

# CAÑADA COLLEGE CATALOG 2007-2008



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## ***A Welcome to Cañada College from President Tom Mohr***

Dear students and community members,

I hope that you find the contents of our college catalogue to be informative and reflective of the wide range of academic offerings and support services available at Cañada College. With many higher education options available, what makes Cañada College stand out as a top choice for students in the Bay Area? In a word, it's service. Cañada College is one of the smallest community colleges in the Bay Area and offers personal service that you won't find anywhere else. Whether it's in the classroom, Learning Center, Counseling Services or our soon-to-open, state-of-the-art Library, you'll find friendly people who will work with you to help you achieve your academic and career goals. This is the reason Cañada College consistently ranks at the top of all California community colleges in preparing students to transfer to universities and to re-enter the workforce.

In addition to superior academic offerings and support services, students at Cañada College are literally exposed to a world of new ideas. A wide variety of students bring diversity and cultural awareness to the campus. Professors emphasize the importance of critical thinking, ethics, and interpersonal skills as they prepare students to succeed in the global workplace. Silicon Valley sits in the middle of an ever-changing global economy and Cañada College is connected to the cutting-edge businesses and industries in this region. Our new 3D Animation and Video Game Art program is the only one of its kind in the Bay Area and is a perfect example of how we continually update our class offerings to help you compete in a growing industry in the global workplace.

Cañada College has also forged partnerships with local school districts, especially high schools, offering programs that address the needs of highly skilled students who are ready to accelerate their college enrollment. Did you know that you can begin your college education at Cañada College as soon as you finish your sophomore year in high school? Did you know that most of the classes are free? If you participate in our concurrent enrollment program you can finish your first two years of college at about the same time you receive your high school diploma. Cañada College also offers collaborative programs for students who are immigrants, low-income and unfamiliar with the college environment.

Finally, at Cañada College, you don't have to transfer to earn a bachelor's degree. Cañada College is home to the first legislatively designated "University Center" at a California community college. More than 1,000 students are enrolled in classes taught at the University Center by professors from universities around the Bay Area. You can earn a bachelor's degree in nursing, early childhood education, a master's degree in business administration or your teaching certificate.

Those of us who work and teach at Cañada College are proud to bring you top quality education at a public community college. We are honored to serve you and will do all we can to make your experience with us successful.

Tom Mohr  
President  
Cañada College

### **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 aqui 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.

### **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**

The policy of this District is that, unless specifically exempted by statute or regulation, every course, course section, or class, reported for state aid, wherever offered and maintained by the District, shall be fully open to enrollment and participation by any person who has been admitted to the College(s) and who meets such prerequisites as may be established pursuant to regulations contained in Article 2.5 (commencing with Section 55200) of Subchapter 1 of Chapter 6 of Division 6 of Title 5 of the California Code of Regulations.

### **Americans with Disabilities Act Statement**

This document may be made available in alternate format as a reasonable accommodation for a person with a documented disability. To request a reasonable accommodation, please contact the Disability Resource Center at 650-306-3259 a minimum of five (5) work days prior to the date needed.

### **Accreditation**

Cañada College is accredited by the Accrediting Commission for Community and Junior Colleges of the Western Association of Schools and Colleges, 10 Commercial Blvd., Suite 204, Novato, CA 94949, (415) 506-0234, an institutional accrediting body recognized by the Council for Higher Education Accreditation and the U.S. Department of Education. The Office of Private Postsecondary Education also approves Cañada College to offer courses to U.S. Veterans for collection of veterans' benefits. The accreditation reports and approval are available for review in the Office of the President.

### **Acknowledgements**

Curriculum & Database Technician: José Peña  
Design/Layout/Production: Roberta Chock

## Calendar of Important Dates

Placement Tests and Registration: see [www.canadacollege.edu](http://www.canadacollege.edu) or Schedule of Classes for dates, times, locations.

### FALL SEMESTER 2007

August 20,21 .....	Flex Days (No Classes)
August 22 .....	Day and Evening Classes Begin
September 5 Last Day to Drop Semester Length Classes With Eligibility for Partial Refund	
September 5 .....	Last Day to Add Semester Length Classes
September 1,2 .....	Declared Recess
September 3 .....	Labor Day (Holiday)
September 10 .....	Census Day
September 14 ....	Last Day to Drop Semester Length Classes Without Appearing on Record
October 5 .....	Last Day to Apply for Degree – Certificate
November 9 .....	Veterans’ Day Observed (Holiday)
November 10-11 .....	Declared Recess
November 20 ...	Last Day to Withdraw from Semester Length Classes
November 21 .....	Declared Recess – Evening Courses Only
November 22 .....	Thanksgiving Day (Holiday)
November 23 .....	Declared Recess
November 24, 25 .....	Declared Recess
December 15-21 .....	Final Examinations (Day and Evening Classes)
December 21 .....	Day and Evening Classes End

### SPRING SEMESTER 2008

January 17, 18 .....	Flex Days (No Classes)
January 19, 20 .....	Declared Recess
January 21 .....	Martin Luther King Jr. Day (Holiday)
January 22 .....	Day and Evening Classes Begin
February 4 Last Day to Drop Semester Length Classes With Eligibility for Partial Refund	
February 4 .....	Last Day to Add Semester Length Classes
February 11 .....	Census Day
February 15 .....	Lincoln’s Birthday (Holiday)
February 16, 17 .....	Declared Recess
February 18 .....	Presidents’ Day (Holiday)
February 19 .....	Last Day to Drop Semester Length Classes Without Appearing on Record
March 7 .....	Last Day to Apply for Degree – Certificate
March 17 - 23 .....	Spring Recess
May 1 .....	Last Day to Withdraw From Semester Length Classes
May 24, 25 .....	Declared Recess
May 26 .....	Memorial Day (Holiday)
May 27 - June 2 .....	Final Examinations (Day and Evening Classes)
June 2 .....	Day and Evening Classes Close

### SUMMER SESSION 2008 (TENTATIVE)

June 16 .....	Day & Evening Classes Begin
July 4 .....	Independence Day (Holiday)
July 26 .....	Six Week Session Classes Close
August 9 .....	Eight Week Session Classes Close

## Contents

Board of Trustees	
San Mateo County Community College District .....	6
Office of the President .....	6
Office of Instruction.....	6
Office of Student Services .....	6
Business, Workforce and Athletics Division .....	6
Counseling and Enrollment Services Division.....	6
Humanities and Social Sciences Division .....	7
Science and Technology Division .....	7
University Center and Academic Support Services Division .....	7
The District .....	8
Cañada College .....	8
Admission .....	9
Registration .....	11
Fees.....	14
Grades & Academic Standing .....	16
Student Rights, Responsibilities and Records .....	21
Student Services and Special Programs .....	29
Información en Español.....	37
Associate in Arts Degree and Associate in Science Degree.....	43
Advanced Placement Test Policy.....	46
AA/AS Degree General Degree Pattern .....	48
CSU General Education Requirements 2006–2007 .....	49
Inter-segmental General Education Transfer Curriculum (IGETC) 50	
California State University–Transfer Courses 2006–2007.....	51
University of California–Transfer Courses 2005–2006.....	53
Instructional Programs—Associate Degrees, Certificates, Transfer Programs.....	55
Course Descriptions.....	89
Faculty.....	161
Emeriti.....	163
Educational Opportunities at other San Mateo County Community Colleges .....	164
Parking.....	165
Campus Directory.....	165
Map .....	166
Index.....	167

## Board of Trustees San Mateo County Community College District

Cañada College is part of the San Mateo County Community College District which also operates the 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.

Helen Hausman, President  
Richard Holober, Vice President-Clerk  
Dave Mandelkern  
Patricia Miljanich  
Karen Schwarz  
Student Trustee, 2007–2008  
Ron Galatolo, District Chancellor

## Office of the President

President: Tom Mohr  
Administrative Assistant: Maggie Souza  
Office: Building 8, Room 312  
Phone: (650) 306-3238  
Web: [www.canadacollege.edu/about](http://www.canadacollege.edu/about)

## Office of Instruction

Vice President: Marilyn McBride  
Administrative Secretary: Patricia Tyler  
Administrative Analyst: Jose Peña  
Office: Building 8, Room 306  
Phone: (650) 306-3353  
Email: [caninstruct@smccd.edu](mailto:caninstruct@smccd.edu)  
Web: [www.canadacollege.edu/office\\_of\\_instruction](http://www.canadacollege.edu/office_of_instruction)

## Office of Student Services

Vice President of Student Services: Phyllis Lucas-Woods  
Administrative Assistant: Debbie Joy  
Office: Building 8, Room 308  
Phone: (650) 306-3234  
Web: [www.canadacollege.edu/student](http://www.canadacollege.edu/student)

## Business, Workforce, and Athletics

Dean: Linda Hayes  
Division Assistant: Jonna Pounds  
Accounting Technician: Peter Tam  
Office: Building 13, Room 105  
Phone: (650) 306-3201  
Email: [canbusiness@smccd.edu](mailto:canbusiness@smccd.edu)  
Web: [www.canadacollege.edu/business](http://www.canadacollege.edu/business)  
Programs are offered at two locations: main campus and the Menlo Park/OICW Center.

### Courses and Programs:

- Accounting
- Architecture
- Athletics - Varsity
- Business Administration
- Business Management
- Computer Business Office Technology
- Computer Information Technology
- Cooperative Education
- Early Childhood Education/Child Development
- Economics
- Education
- Fashion Design
- Human Services
- Interior Design
- Medical Assisting
- Middle College High School
- Multimedia
- Paralegal
- Physical Education - Team Sports, Individual Sports, Fitness, Dance
- Real Estate
- Small Business

## Counseling and Enrollment Services

Dean: Melissa Raby  
Division Assistant: Jacquelyn Holley  
Office: Building 9, Room 120  
Phone: (650) 306-3245  
Email: [holleyj@smccd.edu](mailto:holleyj@smccd.edu)  
Web: [www.canadacollege.edu/student](http://www.canadacollege.edu/student)

### Programs and Services:

- Admissions and Records
- Articulation
- Assessment
- Career Services
- Counseling
- International Students
- Matriculation
- Orientation
- Outreach
- Transfer
- Veterans Affairs

## Humanities and Social Sciences

Dean: Katie Townsend-Merino  
 Division Assistant: Joan Murphy  
 Office Assistant: Gloria Peña-Bench  
 Office: Building 3, Room 205  
 Phone: (650) 306-3336  
 Email: canhumanities@smccd.edu  
 Web: www.canadacollege.edu/humanities

### Courses and Programs:

- Art
- CBET (Community-Based English Tutoring)
- English
- English Institute/English as a Second Language
- Foreign Languages
- History
- Music
- Philosophy
- Political Science
- Psychology
- Social Science
- Sociology
- Speech Communication
- Theater Arts

English as a Second Language (ESL) courses are offered through the English Institute. There are no majors or transfer programs available in ESL.

## Science and Technology

Dean: Victoria O'Donnell  
 Division Assistant: Georgia Clark  
 Office: Building 18, Room 109  
 Phone: (650) 306-3291  
 Email: canscitech@smccd.edu  
 Web: canadacollege.edu/science

### Courses and Programs:

- Anthropology
- Astronomy
- Biological Sciences
- Health Science
- Chemistry
- Computer Information Science
- Engineering
- Geography
- Geology
- Mathematics
- Oceanography
- Paleontology
- Physics
- Radiologic Technology

## University Center and Academic Support Services

Dean: Jeanne Gross  
 Division Assistant: Ricardo Flores  
 Project Director: Ileana Gadea  
 Office: Building 22, Room 101-102  
 Phone: (650) 306-3319  
 Web: www.canadacollege.edu/academics/academic\_support  
 www.canadacollege.edu/university

### Courses and Programs:

#### Academic Support Services

- Disabled Student Program & Services (DSPS)
- Extended Opportunity Programs & Services (EOPS)
- Learning Center
- Library
- TRIO Student Support Services
- TRIO Upward Bound

#### University Center

San Francisco State University:

- Child and Adolescent Development - BA
- Business Administration - BS
- Nursing - BS
- Teaching Reading at the Post-Secondary Level - Certificate
- Business Administration - Executive Master

California State University - Monterey Bay:

- Liberal Studies - BA

## 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 have the opportunity to achieve their educational goals by providing quality instruction in general, transfer, career, and basic skills education, and activities that foster students' personal development and academic success. Cañada College places a high priority on supportive faculty/staff/student teaching and learning relationships, responsive support services, and a co-curricular environment that contributes to personal growth and success for students. The College is committed to the students and the community to fulfill this mission.

### 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

As a student-centered community college, Cañada is committed to the following core values:

- Creating an inclusive environment for teaching and learning by honoring, respecting, and embracing diversity within our College and surrounding community;
- Providing a personal, caring atmosphere.
- Promoting student access, success, self-efficacy, and passion for learning
- Encouraging a passion for life-long learning
- Demanding and insuring excellence in teaching and supporting our students
- Incorporating ethical approaches into all aspects of the educational process;
- Striving to be an innovative college by responding to the changing needs of students, community, and industry
- Practicing the inclusion of shared governance processes in all appropriate aspects of College life

### Role of the Faculty, Staff and Students

Cañada College seeks the counsel of its faculty and students through a system of permanent councils, committees and informal consulta-



tion. 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). Classified staff members of committees are appointed by the CSEA; student members 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.

## Eligibility Requirements for Admission

Individuals interested in attending Cañada College must be admitted to the College before enrolling in any classes. In accordance with our open enrollment policy, anyone who is a high school graduate or 18 years of age or older, and is able to benefit from the instruction offered, is eligible to attend Cañada College. Individuals who are not high school graduates and are under the age of 18 may also attend Cañada if they have passed the High School Proficiency Examination or the General Education Development (GED) test.

### Residency 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 10th, 11th, or 12th grade high school student whose admission is recommended by his/her high school principal and approved by the Dean of Counseling and Enrollment Services at 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 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.

AB540 Law: Effective with the Spring 2002 term, certain non-residents may be exempted from paying non-resident tuition if they meet the following conditions:

- Attended a California High School(s) for three years or more
- Graduated from a California High School or attained equivalency (ie. GED)
- Filed or will file an application with the INS to legalize status.

Students must complete and submit the "California Nonresident Tuition Exemption Request" form to be exempted from non-resident tuition. The form is available in the Admissions and Records Office or at the College website: [www.canadacollege.edu](http://www.canadacollege.edu).

### **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:

- Complete the International Student Application, available on the College web site: [www.canadacollege.edu](http://www.canadacollege.edu) (cannot apply on-line).
- Have completed the equivalent of an American High School education with satisfactory grades (Average "C" or 2.0 Grade Point Average). A copy of secondary/high school academic records or mark sheets 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 the paper based exam and 157 on the computer based exam. Individuals admitted as international students may be required to enroll in intensive English courses, based on placement test results.
- Submit a one page essay.
- Submit evidence of necessary funds to pay tuition, fees, and all living expenses while attending Cañada. (See pages 13-14 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 (SMCCCD). 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 (full-time) each semester in order to maintain F-1 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: 650-306-3113.)

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, except tourist (B2) visa, may also attend Cañada College.

Cañada College's catalog and schedule of classes are available at the college website, [www.canadacollege.edu](http://www.canadacollege.edu).

The current estimate of annual expenses for International Students is \$16,000 (including \$740.00 for the San Mateo County Community College District medical and hospitalization plan).

International students are required to make a \$500.00 pre-payment towards their first semester's tuition, enrollment fees and health fees upon acceptance and prior to their admission to the College.

### **High School Students**

Students attending high school as juniors or seniors may register concurrently for Cañada College classes with the approval of the Concurrent Enrollment Counselor. Interested students must submit an application and high school transcript.

Applications are available via the college website, [www.canadacollege.edu](http://www.canadacollege.edu), from the Admissions and Records Office, or at local high schools.

Requirements for admission are as follows:

1. Enrolled as a junior or senior in high school
2. High school grade point average of 2.0, a C
3. Parent's permission to enroll
4. Principal or designee's permission to enroll

Cost for concurrent enrollment:

1. No enrollment, Student Representation, or health fee is charged for students taking less than 12 units.
2. Parking fees must be paid if parking a vehicle on campus.

Because of enrollment limitations, high school students may not be permitted to enroll in classes in certain impacted programs. Many college courses have prerequisites and/or co-requisites. Students who wish to enroll in English, English as a Second Language, Mathematics, or any course that has an English or Math prerequisite must take the Cañada College placement exam.

In special cases, with the high school principal's recommendation, high school freshmen and sophomores may be considered for admission under the procedure outlined above.

High school students will be admitted only into courses that have space available. The final decision for admission of any student to any class rests with Cañada College. Courses available to high school students under this program are not to supplant or eliminate any courses scheduled by a particular high school. The student will be required to fulfill necessary prerequisites for courses.

Students participating in the Concurrent Enrollment Program will receive college credit for all coursework successfully completed. Students may request that a transcript of all college coursework completed be sent to their high school registrar to be considered for credit toward high school graduation.

