385 | | | or |
| Disabled Student Program | 3-117 | 306-3490 | | | 599-9307 |
| Education & Technology Downtown Center | | 599-9767 | Student Activities | 5-214 | 306-3373 |
| English (ESL) Institute | 13-121 | 306-3412 | Student Government Office | 5-211B | 306-3364 |
| Evening Services | 8-215 | 306-3100 | Switchboard/Directory Assistance | 8-203 | "3000" |
| EOPS | 5-207 | 306-3300 | | | or |
| Facilities Usage/Rental | 8-305 | 306-3271 | | | 306-3100 |
| Financial Aid | 5-207 | 306-3307 | Theatre Manager | 3-132 | 306-3316 |
| Health Center | 5-213 | 306-3309 | Travel Industry Career Office | 17-112 | 306-3450 |
| Housing (Off Campus) Information | 5-214 | 306-3373 | Transfer Center | 5-211A | 306-3372 |
| Humanities Division | 3-205 | 306-3336 | Transcripts (Admissions & Records) | 8-215 | 306-3228 |
| Instruction Office | 8-306 | 306-3353 | Transportation: | | |
| International Student Program | 8-206 | 306-3494 | SAMTRANS Bus Schedules/Passes | 8-211 | 306-3100 |
| Language Lab | 5-105 | 306-3348 | Rediwheels (Disabled) | 3-117 | 306-3490 |
| Learning Center | 5-105 | | Tutorial Center | 5-105 | 306-3357 |
| Computer Lab | | 306-3430 | Veteran's Affairs | 8-215 | 306-3227 |
| Language Lab | | 306-3348 | Vice President, Student Services | 8-211 | 306-3234 |
| Math Lab | | 306-3304 | Visitor's Parking Permits | 8-305 | 306-3270 |
| Tutorial Center | | 306-3357 | WorkAbility III | 5-204 | 306-3258 |
| Writing Lab | | 306-3306 | Work-Study Grant Program | 5-207 | 306-3307 |
| Library | 6-2 | 306-3267 | Writing Lab | 5-105 | 306-3306 |

Cañada College Campus Map



DIRECTIONS TO CAÑADA COLLEGE

INTERSTATE 280 TO FARM HILL BOULEVARD.
LEFT AT FIRST TRAFFIC LIGHT ONTO CAMPUS.

OFF CAMPUS CENTERS

Cañada College Education and
Technology Downtown Center
(650) 599-9767

Redwood City
Center Plaza

Middlefield Road

900 Main St.

Hwy 101

Menlo Park Center/OICW
(650) 325-6936

Willow Rd. (east)

Newbridge

O'Brien

1200 O'Brien



Cañada College

4200 Farm Hill Boulevard
Redwood City, CA 94061
(650) 306-3100
(650) 306-3226

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Redwood City, CA