## 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 appears in this catalog and other official publications, provided that the new regulation has been officially announced and posted.

## Registration

### Steps to Enroll in Classes for New Students, Former Students, and New Transfer Students

Si necesita ayuda en Español para entender el proceso de matriculación, presentese en la oficina de admisión en el edificio #9 y pregunte por alguien que hable español. Será nuestro placer servirle.

### Matriculation

Matriculation is a state mandated process that describes a partnership that you, the student, and Cañada College agree to form for the purpose of realizing your individual educational goals. This partnership acknowledges responsibilities of both the College and YOU, the student, to reach those goals through established programs, policies and requirements currently in place.

Complete the matriculation steps prior to registration if you have one or more of the following educational goals:

- obtain a vocational certificate,
- obtain an Associate degree,
- transfer to a four-year college or university, or
- are undecided about your specific educational goals but are considering the above options.

You are exempt from matriculation if on your application you have indicated one of the following:

- have completed an Associate or higher degree, or
- have enrolled in classes for personal enrichment only and do not intend to earn a degree or certificate, or
- are primarily a student at another educational institution and taking courses at Cañada College to meet requirements of that institution.

If you are EXEMPT from matriculation, after your application is processed, you will receive, via email or mail, an assigned date to register via WebSMART.

### Matriculation Steps

#### Step #1 - Admissions:

Apply online at <http://websmart.smccd.edu> or complete the Application for Admission located in the center insert of the class schedule.

After your Application for Admission has been processed, you will receive a Permit to Register to guide you through the remaining matriculation steps.

#### Step #2 - Placement Tests/Assessment:

From the Placement Test Schedule, select a date to complete the testing requirement.

- Placement test results are valid for up to two years.
- Placement tests in English or English for Non-Native Speakers (ESL) and Mathematics are given to all new matriculating students.
- Placement tests are required for enrollment in English, English for Non-Native Speakers, mathematics courses, and any course that has an English, reading, or mathematics prerequisite.



- Placement tests are required for most of the Associate degree and university level courses.

You are automatically EXEMPT from taking the Placement Tests and may move directly to Step #3 if you fall into one of the following categories:

- Have taken the Placement Tests at Cañada College or CSM or Skyline College within the last two years and the test results are available.
- Are a former student or new transfer student from another accredited college in the United States and have completed course work in Mathematics and/or English with a grade of “C” or better. (Bring unofficial transcripts or other evidence of grades to your counseling appointment to verify this exemption.)
- Can show evidence of completing the College Board Advanced Placement Test (AP) in English Language or in English Literature with a score of 3, 4, or 5.
- Can show evidence of completing the College Board Advanced Placement Test (AP) in Mathematics with a score of 3, 4, or 5.

Bring evidence of test scores or course completion to your counseling appointment described in Step #4.

### **Step #3 – College Orientation**

The College Orientation Program is REQUIRED and provides information about registration procedures, college policies, academic expectations, educational goals, and student services. Sign-up for an orientation session at the Counseling Center or call (650) 306-3452 OR complete the Online College Orientation: <http://canadacollege.edu/admissions/orientation.html>.

### **Step #4 - Counseling**

Meet with a Counselor to discuss your assessment results and select courses appropriate to your academic readiness and educational and career goals.

### **Step #5 – Register for Classes**

Return your completed Permit to Register to the Admissions and Records Office to receive an assigned registration date for your classes. Use WebSMART to register for your classes. Complete information regarding registration dates and procedures is published in the College Schedule of Classes.

After you have registered and paid for classes, you are officially enrolled at Cañada College. Be sure to attend the first class meeting. Work with your professors to meet the challenges and demands of each class. Use Counseling services regularly. At least once a semester, schedule an appointment to meet with a Counselor to 1) discuss progress toward your academic goals, 2) develop or update your Student Educational Plan (SEP), and 3) learn about important student services that enhance student success.

Matriculation waivers/exemptions: If you wish to request an exemption of any matriculation requirement, petitions are available in the Office of Admissions and Records. The Dean of Counseling and Enrollment Services reviews petitions, and applicants are notified of the status of the petition within five business days.

Students with a disability needing assistance with any part of the matriculation process should contact the Disabled Student Program at (650) 306-3490, TDD: (650) 306-3161.

## **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: [www.canadacollege.edu](http://www.canadacollege.edu).

## **Program Changes**

Once you have completed registration, you may change your program via WebSMART. Once a class has started, an authorization code is required and can be obtained from the instructor. Students may use WebSMART the entire semester to register for short-term classes that begin after the start of the semester and to drop classes.

## **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. Overlap exception forms are available in the Admissions and Records Office.

## **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 the Academic Standards Committee. Approval forms are available in the Admissions and Records Office. Students working full time should limit their program to six or fewer units. Combinations of work and college study should be carefully discussed with a counselor.

A program of 12 or more units during Fall and Spring semesters, and 6 units during Summer session 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 included in the chart below, and is available from Cañada College counselors and Division Offices.

### Repetition of Courses for Legally Mandated Training

Student will be permitted to repeat courses indefinitely where repetition is needed for the student to meet a legally mandated training requirement as a condition of continued paid or volunteer employment. The grade received each time shall be included for purposes of calculating the student's grade point average. Students wishing to repeat courses must present documentation that course repetition is necessary to complete legally mandated training requirements.

### Auditing of Courses

In compliance with State regulations, Cañada College has identified certain courses that may be audited. Courses which can be audited shall be performance-type courses or skill-building courses where continued participation adds to the student's growth and where continued participation strengthens the program itself, or courses in which the subject content changes from semester to semester. 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 \$15.00 per unit fee, the Health Services fee, and the Student Representative fee will be charged at the time of enrollment. Students enrolling as auditors in variable unit classes must enroll in the maximum number of units available for a course.

## COURSE REPETITION SAN MATEO COUNTY COMMUNITY COLLEGE DISTRICT

**No petition for Course Repetition is required if student has:**

- 1 substandard grade (D, F, N/C)
- 1 substandard grade and 1 W
- 1 substandard grade and 2 Ws

Student can register on WebSMART unless on academic dismissal.

A Standards and Policies Petition is required for the reasons below—must be submitted to the appropriate office at each campus. If approved, student must bring signed petition to Admissions and register in person. If the petition is not approved before the first day of classes, students must follow late registration procedures—that is, get an authorization code from the instructor or an Incomplete Registration form to be permitted to register.

<b>Reason to repeat</b>	<b>Will this petition be approved?</b>
1. Student received an A, B, C, or CR and wants to improve grade	No, unless reasons #2, 3, 4, or 5 apply.
2. Course is mandated for training requirements as a condition of continued paid or volunteer employment	Yes – student can repeat unlimited number of times. Must provide statement from employer mandating the course for training.
3. Class content has changed substantially	Yes, for students with standard (A B, C, CR) and sub-standard grades (D, F, N/C)
4. Most recent course was completed more than five years ago	Yes, for students with standard and sub-standard grades
5. Extenuating Circumstances – accident, illness, evidence of care-taking responsibilities, job change, death in immediate family. Documentation is required to support circumstances.	Yes, for students with substandard grades

Submit forms to the appropriate office at the campus you are attending.

Cañada College	College of San Mateo	Skyline College
Dean of Counseling and Enrollment	Dean of Counseling	Dean of Enrollment Services

Before attempting to file a petition, it is highly recommended that you see a counselor and/or contact Tutorial Services for assistance that may help you be successful in class.

	Cañada	CSM	Skyline
Counseling	650-306-3452	805-965-0581x2285	650-738-4317
Tutorial Services	650-306-3348	650-574-6436	650-738-4144

## Fees

The fees listed in this Catalog are those in effect at the time of publication. Fees are subject to change at any time by action of Federal or State statute, the Board of Governors of the California Community Colleges, or the San Mateo County Community College District Board of Trustees. A list of fees is published in each semester's Class Schedule and is available on WebSMART and in this Catalog under Fees.

### **Enrollment Fee**

A state-mandated enrollment fee of \$20 per unit is payable by all students. The enrollment fee is calculated each semester based upon the student's combined enrollments at Cañada College, Skyline College, and/or the College of San Mateo.

The Board of Governors of the California Community Colleges has established a fee waiver program to help students pay the enrollment fee. Information on eligibility requirements, application deadlines, and application forms are available in the Financial Aid Office, in the Class Schedule, and on WebSMART under "Financial Aid Forms."

Students classified as nonresidents of the State of California must pay an additional Nonresident fee. (See details under "Nonresident Tuition Fee.")

### **Health Services Fee**

All students, except high school students or those registering exclusively for Saturday, Sunday, or off-campus courses, are required to pay a \$16 Health Services Fee each semester for day or evening classes, or \$13 for each summer session. This fee provides campus health services and medical coverage for injuries incurred while the student is on campus or attending an off-campus, College-sponsored event.

Students who depend exclusively upon prayer for healing in accordance with the teachings of a bona fide religious sect, denomination, or organization may be exempted from paying the Health Services Fee. A petition for a Health Services Fee exemption may be obtained from the Admissions and Records Office, Building 9, Room 120, or by calling (650) 306-3226.

### **Student Representation Fee**

The Student Representation Fee of \$1 per student per semester was established by an election of the student body of Cañada College. Under applicable provisions of the California Education Code, the students established the fee by a two-thirds majority of the students who voted in the election. The money collected through the Student Representation Fee will be expended to provide support for students or their representatives who may be stating their positions and viewpoints before city, county and district government, as well as before offices and agencies of local, State, and Federal governments. A student has the right to refuse to pay the Student Representation Fee for religious, political, moral or financial reasons. The fee is not covered by the California Community Colleges Board of Governors Waiver (BOGW) via financial aid and is not refundable unless an action of the College prevents the student from attending. A petition for a Student Representative Fee exemption may be obtained from the Cashier's Office, or by calling (650) 306-3270.

### **Nonresident Tuition Fee**

Students who do not qualify as California residents as determined by the California Education Code must pay Nonresident Tuition fees. Refer to the Class Schedule or the Fees link on the Cañada College Admission/Registration Web page for the current fee rate. The Office of Admissions and Records determines residency status at the time of admission. Refer to the "Residency Requirements" section of this Catalog for more information.

International (F-1 Visa) students pay the Nonresident Tuition plus a nominal capital outlay fee (in addition to the Enrollment fee).

International Student (F-1 Visa) Health Insurance

Required of international students that do not have the required level of private health insurance. For current rates call (650) 306-3494.

### **Student Body Fee (optional)**

The voluntary Student Body Fee is \$8 per semester (Fall and Spring only) payable at the time of registration on WebSMART or at the Cashier's Office. Students who pay the fee receive an Associated Student Body ID Card which entitles them to special discounts at local businesses, movie theaters, shops, restaurants, and on-campus athletic events. Funds collected also help support student activities, services and scholarships. Students must contact the Student Activities Office at (650) 306-3373 for removal or reimbursement of charge if they choose not to pay.

### **Parking Fee**

All persons driving an automobile, truck or van who utilize campus parking facilities during scheduled class hours and final examination periods are required to pay a parking permit fee (motorcycles are excluded if parked in designated motorcycle parking). Students enrolled exclusively in weekend or off-campus classes are exempt. The parking fee is \$40.00 for fall and spring semesters and \$20.00 for the summer session. These fees are nonrefundable except by action of the College. Parking permits may be transferred from one vehicle to another. One replacement permit may be purchased for \$20.00 if the initial permit is lost or stolen.

One-day parking permits are available for \$2.00 per day from parking permit dispensers.

Students may pay for their parking permits at the time of WebSMART registration, or in person at the Cashier's Office, Bldg. 9. The permit, once purchased, may be obtained at the Cashier's Office.

Students must park in Student lots only. All Staff lots are reserved for staff only. Please refer to the campus map for parking lot locations. While parking in Cañada College campus parking lots, students must obey all campus, local and state regulations.

At the beginning of each term, a grace period of two weeks (one week for summer session) will be in effect in student parking lots only. The grace period does not apply to staff and metered lots and other restricted areas.

Parking spaces are available on a first-come, first-served basis. Therefore, a parking 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 campus

parking facilities is at the user's risk. However, any such incidents should be reported to the Campus Security Office, Bldg. 13, Room 28, (650) 306-3420.

### **Disabled Student Parking**

Physically disabled students who drive vehicles to campus must have a state-issued DMV placard. This placard allows parking in designated disabled parking spaces on campus. Students must purchase a student parking permit issued through Cañada College Cashier's Office. Students with temporary ambulatory disabilities who do not have a placard may receive special parking consideration by contacting DSPS, Bldg. 5, Room 207 or by calling (650) 306-3259, TDD: (650) 306-3161.

### **Audit Fee**

An appropriate per unit audit fee will be assessed at time of registration. See "Auditing of Courses" section in this Catalog for further information.

### **Transcript Fee**

An official transcript summarizing a student's complete academic record of course work taken at Cañada College, College of San Mateo, and Skyline College will be sent directly to colleges, employers, and other agencies upon written request by the student. Transcripts from high schools and other colleges will not be forwarded. There is no fee for the first two transcripts requested. There is a \$5 fee for each additional transcript requested. Express Service, usually within twenty-four hours or less, is available for an additional \$10. Contact the Admissions and Records Office for additional information.

### **Duplicate Diploma Fee**

\$20 duplicate diploma fee.

### **Returned Check Fee**

\$20 per returned check.

### **Materials Fee**

Required in certain classes in which required materials are provided to students. Fees typically range from \$2-8 per class.

### **Payment of Fees**

Fees may be paid in any of the following ways:

- By credit card (using Visa, MasterCard, American Express or Discover), or electronic check via WebSMART at <http://WebSMART.smccd.net>
- By mailing a check or money order to the Cashier's Office, Building 9, Administration
- In person at the Cashier's Office, Building 9, Administration

### **Holds on Student Records**

A hold will be placed on a student's record by the Business Office for fees and any other financial obligations owed to Cañada College, College of San Mateo, and/or Skyline College. Educational records will not be released, including grades, transcripts, certificates, and degrees, while an outstanding balance remains on their account.

### **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.

### **Refund Policies**

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 addition \$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 permit 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 drop from all courses within the first 10% of the period of instruction of their courses. Students who officially drop 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 drop 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 listed in the Schedule of Classes.
- 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 within the first 10% of the period of instruction of the course(s).

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 drop from a course. Student records are automatically held until all debts to the District colleges have been cleared.

## Grades & Academic Standing

### Academic Record Symbols (Grades) 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 (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 if academic work is not completed by end of term, unusual circumstances were a factor for the student not completing the coursework, and the instructor agrees to provide an extension for when that work can be submitted. The work to be completed and the time allowed for its completion shall be set forth by the instructor in a written record which the student agrees to and signs. The record indicates the grade to be assigned in lieu of removal. The student will receive a copy of the record. A copy of the record will also be filed with the Admissions and Records Office. A final grade will be assigned by the instructor when the outstanding academic work has been completed within the required period. The grade determined by the instructor will be entered in the permanent record.

An "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 used in the permanent record of the student to confirm current enrollment and/or 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 by the Admissions and Records Office to indicate a delay in reporting the grade due to circumstances beyond the control





of the student. It is replaced by a permanent symbol as soon as the grade is made available. The "RD" shall not be used in the computation of grade point average.

### **W-Withdrawal**

Note: It is the responsibility of the student to withdraw from a class. Any student not following the established withdrawal procedures may be assigned an "F" or "NC" grade by the instructor.

The term "drop" is used to refer to a specific period at the beginning of a term whereby removing one-self from enrollment will result in no record of enrollment in the class for transcript purposes. A student may drop from a semester length course during the first four weeks of instruction and no notation will be made on the academic record of the student. In courses of less than a regular semester duration, a student may drop prior to the completion of 30% of the period of instruction and no notation will be made on the academic record of the student.

A student may withdraw from a semester length course, whether passing or failing, at any time after the fourth week of instruction through the last day of the fourteenth week of instruction. A "W" symbol shall be noted on the student record. In courses of less than a regular semester duration, a student may withdraw from the 30% period of completion on instruction to the completion of 75% of the period of instruction. A "W" grade shall be noted on the student 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 the 75% period of instruction for a course less than semester length) withdrawal may be authorized in the case of extenuating circumstances. These are defined as verified cases of accident, illness or other circumstances beyond the control of the student. An approved withdrawal, under these conditions, shall be recorded as a "W." Petitions for late withdrawal may be obtained from the Admissions and Records Office or at the College website: [www.canadacollege.edu](http://www.canadacollege.edu).

### **MW-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 record. Military withdrawals are not counted in probation or dismissal calculations. Further information may be obtained at the Admissions and Records Office.

### **Grade Reports**

After the end of the semester, the final grade report is available to students through Cañada's website: [www.canadacollege.edu](http://www.canadacollege.edu). Students 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.

### **Grade Option**

Each division of the College may have designated 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 Admissions and Records Office. 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.

### **Final Grades and Grade Challenges**

In the absence of mistake, fraud, bad faith, or incompetency, the determination of the student's grade by the instructor shall be final once it has been filed and recorded by the Admissions and Records Office.

An earned grade of A, B, C, D, F, W, CR, NC may be changed by the instructor within one year if a clerical error is determined to have been made in calculating the grade. Grades cannot be changed on the basis of a student completing course work after the assignment of the final grade.

Students who believe a grade was assigned incorrectly should first attempt to resolve the matter with the instructor; if unsuccessful, they should contact the Division Dean; and, finally, submit a petition to the Vice President of Instruction. Petitions are available at the Admissions and Records Office.

### **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. A part-time students Dean's List is for part-time students who have completed

at least 12 units, completing at least 6 units and not more than 11.5 units within a term, and have earned a 3.3 GPA.

Academic honors are awarded at graduation to students who have attained a 3.3 cumulative grade point average in all degree applicable 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.

### Grade Alleviation

A student who has received a grade of D, F, or NC in a course may repeat the course once for purposes of grade alleviation. Upon satisfactory completion of the repeated course (grade A, B, or C) the Admissions and Records Office 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 be computed in 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 upon request. Students may apply for such consideration to the Admissions and Records Office. 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 from the Academic Standards Committee before such course repetition will be authorized. 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.

### Academic Renewal Policy

Up to 36 semester units of substandard course work (i.e., D, F, and NC) within a maximum of two semesters and one summer session which are not reflective of the student's current demonstrated scholastic ability may be alleviated and disregarded in the computation of the grade point average under the following conditions:

1. A period of at least three years must have elapsed since the course work to be alleviated was completed, and
2. A student seeking the alleviation must have since completed 9 units of course work with a 3.5 cumulative grade point average, or 15 units of course work with a 3.0 cumulative grade point average, or 21 units of course work with a 2.5 cumulative grade point average, or 24 units of course work with a 2.0 cumulative grade point average, and
3. The substandard coursework to be alleviated must have been taken at Cañada College, College of San Mateo, or Skyline College. However, the course work upon which the application for alleviation is based may be completed at any college or university accredited by the Western Association of Schools and Colleges or an equivalent accrediting agency.

The academic renewal policy may be applied when alleviation of prior course work is necessary to qualify a student for financial aid or admission to a program or transfer to another institution or for completion of a certificate or degree program. To request Academic Renewal, a student must file a formal petition to the Admissions and Records Office located in on the bottom floor of Building 9.

When academic course work is alleviated from the computation of the grade point average, the student's permanent academic record shall be properly annotated in a manner to ensure that all entries are legible, providing a true and complete academic history.

### Probation

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

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

Academic probation based on failure to maintain satisfactory progress: A student who has enrolled in a total of at least 12 semester units, as shown by the official cumulative record, shall be placed on academic probation when the percentage of all enrolled units 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.

### 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 completed is above 50 percent.

The student is required to meet with a counselor and complete a Petition for Reinstatement each semester until GPA reaches 2.0, or successful completion of classes reaches over 50%, or both of the above.

### Dismissal

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

- a. The student's cumulative grade point average is less than 1.75 in all units attempted.
- b. 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.

A student in dismissal status must meet with a counselor in the Student Success Program in order to be reinstated to the College and allowed to enroll in classes. The Student Success Program consists of a workshop and meeting with a counselor during the semester. Normally, students in dismissal status are restricted to a certain number of units. The student must demonstrate academic progress during the semester after reinstatement in order to enroll in subsequent semesters. Students who wish to waive the Student Success Program requirements must receive approval from a counselor or the Dean of Counseling and Enrollment Services.

### 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.

### Credit by Examination

A student who wishes to earn credit by examination must first receive written certification from the Admissions and Records Office 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.
- 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 Admissions and Records Office.

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.

### College Board Advanced Placement Test (AP) Policy

Cañada College grants credit toward the Associate Degree for all College Board Advanced Placement Tests on which a student scores 3 or higher. Students should send an official copy of AP results to the Admissions and Records Office and consult with a College Counselor. See pages 42–43 for more information.

### CLEP - College Level Examination Placement

CLEP enables those who have reached the college level of education outside the classroom to demonstrate their achievement and to use the test results for college credit. Those students will be granted six units of credit for each of the five sections of the General Examination of CLEP if they score 500 or more. Credit for Subject Examinations will be given in those areas where there are similar courses offered at Cañada College.

### Prerequisites, Corequisites, and Recommended Preparation

The Board of Trustees of the San Mateo County Community College District allows colleges to establish prerequisites, corequisites, and recommended preparation for courses and educational programs. Prerequisites and corequisites must be determined to be necessary and appropriate and must be established in line with Title 5 regulations in the California Administrative Code.

A prerequisite is a condition of enrollment that a student is required to meet in order to demonstrate current readiness for enrollment in a course or program. Prerequisites are so designated in course descriptions in this Catalog. A prerequisite course must be completed successfully before enrolling in a course which follows. Successful completion is defined as earning a grade of "C" or better.

A corequisite is a course that a student is required to take simultaneously in order to enroll in another course. Corequisites are so designated in course descriptions in this Catalog.

Advisories or recommended preparation for a course or program is a condition that a student is advised, but not required, to meet before or in conjunction with enrollment. Advisories are designated as "recommended" in course descriptions in this Catalog.

Students who wish to challenge a prerequisite or corequisite must complete a Petition to Challenge a Prerequisite form. Petitions are available from Admissions and Records, Building 9; or the Cañada College website at [www.canadacollege.edu](http://www.canadacollege.edu).

### Prerequisite Checking and Enrollment blocks

The San Mateo County Community College District enforces all prerequisite and corequisite requirements. Most prerequisites are

subject to computerized prerequisite checking and students who have not met the prerequisites are blocked from enrolling in the course. Students may be dropped from a course for not meeting the prerequisite requirements.

#### **How Can Students Meet Prerequisite Requirements?**

There are several ways for students to meet prerequisite requirements.

1. Students may take the prerequisite courses.
2. Students may go through the placement test/assessment process and place into the target course.
3. Students can complete the prerequisite course or an equivalent course at another accredited college or university in the United States. This equivalency must be approved by the Office of Counseling and Enrollment.
4. Students may meet prerequisites through the College Board Advanced Placement tests. The use of AP Tests as prerequisites must be approved by the Office of Counseling and Enrollment.

#### **How Can Prerequisites and Corequisites Be Challenged?**

Prerequisites and Corequisites may be challenged. Challenges must be submitted prior to the first day of the term. Prerequisite Challenge Petition forms are available in the Office of Counseling and Enrollment or Admissions and Records. The completed Prerequisite Challenge Petition, a letter justifying the challenge, and all documentation (transcripts, samples or work, letters) must be submitted to the Office of Counseling and Enrollment or Admissions and Records. The challenge is resolved within 5 working days and an appeal to the decision may be made through the Office of the Vice President of Student Services. A challenge to a prerequisite or corequisite must be based on one of the following grounds.

1. The prerequisite or corequisite is not established in accordance with district policies or Title 5 regulations.
2. The student has the knowledge and ability to succeed in the course despite not meeting the course prerequisite.
3. The student is subject to undue delay in goal attainment because the prerequisite or corequisite has not been made reasonably available.
4. The prerequisite or corequisite is unlawfully discriminatory or applied in an unlawfully discriminatory manner.

#### **Transcripts**

Official transcripts will be sent to employers, colleges and other institutions upon a student's written request. Requests are generally processed within 3 working days from date received. 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 \$5.00. Additional \$10 fee for a rush transcript; not available for prior records. Official transcripts given directly to the student may be opened only by the receiving institution.

Currently enrolled students who wish to have their academic records from other accredited institutions within the United States evaluated by the Admissions and Records Office 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 Admissions and Records Office. 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 and Records Office for the names of approved agencies.

#### **Transferring within the District**

Students may take classes at more than one of the San Mateo Community College District. Students may also transfer from one College within the San Mateo County Community College District to another without penalty, although differences in curriculum offerings among the three colleges may exist. District students who transfer from one District College to another receive full credit for instruction completed at any of the SMCCD Colleges. Individual courses taken at a particular College within the District that satisfy an area in the associate degree general education pattern, statutory, and/or specific area requirements shall be accepted by the other two District colleges as satisfying those same requirements.

Students who have completed the entire General Education pattern, basic competency, and statutory and specific area requirements at one District College shall be determined to have completely fulfilled all of those same areas for graduation at any of the District Colleges. Upon transferring to another District College, students shall be required to complete only those courses applicable toward the major for the Associate Degree or Certificate program. Students are expected to meet the major course requirements established by the College to which they have transferred that will issue the Associate degree or Certificate.

Students who have taken course work at more than one of the District's Colleges shall ordinarily be recommended for graduation from the College in which they have taken the majority of their course work.

#### **Units of Work and Credit**

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

#### **Honor Society**

Cañada College is affiliated with Phi Theta Kappa, the international honor society of the two-year college, which recognizes the scholarly achievements of over 1.5 million students throughout all 50 states, U.S. territories, Canada, and Germany. The local chapter is the Beta Zeta Nu chapter. Phi Theta Kappa maintains academic standards for both induction and continued membership. New members must complete at least 12 credit hours and attain a GPA of 3.5 or better. Continuing members must maintain at least a 3.25 GPA. Contact the chapter advisor of Phi Theta Kappa for further information.

## Student Rights, Responsibilities and Records

The principle of personal honor is the basis for student conduct. The honor system tests on the sincere belief that Cañada College students are mature and self-respecting, and can be relied upon to act as responsible and ethical members of society. Each individual has the obligation to observe the College rules and regulations.

Social or other functions using the name of the College are thereby identified as College functions and become subject to the same standards of conduct and of supervision, whether conducted on or off the campus. Social or other functions for which no College staff member is listed as a sponsor are not considered College functions. Further, no off-campus organizations may use the name of Cañada College or imply College sponsorship in any publicity or other information. Guidelines addressing student cheating and plagiarism are found in the catalog under College Policies.

### Privacy Rights of Students

The Family Educational Rights and Privacy Act (FERPA) affords students certain rights with respect to their educational records. These rights include the following:

1. The right to inspect and review the Student's education records within 45 days of the day the College receives a request for access. Students should submit to the Dean of Counseling and Enrollment Services, a written request that identifies the record(s) they wish to inspect. The Dean will make arrangements for access and notify the student of the time and place where the record(s) may be inspected.
2. The right to request the amendment of the student's education records that the student believes are inaccurate or misleading. Students may ask the College to amend a record that they believe is inaccurate or misleading. They should write the Dean of Counseling and Enrollment Services for the record they want changed, and specify why it is inaccurate or misleading. If the College decides not to amend the record as requested by the student, the College will notify the student of the decision and advise the student of his or her right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the student when notified of the right of a hearing.
3. The right to consent to disclosures of personally identifiable information contained in the student's education records, except to the extent that FERPA authorizes disclosure without consent. One exception, which permits disclosure without consent, is disclosure to school officials with legitimate educational interests. A school official is a person employed by the College in an administrative, supervisory, academic or research, or support staff position (including law enforcement unit personnel and health staff); a person or company with whom the College has contracted (such as an attorney, auditor, or collection agent); a person serving on the Board of Trustees; or a student serving on an official committee, such as a disciplinary or grievance committee, or assisting another school official in performing his or her tasks. A school official has a legitimate educational interest

if the official needs to review an education record in order to fulfill his or her professional responsibility.

4. The right to file a complaint with the U.S. Department of Education concerning alleged failures by the College to comply with the requirements of FERPA.

The Act provides that the College may release certain types of "Directory Information" unless the student submits a request in writing to the Admissions and Records Office that certain or all such information not be released without his/her consent. Currently enrolled students may request that "Directory Information" be withheld by notifying the Admissions and Records Office in writing each term or semester. Such requests must be submitted within two weeks after the first day of instruction.

"Directory Information" at the College includes: (1) student's name and city of residence, (2) participation in recognized activities and sports, (3) dates of enrollment, (4) degrees and awards received, (5) the most recent previous educational agency or institution attended, and (6) height and weight of members of athletic teams.

A copy of the Family Educational Rights and Privacy Act (Sec. 438, P.L. 93-380) is available in the Admissions and Records Office, Building 9, Administration, during normal business hours or on the web.

### 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 the Student Right-to-Know (SRTK) and Campus Security Act (Federal Public Law 101-542). Persons seeking information concerning Cañada College law enforcement procedures, crime prevention efforts, and crime statistics should contact the College Security Office, Building 13, Room 28, (650) 306-3420.

The Act also requires institutions to make available the completion or graduation rate of certificate or degree-seeking full-time students. A paper copy of this information may be obtained at the Admissions and Records Office, Building 9, Administration, (650) 306-3226.

More information about SRTK may be found on the California Community Colleges Chancellor's Office website at <http://srtk.cccco.edu/index.asp>.

### 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 is violated.

Students enrolled in Cañada College 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. Each student has the obligation to know and uphold College Rules and Regulations.

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.
20. Sexual harassment or sexual and racial discrimination.
21. Violation of other applicable federal and state statutes and District and College rules and regulations.

Any student may be subject to disciplinary action, including suspension and/or expulsion, if his/her actions on campus or in class are disruptive or are in violation of College rules and regulations. In cases involving disciplinary action, the student will have access to established appeals procedures.

#### **Guidelines for campus assembly procedures:**

1. Any public meeting, demonstration, or rally on campus will be governed by the regulations of the College of San Mateo as to time, place, and manner.
2. Students have the full right to express their views on any matter, subject to college regulations in regard to time, place, and manner.
3. Disruptive behavior is defined as any action which interferes with the functions or activities of the College to the point where such functions or activities can no longer effectively continue. Examples of such functions or activities are classroom activities, athletic events, administrative activities, approved assemblies, meetings and programs, and construction work. Examples of disruptive activities are blocking access to college facilities, disrupting classroom activities to the point where the instructor, in his/her opinion, is no longer able to continue the class, heckling an assembly speaker so that the speaker cannot continue talking, and unauthorized use of sound equipment.
4. In the event of disruptive behavior, the President of the College or his/her representative will make every effort to restore order within the context of the College of San Mateo community itself. Should disruptive activity continue, the administration may suspend those individuals continuing to engage in

disruptive behavior. The administration of the College may take whatever steps are necessary to restore order, including requests for aid from appropriate law enforcement agencies.

5. Violent behavior will be defined as any action that results in physical harm to persons or property or an overt and public threat of harm.
6. In case of violence, the President or his/ her delegated representative, may request immediate and appropriate action by law enforcement authorities.
7. In the case of extreme violation of the rule(s), a student may face expulsion by action of the Board of Trustees on recommendation of the College President and the Chancellor-Superintendent. Procedures in this instance are provided for in the District Rules and Regulations, as adopted by the Board of Trustees.

## Disciplinary Actions

Any student may be subject to disciplinary action, including suspension and/or expulsion, if his/her actions on campus are disruptive or are in violation of College rules and regulations. In cases involving disciplinary action, the student will have access to established appeals procedures.

### I. General Disciplinary Actions

- A. Decisions regarding the following types of disciplinary action are the responsibility of the Vice President, Student Services. Unless the immediate application of disciplinary action is essential, such action will not be taken until the student has had an opportunity to utilize the established appeal procedures found in Rules and Regulations, Section 7.73.
  1. WARNING – A faculty or staff member may give notice to a student that continuation or repetition of specified conduct may be cause for further disciplinary action.
  2. TEMPORARY EXCLUSION – a faculty or staff member may remove a student who is in violation of the guidelines for student conduct for the duration of the class period or activity during which the violation took place and, if necessary, for the day following. The faculty or staff member shall immediately report such removal to the college chief executive officer or his/her designee for appropriate action.
  3. CENSURE – The Vice President, Student Services may verbally reprimand a student or may place on record a written statement which details how a student's conduct violates a District or College regulation. The student receiving such a verbal or written statement shall be notified that such continued conduct or further violation of District/College rules may result in further disciplinary action.
  4. CANCELLATION OF REGISTRATION – The Vice President, Student Services may cancel a student's registration in the event of falsification of educational and/or financial records and related documents or for failure to meet financial obligations to the District.
  5. DISCIPLINARY PROBATION – The Vice President, Student Services or his/her designee may place a student on disciplinary probation for a period not to exceed one semester. Repetition of the same action or other violations of District/College

rules and regulations during the probationary period may be cause for suspension or expulsion. Disciplinary probation may include one or both of the following:

- a. Removal from any or all College organizations or offices; and/or
  - b. of privileges of participating in any or all College or student sponsored activities.
6. RESTITUTION – The Vice President, Student Services may require a student to reimburse the District for damage or misappropriation of property. Restitution may take the form of appropriate service to repair or other wise compensate for damages.
    - B. Disciplinary action shall not of itself jeopardize a student's grades nor will the record of such action be maintained in the student's academic files.
    - C. A student subject to disciplinary action has a right to appeal the decision in accordance with Rules and Regulations, Section 7.73.

### II. Suspension and Expulsion

- A. Suspension is the termination of student status for a definite period of time. A suspended student may not be present on campus and is denied College privileges including class attendance and all other student body or College granted privileges.
  1. Summary suspension is limited to that period of time necessary to insure that the school is protected from the immediate possibility of violence, disorder, or threat to the safety of persons or property. Summary suspension is not necessarily considered a disciplinary action against the student.
  2. Disciplinary suspension is a temporary termination of student status and includes exclusion from classes, privileges, or activities for a specified period of time as stipulated in the written notice of suspension.
- B. The chief executive officer of the college or his/her designee may suspend a student, as deemed appropriate, for any of the following time periods:
  1. From one or more classes for a period of up to ten days.
  2. From one or more classes for the remainder of the semester or session.
  3. From all classes and activities of the college for one or more semesters or sessions.
- C. In cases involving disciplinary suspension:
  1. The student shall have the opportunity to examine any materials upon which the charges are based.
  2. The student shall be informed of the nature of the violations and/or actions which constitute the basis for the suspension.
  3. The student shall be allowed to present evidence refuting the charges to the college chief executive officer or his/her designee.
  4. A letter explaining the terms and conditions of the suspension shall be sent to the student's address of record. The student's professors/instructors and counselor shall be informed, in writing, of the suspension.

- D. At the end of the term of suspension, the student must obtain an authorization form from the Vice President, Student Services before returning to classes.
- E. A student under suspension at any District College may not enroll in any other District College during the period of suspension.
- F. The chief executive officer of the College shall report all suspensions of students to the Chancellor-Superintendent.
- G. If the suspended student is a minor, the parent or guardian shall be notified in writing by the chief executive officer of the College or his/her designee.
- H. Expulsion of a student is the indefinite termination of student status and all attending rights and privileges. Expulsion of a student is accomplished by action of the Board of Trustees on recommendation of the college President and the Chancellor-Superintendent. An expelled student shall not be allowed to register in any subsequent semester without the approval of the College President.
1. The College President shall forward to the Chancellor-Superintendent a letter of recommendation for expulsion which includes a brief statement of charges and a confidential statement of background and evidence relating to the charge(s).
  2. The Chancellor-Superintendent shall review the recommendation for expulsion with the Office of County Counsel.
  3. The Chancellor-Superintendent, as Secretary for the Board, shall forward a letter to the student by certified mail advising him/her of the charges and of the intention of the Board to hold a closed session to consider his/her expulsion. Unless the student requests a public hearing in writing at least 48 hours prior to the scheduled hearing, the hearing shall be conducted in a closed session.
  4. The student is entitled to be present during presentation of the case and may be accompanied by a representative. If the student chooses to be represented by an attorney, the student must so notify the Chancellor-Superintendent no later than five working days prior to the hearing. The student has the right to examine any materials upon which charges against him/her are based, and shall be given the opportunity to present his/her evidence refuting the charges to the Board. The student or his/her representative may cross-examine any witness. The district bears the burden of proof.
  5. The report of final action taken by the Board in public session shall be made a part of the public record and forwarded to the student. Other documents and materials shall be regarded as confidential and will be made public only if the student requests a public hearing.

### Academic Integrity Policy

As members of the college community, students at Cañada are expected to demonstrate integrity in all academic endeavors. Students are evaluated on their own merits, so they should protect academic integrity at Cañada College and be proud of their achievements.

General principles of academic integrity include the concept of respect for the intellectual property of others, the expectation that individual

work will be submitted unless otherwise allowed by an instructor, and the obligations both to protect one's own academic work from misuse by others and to avoid using another's work as one's own. Faculty, with the full support of the College, have the right to take standards of academic integrity into account when assigning grades. All students are expected to understand and abide by these principles.

Any act which gains or is intended to gain an unfair academic advantage or which compromises the integrity of the academic standards of the college may be considered an act of academic dishonesty.

#### **Forms of Academic Dishonesty:**

Violations or attempted violations of academic integrity include, but are not limited to: cheating, fabrication, plagiarism, multiple submissions, or facilitating academic dishonesty. Please note that culpability is not diminished when academic dishonesty occurs in drafts which are not the final version. Also, if the student receives any type of assistance or disability accommodations in the preparation or submission of materials, the student is expected to proofread the results and is responsible for all particulars of the submission.

**Cheating**—failure to observe the expressed procedures of an academic exercise, including but not limited to:

- communicating with fellow students during an exam, copying material from another student's exam, allowing another student to copy from an exam, allowing another person to take a quiz, exam, or similar evaluation in lieu of the enrolled student
- using unauthorized materials, information, or study aids (e.g., textbook, notes, data, images, formula list, dictionary, calculator, etc.) in any academic exercise or exam
- unauthorized collaboration in providing or requesting assistance, such as sharing information on an academic exercise or exam
- unauthorized use of another person's data in completing a computer exercise
- using computer and word processing systems to gain access to, alter and/or use unauthorized information
- altering a graded exam or assignment and requesting that it be regraded – submission of altered work after grading shall be considered academically dishonest, including but not limited to changing answers after an exam or assignment has been returned or submitting another's exam as one's own to gain credit
- attempting to hinder the work of another student

**Fabrication**—falsification or invention of any information in an academic exercise, including but not limited to:

- altering data to support research
- presenting results from research that was not performed—submitting material for lab assignments, class projects or other assignments which is wholly or partially falsified, invented or otherwise does not represent work accomplished or undertaken by the student
- crediting source material that was not used for research
- falsification, alteration or misrepresentation of official or unofficial records or documents including but not limited to academic transcripts, academic documentation, letters of recommenda-



tion, and admissions applications or related documents

**Plagiarism**—the presentation of another’s words, images or ideas as if they were the student’s own, including but not limited to:

- the submission of material, whether in part or whole, authored by another person or source (e.g., the internet, book, journal, etc.), whether that material is paraphrased, translated or copied in verbatim or near-verbatim form without properly acknowledging the source (i.e. all sources of information must be cited in work submitted for a grade)
- the submission of material edited, in part or whole, by another person that results in the loss of the student’s original voice or ideas (i.e. while an editor or tutor may advise a student, the final work submitted must be the work of the student, not that of the editor or tutor)
- translating all or any part of material from another language and presenting it as if it were student’s own original work
- unauthorized transfer and use of another person’s computer file as the student’s own
- unauthorized use of another person’s data in completing a computer exercise

**Multiple Submissions**—resubmission of a work that has already received credit with identical or similar content in another course without consent of the present instructor or submission of work with identical or similar content in concurrent courses without consent of all instructors.

**Facilitating Academic Dishonesty**—assisting another to commit an act of academic dishonesty, including but not limited to:

- taking a quiz, exam, or similar evaluation in place of another person
- allowing one student to copy from another
- attending a course posing as another student who is officially registered for that course
- providing material or other information (e.g., a solution to homework, a project or other assignments, a copy of an exam, exam key or any test information) to another student with knowledge that such assistance could be used in any of the violations stated above.
- distribution or use of notes or recordings based on college classes without the express permission of the instructor for purposes other than individual or group study. This includes, but is not limited to, providing materials for distribution by services publishing class notes. This restriction on unauthorized use applies to all information distributed or in any way displayed for use in relationship to the class, whether obtained in class, via email, on the Internet or via any other media.

\*Some parts of this document were borrowed from the academic integrity policies of UCLA, De Anza College and USC. Modifications were made in order to address the specific needs of the Cañada College community.

**Consequences of Academic Dishonesty:**

Disciplinary sanctions may be applied in cases of academic dishonesty. Depending on the seriousness of the infraction, a student may:

- Receive a failing grade on the test, paper, or examination.
- Have his/her course grade lowered or fail the course.
- Under the District standards of Disciplinary Sanctions, the student may be subject to:
  - A Warning: An instructor may give written or verbal notice to a student that continuation or repetition of specified conduct may be cause for further disciplinary action.
  - Temporary Exclusion From An Activity Or Class: An instructor may remove a student who is in violation of the guidelines for student conduct for the duration of the class period or activity during which the violation took place and, if necessary, for the day following. The instructor shall immediately report such removal to the college chief executive officer or his/her designee for appropriate action.
  - Censure: The Vice President, Student Services may verbally reprimand a student or may place on record a written statement which details how a student’s conduct violates District or College regulations. The student receiving such a verbal or written statement shall be notified that such continued conduct or further violation of District/College rules may result in further disciplinary action.
  - Disciplinary Probation: The Vice President, Student Services or his/her designee may place a student on disciplinary probation for a period not to exceed one semester. Repetition of the same action or other violations of District/College rules and regulations during the probationary period may be cause for suspension or expulsion. Disciplinary probation may include one or both of the following: a. Removal from any or all College organization or offices; or b. Denial of privileges of participation in any or all College or student sponsored events.
  - Disciplinary Suspension: The termination of student status for a definite period of time. A suspended student may not be present of campus and is denied College privileges including class attendance and all other student body or College granted privileges. Refer to Suspension Policy for details.
  - Expulsion: A permanent termination of student status and all attending rights and privileges. Expulsion of a student is accomplished by action of the Board of Trustees on recommendation of the college chief executive officer and the Chancellor. An expelled student shall not be allowed to register in any subsequent semester without the approval of the chief executive office of the College. Refer to Expulsion Policy or details.
- If a sanction entails any action greater than a written or verbal notice, the instructor must submit a Notice of Student Violation of the Cañada College Academic Integrity Policy to the Vice President, Student Services for review and appropriate follow up. This form will identify the infraction and the sanction, and should be signed by both the student and instructor.
- If a student receives any of these sanctions, he/she must first address his/her concerns with the instructor. If the student believes that the instructors’ decision is unfair, the student may appeal the decision to the Vice President of Student Services in accordance with the Student Discipline Policy and Appeals Process.

- The Vice President of Student Services maintains a record of students who have engaged in academic dishonesty. This information is used to identify and discipline students who have been reported for academic dishonesty more than once, and may be shared with other faculty in whose classes the student is enrolled.
- Any record of academic dishonesty will be maintained in the Vice President of Student Services's records for a period of two years at which time, barring further infractions, it will be permanently removed.

## Student Grievances and Appeals

### *Initial College Review*

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 feels 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, within the framework of policy and procedure set forth below.

### *College Channels*

The chart on the following page summarizes the appropriate college channels to be utilized by any student wishing to seek redress. For further information concerning any aspect of student grievances or rights of appeal, students should contact the Office of the Vice President, Student Services. As an inherent right, basic to the concept of due process, students may elect to appeal any decisions or actions taken to the President of the College, to the Chancellor-Superintendent of the District, and ultimately to the Board of Trustees. All grievances, or appeals of the decision/action taken in response to a grievance, will be dealt with in a timely manner.

### *College and District Appeal Procedures*

At any time during the process outlined below, informal resolution of a grievance may be sought by mutual agreement.

#### *I. Step 1 - College Procedure*

Before initiating formal grievance procedures, the student should attempt to resolve the dispute informally with the staff member concerned. If the dispute is not resolved, the student may initiate a formal grievance in accordance with the procedures set forth below.

##### **A. First Level**

The initial grievance must be filed with the administrator, or appropriate committee, responsible for the area in which the dispute arose. In presenting a grievance, the student shall submit a written statement to include, where appropriate, the following information:

1. A statement describing the nature of the problem and the action which the student desires taken.
2. A statement of the steps initiated by the student to resolve the problem by informal means.
3. A description of the general and specific grounds on which the grievance is based.

4. A listing, if relevant, of the names of all persons involved in the matter at issue and the times, places, and events in which each person so named was involved.

The designated administrator or committee chairperson shall provide the student with a hearing, if requested, and shall review the grievance. A written notice of the decision shall be provided to the student, within ten days of the review of the student's grievance. In the event that the grievance is not resolved to the student's satisfaction, he or she may appeal the decision or action and will be advised in writing of the process to do so.

##### **B. Second Level**

1. In the event that the grievance has not been resolved at the first level, the student may appeal in writing to the administrator, or appropriate committee, responsible for the area in which the first decision or action was taken. This appeal must be made within five days after receipt of the written decision made or action taken in response to the initial grievance.
2. In the event the President is not involved at the second level, the student may request a review of the appeal within five days after receipt of the decision made or action taken in response to the appeal. The President shall provide the student with a hearing, if requested, and shall review the appeal. A written notice of the President's decision shall be provided to the student within ten days of the review of the student's written request for the review. In the event that the President's response is not satisfactory to the student, he or she may appeal the decision or action. This student will be advised in writing of his/her further rights of appeal.

#### *II. Step 2 - District Procedure*

- A. If the dispute has not been resolved at the College level, the student may appeal, in writing, to the Chancellor-Superintendent within five days after receipt of the decision of the President.
- B. The Chancellor-Superintendent, or his/her designee, shall provide the student with a hearing, if requested, and shall review the appeal. A written notice of the decision of the Chancellor-Superintendent shall be provided to the student within ten days of the review of the student's written appeal. In the event that the appeal is not granted, the student shall be advised in writing of his/her further rights of appeal.

#### *III. Step 3 - Board of Trustees Procedure*

- A. If the dispute has not been resolved during the course of earlier procedures, the student may appeal, in writing, to the Board of Trustees, or its designee, within five days after receipt of the decision of the Chancellor-Superintendent.
- B. The Board of Trustees, or its designee, shall provide the student with a hearing, if requested, and shall review the appeal. Participants in previous reviews or hearings may be directed to appear before the Board. A written notice of the decision of the Board shall be mailed to the student and to appropriate staff members, within twenty days following the review. The decision of the Board of Trustees is final.

**IV. Timelines**

- A. Failure by the appropriate staff member to transmit notice of the decision or action to the student within the specified time period shall permit the student to request a review at the next level as set forth in the procedures.
- B. Failure of the student to file a written appeal within the specified time period shall be deemed acceptance of the decision.
- C. The timelines indicated for each step refer to working days. The designated time periods should be regarded as maximum limits and every effort should be made to expedite the process. Time limits may be extended by mutual agreement if circumstances indicate the desirability of such an extension.

**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 Employment 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.

**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 and receives permission from 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 Admissions and Records Office. 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.

A student absent 5 days or more with a medical problem should notify his/her instructor(s).

**Policy of Non-discrimination**

Cañada College is committed to equal opportunity regardless of age, gender, marital status, disability, race, color, sexual orientation, religion,

<b>College Grievance and Appeal Procedure</b>		
<b>Subject</b>	<b>First level for decision or action</b>	<b>Second level for decision or action</b>
Academic Matters	Instructor	Division Dean
Academic Probation or Dismissal	Dean, Counseling and Enrollment Services	Vice President, Student Services
Admissions and Registration	Assistant Registrar	Vice President, Student Services
Discipline	Vice President, Student Services	President
Discrimination Matters	Vice President, Student Services	President
Fee Payments/Refunds/Non-Resident Tuition	Assistant Registrar	Vice President, Student Services
Financial Aid	Director of Financial Aid	Vice President, Student Services
Matriculation	Dean, Counseling and Enrollment Services	Vice President, Student Services
Residency Determination	Assistant Registrar	Vice President, Student Services
Security and Parking	Vice President, Student Services	President
Sexual Harassment	Vice President, Student Services	President
Student Records	Assistant Registrar	Vice President, Student Services
Waiver of Academic Requirements	Dean, Counseling and Enrollment Services	Vice President, Student Services
Withdrawal (late)	Assistant Registrar	Vice President, Student Services

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 the Vice President of Student Services.

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 non-discrimination 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 the Vice President of Student Services.

### **Policy on Sexual Harassment**

Pursuant to California Code of Regulations Title 5, Section 59300 et seq., 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 the Vice President of Student Services to file a written grievance.

#### **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 disciplinary procedures.

### **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 procedures 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 the College Health Center.

## Transportation

### **Public Transportation**

SamTrans Route 274 provides frequent weekday service to Cañada College, with extended hours Monday through Thursday evenings. Route 274 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 College Business Office. 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 (650) 508-7940.

### **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.

## Student Services and Special Programs

### **Adaptive Physical Education**

The Adaptive Physical Education Program through the Physical Education/Athletics Department offers an individualized approach to Adaptive P.E. through a variety of classes. 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 all Adaptive P.E. 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.

### **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](mailto:airforce@uclink.berkeley.edu); or write or visit:

Department of Aerospace Studies  
164 Hearst Gymnasium  
University of California  
Berkeley, CA 94720-3610

### **Army ROTC**

Army ROTC is an elective course that may be taken concurrently with college classes—regardless of major—that results in an officer's commission in the US Army upon graduation. Students should have at least two years of college remaining—there is no military obligation incurred by enrolling in the program. UC Berkeley is the location of these activities and has a cross-enrollment agreement with Cañada College. The units taken at UC Berkeley will count as general elective credits towards a degree. Inquire about the enrollment process at (510) 642-7682 or at [army.berkeley.edu](http://army.berkeley.edu).

### **Athletics Programs**

Cañada College participates as a member of the Coast Conference in the following sports:

Men's Baseball  
Men's Basketball  
Women's Golf  
Men's Golf  
Men's Soccer  
Women's Soccer  
Women's Volleyball

In order to be eligible a student must adhere to the California State Athletic Code and Coast Conference eligibility rules and regulations. The following principles pertain to all matters of eligibility:

1. In order to be eligible, a student-athlete must be actively enrolled in a minimum of 12 units during the season of sport including non-conference, conference and post conference competition.
2. To be eligible for the second season of competition, the student-athlete must complete and pass 24 semester units of which 18 are academic units with a 2.0 grade point average. These units must be completed prior to the beginning of the semester of the second season of competition.
3. A student transferring for academic or athletic participation, who has previously participated in intercollegiate athletics at another California Community College, must complete 12 units in residence prior to the beginning of the semester of competition.
4. In order to continue athletic participation in any sport, the student-athlete must maintain a cumulative 2.0 grade point average in accredited post secondary coursework computed since the start of the semester of first competition.
5. The 12-unit residency rule for previous participants will be waived for a student-athlete who has not competed at a post-secondary institution in the past five years.

Student-athletes who plan to transfer prior to receiving an Associate degree should meet with the athletic academic advisor and verify status for transfer based on past work and test scores from high school.

Questions regarding eligibility should be addressed to the Physical Education/Athletics Department, Athletic Director, Building 1, Room 204, 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.

### (CalWORKs) The California Work Opportunities and Responsibility to Kids

CalWORKs is designed to assist and support CalWORKs students to stay in school and meet welfare requirements of work and training. Cañada has made great strides in developing support services that will assist CalWORKs students in obtaining the training needed to find skillful employment in high demand areas. The CalWORKs Program will also assist students in meeting the required hours of work and school related activities. The CalWORKs Program provides the following services:

- Child care payments
- Campus Work Study
- Academic Support Services
- Counseling Services
- Liaison with County Welfare Office

For more information, call 306-3452.

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

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
- 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.

### (CBET) Community Based English Tutoring

The CBET program provides preparatory level English as a Second Language (ESL) courses at various sites throughout Redwood City, East Palo Alto, and Menlo Park. The program targets parents and community members of the Redwood City School District (RCSD) and the Sequoia Union High School District (SUHSD) because CBET is funded through both districts by the State of California (proposition 227). All participants in the CBET program must pledge to tutor a child in their community once their English is more proficient.

For more information, please contact Linda Haley, Instructor/Coordinator, at 306-3495, or Carmina Chavez, Program Services Coordinator, at 306-3388.

El programa CBET ofrece cursos de inglés como segundo idioma al nivel preparatorio en varios sitios en Redwood City, East Palo Alto, y Menlo Park. El programa se dedica a servir a los padres y personas de la comunidad de los Distritos Escolares de Sequoia Union (SUHSD) y Redwood City Elementary (RCSD) porque CBET es pagado por ambos distritos por el Estado de California (proposición 227). Todos los participantes en el programa tienen que firmar un contrato en el que prometen que cuando sepan más inglés, trabajarán con un niño como tutores voluntarios.

Para más información, llame: Linda Haley, Directora y Instructora, 306-3495, o Carmina Chavez, Coordinador, 306-3388

### 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.)

### Cooperative Education - Work Experience

Through Cooperative Education/Work Experience, students earn college credit by improving their skills and knowledge on a paid or volun-

teer 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.

### Counseling Center

The Counseling Department at Cañada College is designed to assist students in all aspects of their development as students. The Department's aim is to help students be successful at accomplishing their goals. Career and educational counseling are emphasized. A counselor can help a student establish both immediate and long range goals and provide information about courses and programs that transfer to four-year colleges and universities. Counselors assist students in developing an individual Student Educational Plan (SEP), which is their guide to achieving their goals. All students are required to have an SEP on file once they have completed 15 units at Cañada College. Assistance with students' personal and social concerns is also available.

Counseling appointments are made in the Counseling Center, Building 9, Room 120, or by calling (650) 306-3452. Drop-in counseling is also available for brief informational questions. Check the Class Schedule for drop-in times.

### Disabled Student Program and Services

The Disabled Student Program offers a range of services to students with various documented disabilities. These may include physical, psychological, and learning disabilities. The program encourages the active participation of disabled students by serving as an information, counseling and academic resource center. 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, 306-3259. TDD/TTY (650) 306-3161. (Bldg. 5, Room 207), or visit the website: [www.canadacollege.edu/student/disabled.html](http://www.canadacollege.edu/student/disabled.html). The website is available in English and Spanish.

The Learning Achievement Program is designed to evaluate the needs of students who may have learning disabilities. After assessment, an Educational Plan is developed for each student. Tutorial assistance in reading, writing, and numerous academic and vocational subject areas is provided through the Cañada College Learning Center and DSKL courses. Adults with possible learning disabilities or diagnosed learning disabilities should contact the DSPTS office at 306-3259.

Supportive Services may include:

- Individualized counseling, vocational and academic referral and information;

- Temporary authorization for handicapped parking permits;
- Coordination of services with high schools, agencies and the California Department of Rehabilitation;
- Referral to community resources for psychological counseling or support services;
- Readers and Note-Takers;
- Audio-visual equipment including tape recorders, tapes and E-text, adapted voice-actuated computer equipment and other alternate media equipment;
- Special equipment for the visually impaired student including Braille text materials;
- Developmental Skills classes;
- Extended time Placement Test and academic exams;
- 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.

The DSPTS Alternate Media Lab is located within the Learning Center. Students with visual, print or other specific documented disability can access use of JAWS, Dragon Dictate, Kurzweil and Zoom-Text software in this lab. An Alternate Media Specialist is available to assist students and faculty with use of this specialized technology. This type of alternate media software has also been installed on other computers located throughout campus and the list of locations is available in both the DSPTS Office and Alternate Media Lab. Students who need text books or other printed materials converted to CD-Rom, Braille, audio cassette or other type of alternate format should request this service through the DSPTS office.

Additional services are available through The Learning Center.

### 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—[www.canadacollege.edu](http://www.canadacollege.edu)—for information on specific course offerings.

### (EOPS) Extended Opportunity Programs & Services

EOPS is a program for economically disadvantaged students 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 provide 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
- Help in applying for financial aid
- Academic support
- Counseling
- Guidance Classes

- Orientation to College
- Transfer assistance

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.

## Financial Aid

### **Financial aid falls into three categories:**

**Grants/Fee Waivers**-Aid which does not have to be repaid and in most cases is awarded primarily or solely based on financial need. The major programs of this type include the BOGW (Board of Governor Fee Waiver) which waives the enrollment fee for California residents; the Federal Pell Grant which is a direct grant payment to the student to meet college and educationally related living costs; Federal SEOG (Supplemental Education Opportunity Grant) which is a direct grant payment drawn on a limited college allocation for students demonstrating the greatest need and meet the priority deadline; Academic Competitiveness Grant (ACG) which is a direct grant payment to students who are US citizens, completed a rigorous high school curriculum and are Pell eligible; CAL Grant which is a direct grant payment for California residents requiring grade point average (GPA) verification and meeting established income and asset ceilings. Eligibility determined after submission of GPA and Free Application for Federal Student Aid (FAFSA) by state deadlines (March 2nd and September 2nd award cycles). The College also administers the SVCF Emergency Grant program which is a one time grant for non-educational emergency situations funded by the Silicon Valley Community Foundation.

**Federal Work-Study (FWS)**-Aid which allows the student to work, generally on campus, to earn funds to meet the costs while attending college. These funds do not have to be repaid and are allocated to eligible students on a first-come first-serve basis until fully expended each aid-year.

**Loans**-Borrowed funds which must be repaid. **Cañada College does not certify federal student loans (FFELP, DL, or PLUS).** If you are considering an alternative loan (a private educational loan), please discuss this with the Director before borrowing funds. Limited funds are available for short term loans through the Dean's Emergency Loan program and EOPS Emergency Loan program. These loans are generally paid back within the semester the funds were released.

**Textbook Loans**-The Library maintains an extensive collection of textbooks for students to borrow on a short-term loan basis (hourly and overnight), in particular, to help financially needy students have FREE access to textbooks. Students are also encouraged to check with the College Bookstore as they rent many titles for a fraction of the price of a new or used book.

### **Eligibility**

Eligibility depends upon the program of application. For example, the BOGFW program is available to students who have been classified as residents of California by the Admissions and Records Office and meet specific program eligibility, such as receiving TANF, SSI/SSP or General Assistance for method A, annual income standards for method B, or can demonstrate at least one dollar of unmet need for method C by filing a FAFSA. This program serves over 3,600 Cañada students as of the 2006-07 year. The Federal Pell and SEOG Grants require financial need be demonstrated by the Free Application for

Federal Student Aid (FAFSA). Student must either be a U.S. citizen or in one of a group of categories known as eligible non-citizen (including permanent resident, resident alien, refugee, or asylee). The ACG also requires FAFSA filing but only U.S. citizens are eligible. As the criteria to qualify can vary widely, all students who have a financial need are strongly encouraged to apply. The Financial Aid staff provides guidance on what programs for which a student can apply. In a number of cases, a student may qualify for more than one program to assist them with their college costs.

Students are recommended to apply for financial aid as early as possible so eligibility can be determined and notification provided before the start of enrollment. While the Cal Grant has a firm deadline and priority is given in awarding limited campus-based funds (Federal SEOG and FWS), the Federal Pell, ACG and the BOGFW programs can be applied for after a semester has begun and throughout the aid-year. Please review the extensive material available (in English or Spanish) in the Financial Aid Office or on the College website-<http://canadacollege.edu/admissions/financial.html> and at [www.fafsa.ed.gov](http://www.fafsa.ed.gov).

It is also recognized that there may be unusual circumstances that the financial aid application material does not capture which impacts the ability to attend college. Students may submit an Unusual Circumstance form or Dependency Override Request form to explain those situations to be considered in reviewing financial aid eligibility. Additional documentation is required.

For detailed information regarding specific assistance programs, students should contact the Financial Aid Office, Bldg. 9, Room 109.

### **Federal Regulation: Return of Title IV Funds**

A student who receives Federal Pell Grant and withdraws from all classes prior to completing more than 60% of the semester, will be required to pay a portion of the grant funds back to the federal government. (Federal SEOG and ACG grants are also subject to Return of Title IV). Students who owe Return of Title IV funds are ineligible to receive additional federal financial assistance from any college or university until satisfactory repayment arrangements have been made.

### **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. This assessment is referred to as an Ability to Benefit test.

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 Adult School, (650) 306-8866.



## First-Year Experience Program

The First-Year Experience Program is an innovative approach to traditional course offerings, created by linking a course with specific curriculum content and a course to give the student strategies to be successful in college.

Instructors in the linked courses work as a team, coordinating assignments, exams, and other class activities in their specified courses. Students, too, become a team by joining together in a “cohort” or group, to take the linked classes. Students in this environment are better able to connect and apply information and learning from one course to another. Participation in such a program contributes to improved student success, and retention.

## Health Services

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, HIV testing and counseling, 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.

All Health 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, the Health Center is located in Bldg. 5, Room 204 or call 306-3309.

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.

## Housing

The Office of Student Life maintains a housing board for use by Cañada students. Most of these listing 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. Students should contact Student Life, 306-3373, if they have a room or apartment to rent, or need housing. International students may call (650) 306-3494 for housing information.

## Learning Centers

The Learning Center is designed to provide a positive learning environment that integrates technological resources and learning assistance services to support student learning across the curriculum. The Learning Center provides a wide range of individualized college credit programs and self-paced courses in essential skill areas of reading, vocabulary, study skills, writing, English as a Second Language, and mathematics. Learning Center courses are designated with the course prefix LCTR. Both non-degree and degree credit courses are available. Degree credit courses articulated with the CSU system are transferable.

The Learning Center programs and self-paced courses incorporate the content and language of college subject areas. Students are assessed and provided program plans focusing on areas of need. Students complete assigned programs using computer, internet, audio, audio-

visual, and print material. As they proceed through the programs and self-paced courses with the assistance of instructors, aides, tutors and/or student assistants, their performance is evaluated periodically before they proceed to higher level objectives.

Also incorporated within the Center are the Computer, Tutorial, Math, Writing, and MESA Centers. The TRiO Student Support Services (SSS) program is also located in the Center. The programs are coordinated with both related classroom offerings and the individualized LCTR programs and self-paced courses.

The Computer Center, which is internet-accessible, is used by students completing individualized LCTR programs and self-paced courses and by students taking a course with supplementary assignments requiring computer use. Students completing supplementary assignments for a course must enroll in the appropriate course. Information about enrollment is available through the front desk.

The Tutorial Center provides individual and small group tutorial assistance in Cañada courses. Peer tutors, recruited from a wide range of academic and vocational areas, must enroll in LCTR 100 for tutor 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 Math Lab is an area in the Center where students who are currently enrolled in Cañada math courses can receive drop-in assistance.

The Writing Center offers students enrolled in writing courses and other courses requiring writing skills, additional instruction and skill reinforcement.

The MESA Center (Math Engineering Science Achievement) provides academic excellence workshops, mentoring, field trips and counseling to students who are considering math, science, engineering majors.

The TRiO Student Support Services (SSS) program provides students with academic and career counseling, mentors, and graduate tutors. Program participants receive additional services and support such as workshops and speakers, cultural and social activities, and field trips to four-year colleges and universities.

The Alternate Media Center produces instructional materials (text-books, course materials, schedules) in alternate formats for students with disabilities.

Contact the Learning Center in Bldg. 9, Room 210 or call 306-3348 for specific hours.

The Learning Center at the Menlo Park Center (OICW Building) is open from 7 am to 3 pm, Monday through Thursday, and from 7 am to 11:30 am on Friday. The Center offers self-paced instruction in many levels of English, reading, writing, and English as a Second Language. These courses prepare students for college-level work or provide students the skills they need for success in job training programs and at work. Students starting at the Center are provided an assessment of their skill level so as to place them appropriately. Students may use the Center whenever it is open and at times convenient to them.

For more information, call Martha Chavez at (650) 325-0164. Para más información pueden llamar a Martha Chavez al teléfono (650)

325-0164 de lunes a jueves de 7 am a 3 pm, o los viernes de 7 am a 11:30 am.

## Library

The Library is the information center of the campus and strives to support the educational mission 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.

The Library offers a one-unit course which teaches students how to conduct research.

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.

## Lost and Found

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

## 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, science, and computer science. The program, housed in the Learning Center, includes a MESA Orientation course, Academic Excellence Workshops, specialized academic counseling, tutoring and stipends for eligible students.

For more information contact the MESA Program at 306-3316.

## Middle College High School

The Cañada Middle College High School Program is a joint partnership between the Sequoia Union High School District and Cañada College. Middle College High School is designed to reach high potential,

underachieving high school students who want a head start on college. Students complete requirements for their high school diploma and earn college units towards an AA degree at the same time. All classes are taught on the Cañada College Campus. Approximately 60 juniors and seniors from the Sequoia Union High School District attendance area are accepted into the program each Fall. Three high school courses are required per semester. Juniors take United States History and English III. Seniors take English IV and one semester each of Economics and American Government. All students take Life Communications, which is a study skills/college success and personal development course. The remaining courses are offered through Cañada College and are taught by Cañada College professors. These courses are selected to fulfill the credits and requirements for high school graduation. Students must satisfy the graduation requirements of the Sequoia Union High School District and will earn a diploma from their home high school. Students must be enrolled in at least three Cañada College courses, totaling a minimum of seven units. These courses give high school credit and college units simultaneously. If the course is designated transferable, the units may apply towards a four-year college or university degree. The Middle College program pays for tuition and textbooks which could save families thousands of dollars. Students receive guidance in every aspect of high school and college life; they find they are better prepared for the college atmosphere and life after high school. Through this unique program, students have the opportunity to explore new challenges that they cannot attain in a traditional high school.

For more information, contact the Middle College High School Office at 306-3120; stop by the Middle College High School Office located at Cañada College in Building 13, Room 106, or visit the website at: [www.canadacollege.edu/middlecollege](http://www.canadacollege.edu/middlecollege)

## Outreach

The Outreach Office develops and coordinates outreach services for the high schools. 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 at 306-3427.

## Psychological Services Program

The Psychological Services Program is a student support service that offers free personal counseling to students enrolled at Cañada College. The Program offers on-site individual, couples, and/or group counseling to students. The Program also provides crisis intervention and triaging referrals to community services when needed. The maximum number of sessions is eight which can be extended on a student-need and/or counselor availability basis.

The goal of the Program is to support all students in removing any personal obstacles to academic success, assisting students with psychological disabilities, and providing a safe and confidential space for students to learn more about themselves. Issues can range from lack of knowledge about how to succeed in college to relationship, single parent, acculturation, or chronic mental illness concerns. All issues and students are welcome.

The Program is supervised by an on-site licensed Marriage & Family Therapist and includes interns enrolled in accredited Master's and Doctoral programs in the Bay Area. It also includes post-Master's interns registered with the Board of Behavioral Sciences who are accruing hours toward licensure. Students interested in making an appointment can contact the Psychological Services Office located in Bldg. 5-207 or by calling 306-3259 for an appointment.

## Scholarships

Cañada College provides a general scholarship program to recognize and honor outstanding achievement and to provide students financial assistance when furthering their academic pursuits. Several scholarships are available to new, continuing or transferring Cañada students. All applicants who submit a completed application packet and meet the minimum criteria 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 each January for the general scholarship program. The application deadline is March 2 each year.

Additionally, Cañada College receives application materials for a number of privately awarded scholarships. Deadlines vary throughout the year with many occurring in the fall. Requests for applications and information should be directed to the Financial Aid Office, Building 9, Room 109.

## Student Activities

To gain the most from college life, students are encouraged to participate in Cañada clubs, activities and events, which offer many opportunities for making both social and educational contacts. Anyone interested in joining or starting a club or organization should contact the Student Activities Office in Bldg. 5, Room 211C, (306-3364). Among many of the clubs active at Cañada College are the following: The Young Latino Leaders, Latin American Friendship Club, United African Student Union, Pre Med club, Science and Engineering Club, The Rainbow Alliance and the Political Awareness Club.

## Student ID's

Student ID's are handled through the Student Activities Office. In order to receive a Student ID and become eligible for the many benefits it has, students must pay the \$8.00 activity fee during the fall and spring semester. This is an optional fee. Choosing not to pay this fee will automatically disqualify any student from receiving a Student ID card. Request for refunds must be made by the Final Fee payment due date of each semester.

## 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 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 Student Activities Office, Building 5, Room 211.

## 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 or on line at [www.canadacollege.edu](http://www.canadacollege.edu).

## Student Clubs

In order to secure the most from college life, students are encouraged to participate in one or more of the many clubs organized within the Associated Students. These clubs offer many and diverse opportunities to students for both social and educational contacts. Each club elects officers and plans its own program for the semester. A list of student clubs may be found in the Student Activities Office or on the College website.

Students interested in learning about existing clubs or how new clubs may be formed are invited to contact the Student Activities Coordinator, Bldg. 5, Room 211A, or call (650) 306-3364.

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

## Study Abroad Program

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 institu-

tions. Transportation, housing and meals are offered at reasonable cost. For more information and brochures regarding the District's Study Abroad Program, students should contact the program's 24-hour hotline at 574-6595.

### 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: Accounting, Office Technology, Early Childhood Education, Fashion Design, Architectural Drawing, Multimedia, and Information Technology. Other approved articulation agreements exist at the College of San Mateo and Cañada 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 at one of the three community colleges within the SMCCCD. For more information, call 306-3201, or visit our website at [www.smccd.net/techprep](http://www.smccd.net/techprep).



### TRIO Student Support Services Program

The TRIO Student Support Services Program assists students who are low-income, whose parents have not completed a Bachelor's degree, or students with disabilities in earning their AA/AS degree and/or transfer to four-year colleges/universities.

The TRIO Student Support Services (SSS) Program offers personalized support that facilitates student success. The federally-funded program provides students with academic and career counseling, mentors, and graduate tutors. Program participants receive additional services and support such as workshops and speakers, cultural and social activities, and field trips to four-year colleges and universities.

For additional information please visit the TRIO SSS office in the Learning Center, Bldg. 9 Rm. 212, or call (650) 306-3369.



### TRIO Upward Bound Program

Upward Bound is a federally funded pre-college program for high school students who are low-income and whose parents/guardians have not completed a Bachelor's degree. Upward Bound prepares its participants to successfully complete their high school education and enter college/university in order to complete a degree from a four-year college/university.

Cañada College partners with Sequoia Union High School to serve 50 eligible students who attend SUHS and/or who reside in the East Palo Alto and Fair Oaks areas by providing information and services about colleges/universities admission requirements and academic support to enhance learning and life skills needed for success in post-secondary education and in future careers.

The program provides students with intensive academic tutoring, workshops for personal and career development, Saturday College supplemental instruction, and a six-week summer program that includes academic courses and activities for college-bound students.

All services are provided in a caring and motivating environment that prepares students to become contributing members of society.

For further information about the Upward Bound program at Cañada College, please contact (650) 306-3332.

### Transfer and Career Center

The Transfer and Career Center (TCC) is located in Building 9, Room 120. The Center provides comprehensive transfer and career services, resources and activities to help students select and prepare for transfer to a wide variety of universities, including the California State University, University of California, and Independent Colleges. Transfer support services include transfer counseling, financial aid and application workshops, university tours, visits with university representatives, a yearly Transfer Day, and extensive transfer information and articulation resources. The Transfer Center also coordinates guaranteed transfer programs with selected universities, including UC Davis, SJSU, CSU East Bay, UC Merced, UC Santa Cruz, UC Riverside, UC Santa Barbara, Santa Clara University, and Notre Dame de Namur University.

The Career Center provides comprehensive career resources and activities for enrolled Cañada College students.

The Career Center Print and Video Resource Library provides information about job descriptions, salary studies, future career trends and emerging occupations. Web-based career assessment and interpretation services are provided along with individualized career counseling to enhance students' career search in planning their educational and occupational goals. The Career Center sponsors a variety of classes and career orientated workshops, as well as career panels and career expos to provide students the opportunity to establish career networks with local employers. Students may also explore computerized guidance systems such as EUREKA to become better informed about their career options.

The Center has both day and evening hours. Students are invited to visit the TCC to pick up calendars of transfer and career events, or call (650) 306-3452 for further information.

### University Center at Cañada College

The University Center at Cañada College was established in 2001 as a new model to provide four-year college degree programs, workplace certifications, and graduate-level programs that are accessible and convenient for area residents. Through partnerships with San Francisco Bay Area universities, more students can receive an affordable college education and remain close to their community, eliminating the barriers that discourage many from pursuing an education. The University Center programs will increase the number of college graduates in high demand transfer and employment areas, improve access to four-year and graduate programs for under-represented, economically disadvantaged and place-bound student populations, and provide career advancement opportunities for working students and Silicon Valley technical workers who need more accessible training.

The University Center currently offers

In partnership with San Francisco State University:

- Child and Adolescent Development - Bachelor of Arts
- Business Administration - Bachelor of Science

- Nursing - Bachelor of Science
- Teaching Reading at the Post-Secondary Level - Certificate
- Executive Master of Business Administration

In partnership with California State University – Monterey Bay:

- Liberal Studies – Bachelor of Arts

The University Center is pursuing other partnerships to provide additional opportunities to students. For further information, contact our main office at Cañada College, Building 22, Room 102; call us at (650) 306-3141 or visit <http://canadacollege.edu/university/overview.html>

### 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 30, 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 Assistant in the Admissions and Records Office (Building 9, Room 120) for processing. During the first semester, veterans must have a veteran counselor review all prior transcript(s) and have a Student Education Plan (S.E.P.) prepared. 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 3:15 and 8:00 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.

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.

Veterans who wish to change their educational program, adjust their current academic unit loads, or withdraw from the College must notify the Veteran Assistant.

## Información en Español

Esta sección del Catálogo de Cañada College contiene información general para solicitantes y estudiantes cuya lengua principal es el Español. La sección en inglés del catálogo contiene información detallada. Para asistencia relacionada con el catálogo, favor de contactar la oficina de Humanidades localizada en el edificio 3, oficina 205, teléfono 650-306-3336, o llame a la Oficina de Admisiones y Registros al teléfono 650-306-3226 y seleccione "0" de las opciones del menú telefónico para pedir asistencia en español.

### Admisión a Cañada College

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. La Oficina de Admisiones y Registros está a cargo de lo siguiente:

- Determinar la elegibilidad para admisión al Cañada College
- Determinar si el estudiante califica para exentar el proceso de matriculación
- Facilitar el proceso de inscripción a clases
- Verificar la inscripción
- Procesar los expedientes de los estudiantes
- Procesar las calificaciones
- Certificar la elegibilidad para los diplomas de Asociado en Artes o Ciencias y los certificados que se ofrecen en los diferentes programas de estudio
- Procesar créditos transferibles obtenidos en otros colegios

El Programa para Estudiantes Internacionales y la oficina de Asuntos para Veteranos Militares también se encuentran localizados 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 residir en California. El estudiante tiene la responsabilidad de proveer la información necesaria para poder establecer su residencia.

#### **Residentes de California**

Cualquier residente de California que solicite admisión a Cañada College debe cumplir con uno de los siguientes requisitos:

- Haber completado estudios a nivel secundaria, preparatoria o bachillerato.
- Ser un estudiante de 16 o 17 años que no se haya graduado de la preparatoria, pero que tenga en su posesión al momento de registrarse alguno de los siguientes documentos:
- Certificado oficial de la Oficina Estatal de Educación de California en el cual se 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 el estudiante ha sido exento de asistir a la escuela preparatoria.
- Tener por lo menos 18 años de edad y que en la opinión del Presidente de Cañada College, sea capaz de beneficiarse con la enseñanza que se otorga.
- Ser un estudiante de escuela preparatoria cursando el grado 9, 10, 11 o 12 al cual se le sea recomendada la admisión al colegio por su director escolar y que sea aprobado por el Director de Admisiones.

### **No-Residentes**

Para los estudiantes que no son residentes de California los requisitos son los mismos pero el costo de matrícula es más alto.

### **Proceso de Inscripción**

Los requerimientos para los estudiantes que desean inscribirse Cañada College son los siguientes:

- Entregar una solicitud por escrito para inscribirse usando las formas proporcionadas por Cañada College.
- Obtener copias de sus expedientes estudiantiles de todas las instituciones a las el estudiante haya asistido (escuela preparatoria y del educación superior). Los estudiantes deberán traer estas copias con ellos cuando vengán al plantel educativo para asesoría. Las copias de los expedientes estudiantiles de la escuela preparatoria no son requeridas si el solicitante no ha atendido a la escuela preparatoria en los últimos cinco años.
- Tomar un examen de ubicación o aptitud y otros exámenes específicos que sean requeridos. (Ver la página 14 para más información sobre requisitos de exámenes.) Las fechas y horas para los exámenes están anotadas en el Horario de Clases de cada semestre.

La información completa acerca de las inscripciones puede ser encontrada en la página 11 en este catálogo.

## **Matriculación**

El proceso de matriculación determina la carga curricular del estudiante durante un período definido, con el propósito de establecer y lograr los objetivos educacionales del estudiante. El acuerdo reconoce las responsabilidades de ambas partes para ayudar a los estudiantes a lograr sus objetivos eficientemente a través de los programas, políticas y requisitos establecidos por Cañada. Todos los estudiantes, excepto aquellos exentos, tienen la obligación de completar los requisitos de matriculación.

### **Excepciones del proceso de Matriculación**

Todo estudiante que ha obtenido un título de asociado o de estudios superiores está exento de la orientación, evaluación y asesoría. Los estudiantes también pueden estar exentos de la matriculación si

ellos están inscritos como estudiantes matriculados en otro colegio o universidad o están tomando clases para enriquecimiento personal o para mejorar sus habilidades vocacionales. Los estudiantes que han completado cursos a nivel colegio o universidad en otra institución pueden estar exentos de una porción o de todo el proceso de matriculación. Los estudiantes que están exentos pueden elegir si desean participar en algunos o en todos los servicios que se provén en este proceso.

La matriculación incluye admisión, evaluación de habilidades, orientación, guía vocacional y consecuentemente la revisión de los resultados del proceso obtenidos por el estudiante. Para más información, por favor llame a la Oficina de Admisiones y Registros al teléfono 650-306-3226.

## **Asesoría**

Todos los estudiantes que desean ingresar, reingresar o continuar en Cañada College y que deseen obtener un título o certificado vocacional deberán consultar con un consejero académico. El consejero orientará al estudiante para la planeación de una secuencia adecuada de los cursos, establecer metas educacionales y recomendarle el agregar o retirar clases. Todos los estudiantes que quieran solicitar su transferencia a un Colegio o Universidad deberán contar con la firma de un consejero académico, ya sea para peticiones de graduación o para recibir la certificación de transferencia de educación general.

También hay servicios de asesoría disponibles sin previa cita en el Centro de Asesoría (Counseling Center). Los horarios de los asesores están colocados en el boletín de anuncios afuera de las oficinas de asesoría en el Edificio 9, Oficina 120. Para obtener más información, favor de llamar al 650-306-3452 (durante el día) o 650-306-3100 (después de horas hábiles).

La información completa acerca de los servicios de asesoría puede ser encontrada en la página 12 de este catálogo.

## **Evaluación de Habilidades/ Exámenes de Ubicación o Aptitud**

El examen de "Inglés como Segunda Lengua" es suministrado a personas que estén aprendiendo inglés como su segunda lengua (lectura, comprensión y escritura) y que intentan tomar clases de "ESL" (English as a Second Language).

El examen de inglés (lectura y escritura) es aplicado a estudiantes cuya lengua nativa es el inglés.

El examen de matemáticas se aplica a estudiantes que ya estén preparados para tomar clases regulares en inglés. Los estudiantes que ya tengan un título Asociado (AA, or AS) o que hayan cursado satisfactoriamente clases de matemáticas en éste u otros colegios estarán exentos del examen una vez que presenten evidencia de haber aprobado los cursos.

Los exámenes de ubicación y aptitud en inglés (lectura y escritura) o inglés para personas cuya lengua principal no es el inglés (lectura, comprensión y escritura) así como el de matemáticas son aplicados

a todos los estudiantes nuevos. Es posible exentar estos exámenes si el estudiante entrega copias de certificados de estudio indicando que ya ha obtenido un Título de Asociado en Artes (AA) o Ciencias (AS), un título superior o que ha terminado ciertos cursos en lectura/inglés y/o matemáticas con un grado de “C” o mejor. Adicionalmente, quedan exentos de los exámenes de ubicación o aptitud en inglés aquellos estudiantes que presenten evidencia de una calificación mínima o haber completado los cursos estipulados en la página 12.

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

La información completa acerca del examen de aptitud/ubicación puede ser encontrada en la página 11 de este catálogo.

## Inscripción y Registro

### Inscripciones Abiertas

La inscripción y participación en todos los cursos de Cañada College (a menos que sea específicamente exento por estatutos legales) está abierta a toda persona que haya sido admitida en Cañada y que reúna los requisitos del curso. Es necesario que el estudiante consulte con un consejero cuando se inscriba a clases por primera vez.

### Horario de Clases del Cañada College

La información completa acerca de las fechas y procedimientos de inscripción son publicados en el Horario de Clases del colegio de cada semestre. Los horarios están disponibles en el plantel de Cañada, escuelas preparatorias locales, y en las bibliotecas públicas de el Condado de San Mateo, así como en el internet en la siguiente dirección: [www.canadacollege.edu](http://www.canadacollege.edu)

### Proceso de Inscripción usando el Internet (WebSMART)

La inscripción computarizada a través del Internet está disponible antes del inicio de cada semestre. Una vez admitido al colegio, el estudiante recibe un número de identificación que se usará para registrarse en clases. Los estudiantes deben referirse al Horario de Clases impreso o a la página de Internet de Cañada ([www.canadacollege.edu](http://www.canadacollege.edu)) para información detallada acerca de los procedimientos de inscripción.

## Programas de Asistencia Financiera

La principal meta del programa de ayuda financiera de Cañada College es asegurar que no se le niegue la educación a ningún individuo por motivos financieros. Todo estudiante que desee ingresar a Cañada y que tenga la necesidad económica, debe completar la solicitud para recibir ayuda financiera.

La oficina de ayuda financiera administra un programa de becas, préstamos mínimos en casos de emergencia, y programas de trabajo estudiantil que están disponibles para aquellos estudiantes que cumplan con los requisitos establecidos. Los estudiantes pueden recibir ayuda en cuanto entreguen la solicitud para obtener becas del estado de California, becas de oportunidad del colegio o becas de entre-

namiento profesional. Además, existen otras becas cuya asignación será determinada dependiendo del estado o localidad.

Para más información sobre los programas de asistencia financiera, por favor llame a la oficina de ayuda financiera al número 650-306-3307 de 7:30 a.m. a 4:30 pm de lunes a jueves o de 7:30 a.m a 12:00 p.m los viernes. La oficina está ubicada en el edificio 9, oficina 109.

### Reglamento Federal: Regreso de Fondos de “Title IV”

Si el estudiante que recibe ayuda financiera, y deja las clases antes de completar más del 60% del semestre, tendrá que devolver cierta cantidad del dinero otorgado al gobierno federal.

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

EOPS es un programa para los estudiantes con desventajas económicas. La ley dicta que todos los colegios comunitarios de California establezcan 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 9, Oficina 133. Para más información por favor llame al teléfono 650-306-3300.

Información más completa acerca de los programas de Ayuda Financiera puede ser encontrada en la página 31 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 a personas que reciben Bienestar Social (Welfare) y que desean un entrenamiento o educación vocacional. El Programa C.A.R.E. es un esfuerzo cooperativo que incluye a Cañada College, Servicios Sociales del Condado y al Departamento de Desarrollo de Empleos. Los servicios de apoyo de C.A.R.E. incluyen: cuidado de niños, medio de transporte, libros, asesoría y otros servicios.

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

CalWORKs, es un programa educativo de Cañada College, y está diseñado específicamente para asistir a los estudiantes de AFDC/TANF a permanecer en la escuela y a cumplir con los nuevos requisitos de la reforma del programa de Asistencia Pública. Cañada College ha hecho un gran progreso en cuanto al 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
- Servicios de ayuda académica
- Servicios de asesoría
- Desarrollo y colocación laboral
- Asistencia en la preparación de formas para obtener ayuda

financiera

- Pases para el servicio de autobús

## 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 comunitario de California deben pagar \$20.00 por unidad. La colegiatura semestral para los estudiantes residentes de otros estados o para estudiantes extranjeros es de \$184.00 + \$8.00 por unidad, y adicionalmente deben pagar \$20.00 por unidad como cuota de inscripción.

Cuota de Servicios de Salud (no reembolsable): \$16.00 por semestre; \$13.00 durante la sesión de verano. Esta cuota es obligatoria para todos los estudiantes, excepto para los estudiantes inscritos en la escuela preparatoria, en cursos de fin de semana o en cursos fuera del plantel educativo.

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

- \$40.00 por semestre o \$2.00 por día
- \$20.00 durante la sesión de verano o \$2.00 por día

Libros y Materiales: \$600.00 por semestre (costo aproximado)

Cuota de Cheques sin Fondos: \$20.00 por cheque cancelado por el banco por no tener suficientes fondos.

Cuota de la Asociación Estudiantil: \$8.00 por semestre; incluye una tarjeta de identificación con fotografía así como descuentos, acceso a muchas actividades y programas estudiantiles. La cuota es automáticamente incluida en el costo total del semestre. Si un estudiante decide no pagar esta cuota, deberá ponerse en contacto con la Oficina de Actividades Estudiantiles para obtener un reembolso.

Cuota de Representación Estudiantil: \$1 por semestre.

La información completa acerca de las Cuotas puede ser encontrada en la página 14 de este catálogo.

## Programas y Servicios Para Estudiantes Discapacitados

Cañada College le brinda apoyo académico y adaptaciones razonables a todos los estudiantes con una discapacidad documentada de acuerdo con la ley de Norteamericanos con Discapacidades (ADA, siglas en inglés). Nuestros servicios ayudan con una amplia gama de discapacidades y se basan en la documentación de alguna discapacidad médica, física, psicológica o del aprendizaje. Los estudiantes deberán comunicarse con el Centro de Recursos para Estudiantes Discapacitados (DSPS) para ver si reúnen los requisitos. El DSPS coordina la provisión de las adaptaciones académicas, tales como ayuda para tomar apuntes, servicios de lectura o de biblioteca, libros de texto en formatos alternativos, administración de exámenes y otros servicios de apoyo. El DSPS también proporciona aparatos adaptivos e intérpretes del lenguaje de señas según el caso. Los estudiantes de

Cañada College pueden obtener servicios adicionales por medio del Centro de Salud (Health Center) y el Centro de Aprendizaje (Learning Center).

Para empezar el proceso de obtener servicios del DSPS en Cañada College el estudiante debe llenar una solicitud que se puede obtener a través del internet o en la oficina de DSPS y debe ser enviada por correo a la dirección que aparece en la parte superior del formulario. Al recibir la solicitud, lo llamaremos por teléfono para programar una cita con el director del DSPS. Es muy importante que usted lleve una verificación documentando la discapacidad a esa cita.

Para más información llame al teléfono 650-306-3259, TDD: 650-306-3161, Fax: 650-306-3185 o visite la oficina de DSPS en el edificio 5 oficina 207.

## Políticas

### Política de No Discriminación

Cañada College se compromete a proporcionar a todos los estudiantes 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, discapacidad 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 un reclamo basado 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 Vicepresidente de Servicios Estudiantiles, que se encuentra en Edificio 8, Oficina 308 o en el teléfono 650-306-3234.

Conforme a las leyes en los títulos citados anteriormente, se estudiará cada reclamo 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 conocimiento o habilidad con el idioma inglés no será una barrera u obstáculo para poder ser admitido y participar en programas vocacionales educativos.

### **ADA-Decreto para Americanos con Discapacidades**

El 26 de Enero de 1992 el Decreto para Americanos con Discapacidades (ADA), que gobierna el acceso y utilidad de las facilidades 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 discapacidades que han necesitado acceso a muchos efectos y servicios que el público trata normalmente con indiferencia como baños, agua para beber, lavanderías, cajeros automáticos (ATM), y así sucesivamente.

La ADA está diseñada para prohibir la discriminación en contra de esos individuos con una discapacidad física o mental que limita una mayor actividad en la vida cotidiana. Características físicas como ser zurdo, tener un propio estilo de vida, uso de drogas, etc., estos temas no son cubiertos por el decreto (ADA). Muchas estructuras existentes requerirán alteraciones de diseño mayores y/o menores. Las normas de diseño accesible están delineadas en las "Normas de Accesibilidad del ADA para Edificios y Facilidades". Estas normas son muy similares a esas establecidas por el Instituto Nacional Americano de Normas (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 facilidades públicas y facilidades comerciales. Los arrendadores y los arrendatarios serán responsables de obrar de acuerdo a la ley. Las facilidades 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 discapacidades 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) involucrados en el diseño, construcción y operaciones de estructuras comerciales y públicas. La ADA está abriendo muchas oportunidades en los campos del AEC para diseñadores, constructores y consultores. Para obtener las regulaciones adoptadas por el DOJ escriba a la oficina del Decreto para Americanos con Incapacidades, al siguiente domicilio:

Office on the Americans with Disabilities Act  
Civil Rights Division  
U.S. Department of Justice  
Washington, D.C. 20530  
o llame al:(202) 514-0301 (voz)  
(202) 514-0381 (TDD)

### **Política de Acoso Sexual**

Es la política del Distrito de Colegios Comunitarios del Condado de San Mateo y de Cañada College de prohibir, en cualquier y todas formas, la agresión sexual de sus estudiantes y sus empleados. El acoso sexual a estudiantes por otros estudiantes o empleados, y/o el acoso sexual a empleados por estudiantes, es considerada como conducta intolerable en este platel y se investigará inmediatamente.

Los estudiantes o empleados buscando más información correspondiente a esta política o que deseen presentar una queja por una supuesta violación de esta política deben ponerse en contacto con Phyllis Lucas-Woods, Vicepresidente, que se encuentra en el edificio 8, oficina 310 o al teléfono 650-306-3234.

### **Enmienda Adicional**

Adicional y concurrentemente al archivar de una queja por escrito, el 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 No Fumar**

Para poder proveer un ambiente de aprendizaje y trabajo sano para los estudiantes y empleados, el fumar está prohibido en todas las espacios interiores y hasta una distancia de quince (15) pies (5 metros) de cualquier puerta, entrada a una area interior, o entradas de ventilación. La violación de esta política podrá conducir a medidas disciplinarias conforme a los procedimientos disciplinarios usuales.

### Política Para un Colegio Libre de Drogas

El Distrito de Colegios Comunitarios del Condado de San Mateo y Cañada College, 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 están 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 serán sujetos a medidas disciplinarias que pueden incluir la posible cancelación de la inscripción del estudiante al colegio.

Personas solicitando más información correspondiente a esta política o a los riesgos de salud y efectos asociados con el alcohol y los narcóticos u otras drogas tóxicas e ilegales, deben ponerse en contacto con Lesli Sachs, enfermera del colegio, Edificio 5, Oficina 204, o al teléfono 650-306-3309.

La información completa acerca de las políticas puede ser encontrada en las página 27 de este catálogo.



## Associate in Arts Degree and Associate in Science Degree

The awarding of an Associate Degree is intended to represent more than an accumulation of units. It is to symbolize a successful attempt on the part of the College to lead students through patterns of learning experiences designed to develop individual capabilities and insights.

Among these are the ability to think and to communicate clearly and effectively both orally and in writing; to use mathematics; to understand the modes of inquiry of the major disciplines; be aware of other cultures and times; to achieve insights gained through experience in thinking about ethical problems; and to develop the capacity for self-understanding. In addition to these accomplishments, the student shall possess sufficient depth in some field of knowledge to contribute to lifetime interest.

Central to an Associate Degree, General Education is designed to introduce students to the variety of means through which people comprehend the modern world. It reflects the conviction of colleges that those who receive their degrees must possess in common certain basic principles, concepts and methodologies both unique to and shared by the various disciplines. College educated persons must be able to use this knowledge when evaluating and appreciating the physical environment, the culture and the society in which they live. Most importantly, General Education should lead to better self-understanding.

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 requirements A through G listed below. Substitutions and waivers for degree requirements may be authorized by petition to the appropriate Division Dean. An application for the degree must be filed in the Admissions and Records Office during the last semester of attendance (refer to calendar for the college year for deadline).

### Graduation Requirements Student Catalog Rights

Graduation requirements are listed in the Catalog. A student remaining in continuous attendance at Cañada College, College of San Mateo, or Skyline College may, for the purposes of graduation, elect to meet the requirements in effect at the college from which the student will graduate, either at the time the student began such attendance or any subsequent year of continuous enrollment.

For the purpose of this policy, "continuous enrollment" means attendance through at least the fourth week of instruction in either the fall or spring semester in each calendar year. Absence to attend another accredited college or university shall not be considered an interruption in attendance if the absence does not exceed one year. Catalog rights cannot supersede any State or Federal regulation or requirement in effect at the time of graduation.

#### A. Resident Requirement.

A minimum of 12 units must be completed in residence at Cañada College.

#### B. Scholarship Requirement.

A 2.0 grade point average is required for all degree applicable coursework taken within the San Mateo County Community College District, and all incoming degree applicable coursework taken outside the District.

#### C. Major Requirement.

A minimum of 18 units in a discipline or related disciplines as specified by the appropriate division. A grade point average of 2.0 in the major is required. Some majors require a minimum C (or Credit) grade in each course. Fifty percent of the units required for the major must be completed at Cañada College. For students planning to transfer to four-year institutions, fulfillment of transfer requirements for the institution of their choice will be considered a major in University Studies.

#### D. Basic Competency Requirements.

Competency requirements exist for the areas of Reading, Writing, Mathematics and Computer Literacy. Students must demonstrate competency according to the following in each of the areas in order to be eligible for the A.A. or A.S. degree. Note: Satisfactory completion is defined as a grade of C or better.

1. Reading
  - a. Eligibility for English 100 as determined by the English placement test
  - b. Satisfactory completion of English 100 or
  - c. Satisfactory completion of Reading 802/836
2. Writing
  - a. Eligibility for English 100 as determined by English placement tests; or
  - b. Satisfactory completion of English 800/836 or English 400
3. Mathematics/Quantitative Reasoning
  - a. Eligibility for Math 110 or 111 or 112 or higher as determined by a Cañada College approved placement test; or
  - b. Satisfactory completion of Math 110 or 111 and 112; or
  - c. Satisfactory completion of any course having at least Math 110 (Elementary Algebra) as a prerequisite.

#### 4. Computer Literacy

Computers are an integral part of today's world used in all disciplines and workplace settings. Students who are awarded an AA/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.

- a. Satisfactory completion of a minimum of 1.0 unit of one of the following: ACTG 190, 192, 194, 196; any computer related MART course; BUS.103; any computer related CBOT course above 417; any computer related CIT course; any CIS course; any COMP course; FASH 180, INTD 362, 363; LEGL 276, or MEDA 115, or MEDA 150
- or
- b. A passing score on the computer literacy test (both written and hands-on).

### E. General Education Requirements

General Education is the part of an educational program which introduces students to areas of study that develop breadth of outlook and contribute to balanced development. This general education is complementary to, but different in emphasis from, the specialized education received for a job, a profession, or from focusing on a particular field of study. The purpose of the program in General Education is to assist students in moving toward the following goals:

- Developing critical and constructive thinking for problem solving and value discrimination.
- Understanding their relationship to their biological, physical, and cultural environment.
- Understanding the creative activity of others and participating to some extent in creative activity.
- Using basic mechanical, mathematical, and communication skills to solve everyday problems, understand ideas of others, and express ideas effectively.
- Developing a code for personal and civic life as a responsible citizen in a democracy.
- Maintaining good mental and physical health and social adjustment.

Specific General Education Unit Requirements (See AA/AS Degree General Education Pattern on page 48.)

- 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. Refer to Ethnic Studies in the Course Descriptions section of this Catalog for a list of specific courses.

### 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
- Evening/Saturday/Off-campus Center students: Students who have completed a minimum of 60% of the coursework units submitted to fulfill the Associate degree requirements in the evenings, Saturdays, or at a Cañada College Off-campus center
- 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.

## 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 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 5).

### 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.

### Certificate Programs

Certificate programs are designed for students looking for short-term programs of instruction with a high degree of specialization. They are designed to prepare individuals to enter a particular field of employment or provide a level of in-service training or education for those already employed. Cañada College awards two levels of certificates. Certificates of Completion are those that are less than 18 units of course work. Certificates of Proficiency are those that are 18 units or more of course work. The section—Associate Degrees, Certificates, Transfer—in this Catalog lists programs alphabetically by subject and identifies the certificate and associate degree programs available.

The Certificates (Completion and Proficiency) have been designed on the career ladder concept and courses taken to fulfill the lower level of certificate, the Certificate of Completion, can be applied to the next level, the Certificate of Proficiency, if the certificate of proficiency exists. The course work applied to the certificates can also be applied to associate degrees. If no associate degree major exists in the area then the units can be counted as electives toward any associate degree. If an associate degree with the specific major exists then the units may make up an Associate Degree major.

### **Certificate of Completion (Certificates Requiring Less Than 18 Units) General Requirements and Certificate of Proficiency (Certificates Requiring 18 Units or More) General Requirements**

1. The prescribed courses and units must be completed as identified in the Cañada College Catalog under core and selective courses.
2. Fifty percent of the required courses (identified as core and selectives) must be completed at Cañada College. Equivalent lower division courses completed at other institutions holding district approved accreditation may be submitted on a Request for Substitution petition for consideration to satisfy some certificate requirements. Petitions for this purpose are available in the Enrollment Services Office, Building 8, bottom floor.
3. All CORE classes applied to the certificate must receive a grade of C or better. If the course is evaluated by credit or no credit ONLY then a "credit" evaluation for the course is

acceptable. If the course is offered as “grade option” a letter grade of C or better is required.

4. Computer Literacy Requirement: Satisfactory completion of a minimum of 1.0 unit of one of the following: ACTG 190, 192, 194, 196; any computer related MART course; BUS.103; any computer related CBOT course above 417; any computer related CIT course; any CIS course; any COMP course; FASH 180, INTD 362, 363; LEGL 276, or MEDA 115, or MEDA 150, OR a passing score on the Cañada College computer literacy test (both written and hands-on).
5. Students must be in “good academic standing” to receive a Certificate of Completion or a Certificate of Proficiency.

### Precollegiate Basic Skills Courses

With the exception of English as a Second Language and learning disabled students, no student may receive more than 30 semester units of credit for precollegiate basic skills courses. Students who show significant, measurable progress toward the development of skills appropriate to enrollment in college-level courses may apply to the Dean of Counseling and Enrollment Services to request a limited waiver of this requirement.

### 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.”



## Advanced Placement Test Policy

Cañada College grants credit for all College Board Advanced Placement Tests on which a student scores 3 or higher. The following list of College Board Advanced Placement Tests indicates how credit is applied to the Cañada College Associate degree general education requirements. Other AP tests not listed below generate elective credit toward the Associate degree. In order to receive credit the student is responsible for sending test score transcripts to the Cañada College Admissions and Records Office.

Advanced Placement Test*	Inclusion of AP in Cañada General Education	Inclusion of AP in CSU** General Ed Certification 9/25/97	Use of AP for IGETC+	General UC Policy RE: AP
Art				
Art History	3 semester units in Humanities Area/Arts	3 semester units C1	Area 3A	*UC 8 quarter units
Studio Art: Drawing	none	none	none	*UC 8 quarter units
Studio Art: General	none	none	none	*UC 8 quarter units
Biology	3 semester units in Natural Science Area/Life	3 semester units B2	Area 5B	*UC 8 quarter units
Chemistry	6 semester units. GE credit under Natural Science/Physical w/lab	6 semester units B1 & B3	Area 5B with lab	*UC 8 quarter units
Computer Science				
Computer Science A	none	none	none	*UC 2 quarter units
Computer Science B	none	none	none	*UC 4 quarter units (4 quarter unit maximum for both tests)
Economics				
Macroeconomics	Each test generates 3 semester units in Social & Behavioral Science Area/Social Institutions	3 semester units D	Area 4	*UC 4 quarter units
Microeconomics		3 semester units D	Area 4	*UC 4 quarter units
English				
Language & Composition	Meets Eng & reading comprehension. 3 semester units in Written Communication	3 semester units A2	Area 1A	*UC 8 quarter units
Literature & Composition	6 semester units for written com & Humanities area	6 semester units in A2 and C2	Area 1A or 3B	*UC 8 quarter units
Environmental Science	none	none	none	*UC 4 quarter units
History				
European	Each test generates 3 semester units in the area of Social & Behavioral Science	3 semester units in D	Area 3B or 4	*UC 8 quarter units
United States		3 semester units in D	Area 3B or 4	*UC 8 quarter units
World		*new test in review	*new test in review	*UC 8 quarter units
French				
French Language	Each test generates 6 semester units in the area of Humanities	6 semester units in C2	Each course meets foreign language proficiency requirements.	*UC 8 quarter units
French Literature		6 semester units in C2	One course in 3B One course in 3B	*UC 8 quarter units
German Language	6 semester units in the Humanities area	6 semester units in C2	one course in 3B and meets foreign language proficiency	*UC 8 quarter units
Government & Politics				
Comparative	Each test generates 3 semester units in the Social Science area	3 semester units D	Area 4	*UC 4 quarter units
United States		3 semester units D	Area 4	*UC 4 quarter units

Advanced Placement Test*	Inclusion of AP in Cañada General Education	Inclusion of AP in CSU** General Ed Certification 9/25/97	Use of AP for IGETC+	General UC Policy RE: AP
Latin Literature Vergil	Each test generates 3 semester units in the Humanities area/ Humanities	3 semester units in C2 3 semester units in C2	Each course meets foreign language proficiency requirements. Area 3B Area 3B	*UC 4 quarter units *UC 4 quarter units
Mathematics Calculus AB Calculus BC	Each test generates 3 semester units in the Analytical Thinking area and meets math competency requirement.	3 semester units B4 3 semester units B4	Area 2 Area 2	*UC 4 quarter units *UC 8 quarter units (8 quarter units maximum for Math)
Music Theory	3 semester units in the Humanities area/Arts	3 semester units C1	Area 3A	*UC 8 quarter units
Physics Physics B Physics C: Electricity Physics C: Mechanics	6 semester units in Natural Science/Physics with lab 3 units Natural Science/Physical 3 units Natural Science/Physical	6 semester units B1 & B3 3 semester units B1 & B3 3 semester units B1 & B3	Area 5A with lab Area 5A Area 5A	*UC 8 quarter units *UC 4 quarter units *UC 4 quarter units (8 quarter units maximum for 3 tests)
Psychology	3 semester units in the Social & Behavioral area/Social Institutions	3 semester units D	Area 4	*UC 4 quarter units
Spanish Language Literature	Each test generates 6 semester units in the Humanities area	6 semester units C2 6 semester units C2	Each course meets foreign language proficiency requirements. One course 3B One course 3B	*UC 8 quarter units *UC 8 quarter units
Statistics	meets math competency 3 semester units in Analytical Thinking	3 semester units B4	Area 2	*UC 4 quarter units

Advanced Placement Tests (AP) - Cañada College views, as do many colleges and universities, the Advanced Placement Test as a transcript from an independent college. Cañada College applies AP credit toward the Associate degree general education requirements in the same manner as the California State University system applies AP credit to CSU General Education/Breadth requirements. The chart above outlines general education application for Advanced Placement credit. How AP credit is applied to university majors and degree requirements is determined by evaluators at each college or university. Students should be aware that college courses taken after the AP test may duplicate the content of the AP test and, in these cases, the university (transfer destination) may not award credit for both the course and the AP test. Space does not permit discussion of how AP credit is granted for every university and program so students are advised to thoroughly investigate this area.

+IGETC - Advanced Placement tests can be used to satisfy all areas of IGETC except for Area 1B and 1C. This work may be applied toward completion of IGETC but applicability of such course work toward a major or degree requirements rests with each CSU and UC campus.

\*\*CSU - A student may earn up to 6 semester units of baccalaureate credit for each Advanced Placement test of the college Entrance Examination Board on which the student receives a score of 3, 4, or 5. The list above indicates how AP credit is applied to CSU GE/Breadth requirements.

\*UC - the University of California system grants credit for all College Board Advanced Placement Tests on which a student scores a 3 or higher. The credit may be subject, graduation credit, or credit toward general education or breadth requirements as determined by evaluators at each campus.

## AA/AS Degree General Degree Pattern

Graduation from Cañada College with the Associate in Arts (AA) Degree or the Associate in Science (AS) Degree is based on completion of 60 units including the requirements "A" through "G" listed below:

- A. Residence:** A minimum of 12 units must be completed at Cañada College.
- B. Scholarship:** A minimum overall GPA of 2.0 in the 60 units submitted for the AA Degree 2.0 GPA in course work taken in the San Mateo County Community College District (SMCCCD) and a minimum GPA 2.0 in units applied to the major.
- C. Basic Competency Requirements:**
- Reading:** Eligibility for Engl 100 as determined by the English Placement Exam or satisfactory completion of Engl 100 or satisfactory completion of Read 836
- Writing:** Eligibility for Engl 100 as determined by the English Placement Exam or satisfactory completion of Engl 400 or Engl 836
- Math:** Placement into Math 120 or above on SMCCCD Math Placement Test or completion of Elementary Algebra (Math 110 or Math 111 and 112 with a grade of "C" or better or successful completion of any course with a Math 110 prerequisite)
- Computer Literacy:** Satisfactory completion of a minimum of 1.0 unit of one of the following: ACTG 190, 192, 194, 196; any computer related MART course; BUS.103; any computer related CBOT course above 417; any computer related CIT course; any CIS course; any COMP course; FASH 180, INTD 362, 363; LEGL 276, or MEDA 115, or MEDA 150 or a passing score on the Cañada College computer literacy test (both written and hands-on)
- Physical Education:** 2 units required of any Physical Education course except PE 690 or 695.
- D. Major:** See the College Catalog for major course requirements (fifty percent of the units required for the major must be completed at Cañada College).
- E. General Education:** General Education courses introduce the student to areas of study that develop breadth of knowledge and contribute to a balanced education. See General Education (GE) areas A through E below. **Important:** Although a course may be listed in more than one area a student may use a course to satisfy only one subject area.

ASSOCIATE IN ARTS GENERAL EDUCATION – 21 units required

ASSOCIATE IN SCIENCE GENERAL EDUCATION – 18 units required

### GE Area A: Language and Rationality

English Composition Requirement:

**6 semester units for an AS and 9 semester units for an AA**  
 6 units – for an AA Degree select: Engl 100 and one of the following: ESL 400, Engl 110, 165, 836  
 3 units – for an AS Degree select: Engl 100

Communication and Analytical Thinking Requirement:

MATH 110, 111, 112, 115, 120, 122, 123, 125, 130, 140, 150, 200, 219, 241, 251 BUS. 115 CIS 118 ENGL 110, 165  
 MUS. 132 PHIL 103, 200 SPCH 100, 105, 120 PLSC 103, 150

3 units from the following selections:

### GE Area B: Natural Sciences

**3 semester units**

Physical Science: ASTR 100, 101, 110 CHEM 100, 112, 192, 210, 220, 234, 235, 237, 238, 410 GEOL 100, 110 GEOG 100 NSCI 100 OCEN 100, 101  
 PHYS 210, 250, 260, 405

Life Science: ANTH 125, 350 BIOL 100, 103, 110, 130, 225, 230, 240, 250, 260, 310 HSCI 100, 104, 105, 108 NSCI 100 PALN 110

### GE Area C: Humanities

**3 semester units**

Arts: ART 100, 101, 102, 103, 104, 125+, 126+, 127+, 201, 204, 214, 301 DRAM 101, 140 FILM 110 INTD 115, 150, 320+, 321+, 322+  
 MUS. 100, 115, 131, 202, 240, 250

Development of Cultures: HIST 100, 101, 103, 205, 245+, 246+, 247, 425+, 451+, 452+

Languages: FREN 130, 140, 161, 162 SPAN 110, 111, 112, 120, 121, 122, 130, 131, 132, 140, 150, 152, 161+, 162+

Literature: DRAM 142, 143, 144, 151, 152 ECE. 191, 192 ENGL 110, 161, 164, 200 LIT. 101, 111, 142, 143, 151, 152, 200, 231, 232, 233, 251, 252+, 266+,  
 301, 370+, 371+, 372+, 373+, 375+ 441, 442, 445 SPCH 111, 112

Philosophy: PHIL 100, 160, 175, 190, 240, 246, 300, 310, 320 PLSC 150

+ Indicates Ethnic Studies course

### GE Area D: Social and Behavioral Sciences

**3 semester units**

US 1: ECON 230 HIST 201, 202 US 2: HIST 201, 202 PLSC 210 US 3: PLSC 210, 310

Social Institutions: ANTH 105, 110, 180, 350, 360+, 370+ BUS. 100 ECE. 201, 212, 264 ECON 100, 102, 230+ EDUC 100 GEOG 110  
 HIST 102, 242+, 245+, 246+, 247, 310, 315, 421, 422+ HMSV 100, 264 PLSC 130, 150, 170, 200 PSYC 100, 106+, 110, 112, 200, 201, 202, 300, 340, 410  
 SOCI 100, 105, 141+, 254 SOSOC 250+ + Indicates Ethnic Studies course

### GE Area E: Ethnic Studies

**3 semester units**

ANTH 360, 370 ART 125, 126, 127 ECON 230 HIST 242, 245, 246, 422, 425, 451, 452 INTD 320, 321, 322 LIT. 252, 266, 370, 371, 372, 373, 375  
 PSYC 106 SOCI 141 SOSOC 250 SPAN 161, 162

## G. General Electives - Additional courses to meet the minimum 60 units degree requirement.

**Important Notice:** Please see the Counseling Center for the most up to date version of this form.



## CSU General Education Requirements Worksheet

Students transferring to the California State University (CSU) system qualify for admission as upper division transfers if they complete at least 60 transferable units with a GPA of 2.0 or better (non-residents 2.4 or better). The 60 unit requirement must include successful completion (with a grade of "C" or better) of areas A1, A2, A3, and B4, and 18 additional units from areas B, C, D, and E. Students who complete the 39 unit pattern satisfy the lower division general education requirements for the California State University BA/BS degree. A minimum of 9 semester units of upper division general education coursework must be completed at the university after transfer. Courses listed in more than one area can be used to satisfy only one area.

At the completion of course work at Cañada College—and prior to transfer—students must request a CSU GENERAL EDUCATION CERTIFICATION from the Admissions and Records Office to be mailed with the final transcript to the transfer destination. Complete a transcript request form to make this request. Use PROJECT ASSIST (www.assist.org) for the most up-to-date transfer information which includes general education and lower division major requirements and articulation.

### Area A: Communication Skills and Critical Thinking

**9 units required**

One course required from each subsection.

**A1 Oral Communication:** SPCH 100, 120

**A2 Written Communication:** ENGL 100

**A3 Critical Thinking:** ENGL 110, 165 PLSC 103 PHIL 103, 200

### 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 \*)

**B1 Physical Science:** ASTR 100, 101\*, 110 CHEM 100, 112\*, 210\*, 220\*, 234, 235, 237\*, 238\*, 410\*

GEOG 100 GEOL 100\* (\*Lab if taken on campus) 110 NSCI 100 OCEN 100, 101\*(Fall 06 or thereafter) PHYS 210\*, 250\*, 260\*, 405

**B2 Life Science:** ANTH 125 BIOL 100, 103\*, 110\*, 130, 225\*, 230\*, 240\*, 250\*, 260\* NSCI 100 PALN 110

**\*B3 Lab:** Courses identified with an " \* ", OCEN 101 (only if OCEN 100 is successfully completed prior to or concurrently with OCEN 101)

**B4 Math Concept:** MATH 125, 130, 140, 200, 219, 241, 251

### Area C: Arts, Literature, Philosophy & Foreign Languages

**9 units required**

Chose at least one course from the Arts and at least one course from the Humanities. Courses must be from at least two disciplines.

**C1 Arts:** ART 100, 101, 102, 103, 104 (Spring 05 or thereafter), 125+, 126+, 127+, 201, 204, 214, 301

DRAM 101, 140, 142, 143, 151, 152 FILM 110 INTD 150, 320+, 321+, 322+ LIT. 142, 143, 441, 442 MUS. 100, 115 (Fall 05 or thereafter) 131, 202, 240 (Fall 06 or thereafter), 250 (Fall 05 or thereafter)

**C2 Humanities:** DRAM 142, 143 ENGL 110, 161, 164 ECE 192 (Spring 07 or thereafter) FREN 130, 140, 161, 162 HIST 100, 101, 245+, 246+, 247, 451+, 452+ LIT. 101, 111, 142, 143, 151, 152, 200, 231, 232, 233, 251, 252+, 266+, 301, 370+, 371+, 372+, 373+, 375+, 441, 442, 445 PHIL 100, 160, 190, 240, 246, 300, 320 Span 120, 121, 122, 130, 131, 132, 140, 150 (Fall 05 or thereafter), 152 (Fall 05 or thereafter) 161+, 162+ SPCH 111

### Area D: Social, Political, & Economic Institutions and Behavior, Historical Background

**9 units required**

The 3 courses selected must be from at least two disciplines.

CSU United States History, Constitution and American Ideals (The California State University, before awarding a degree, requires students to complete courses or examinations that address: the historical development of American institutions and ideals Area US-1; and the Constitution of the United States and the operation of representative democratic government under that Constitution Area US-2; and the process of California state and local government Area US-3. Courses approved in two US areas may be used to satisfy both areas.

**US-1:** ECON 230 HIST 201, 202 **US-2:** HIST 201, 202 PLSC 210 **US-3:** PLSC 210, 310

**Social Institutions:** ANTH 105, 110, 180, 350, 360+, 370+ ECON 100, 102, 230+ ECE. 201, 212, 264

EDUC 100 ENGL 200 (Fall 05 or thereafter) GEOG 110 HIST 202, 242+, 245+, 246+, 247, 315, 422+ HMSV 264 PLSC 130, 150, 210, 310

PSYC 100, 106+, 110, 112, 200, 201, 202, 300, 340, 410 SOCI 100, 105, 141+, 254

### Area E: Lifelong Understanding & Self Development

**3 units required (max. 1 unit from E2)**

**E1:** BIOL 310 CRER 137 HSCI 100, 104, 105, 108, 430 PSYC 200 (Fall 04 or thereafter), 340

**E2:** ADAP 310, 350, 351, 361 COMB 401, 410 DANC 125, 126, 127, 140, 205, 210, 215, 220, 230, 350, 400 FITN 118, 122, 123, 124, 128 (Fall 05 or thereafter), 140, 151, 153, 154 (Fall 05 or thereafter), 210, 306, 320, 332, 334, 340 INDV 120, 161, 164, 166, 251, 252, 254, 256 PE 115, 116

TEAM 105, 111, 115, 141, 143, 148, 151, 171, 174, 180, 181, 185 (Fall 05 or thereafter) VARS 104, 114, 140, 154, 170, 340 (Fall 05 or thereafter)

(+ courses meet Cañada's Associate Degree Ethnic Studies requirement)

# Inter-segmental General Education Transfer Curriculum (IGETC) Worksheet

Completion of all IGETC requirements permits students to transfer from a community college to the CSU or the UC systems without the need, after transfer, to take additional lower-division general education courses to satisfy individual campus general education requirements. Many independent colleges accept all or part of IGETC in lieu of their specific general education course patterns.

At the completion of course work at Cañada College—and prior to transfer—students must request, an IGETC CERTIFICATION from the Admissions & Records Office to be mailed with the FINAL transcript to the transfer destination. Use PROJECT ASSIST ([www.assist.org](http://www.assist.org)) for the most up-to-date transfer information which includes general education and lower division major requirements.

NOTE: All areas must be satisfied and all courses must be completed with a grade of “C” or better before the IGETC can be certified.

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## Area 1: English Communication

CSU - Three courses required, one course from each group below. UC - Two courses required, one each from Group A and B

**Group A: English Composition** - one course, 3 semester units - ENGL 100

**Group B: Critical Thinking - English Composition** - one Course, 3 semester units - ENGL 110 (Fall 2004 or thereafter), 165

**Group C: Oral Communication** (CSU requirement only) - one course, 3 semester units - SPCH 100, 120

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## Area 2: Mathematical Concepts and Quantitative Reasoning

**3 semester units**

**One course**

MATH 125, 200, 219, 241, 242, 251, 252, 253, 270, 275

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## Area 3: Arts and Humanities

**9 semester units**

Three courses, with at least one from Group A Arts and one from Group B Humanities

**Group A: Arts** - ART 101, 102, 103, 104 (Spring 2005 or thereafter) DRAM 101, 140, LIT. 441, 442 MUS. 100, 115 (Sp 06 or thereafter) 131, 202, 240 (Sp 07 or thereafter), 250 (Sp 06 or thereafter)

**Group B: Humanities** - DRAM 142, 143, 151, 152 FREN 130~, 140~, 161, 162

HIST 100, 101, 201, 202, 242+, 245+, 246+, 247, 422+, 451+, 452+,

LIT. 101, 111, 142, 143, 151, 152, 200, 231, 232, 233, 251, 252+, 266+, 301, 370+, 371+, 372+, 373+, 375+

PHIL 100, 160, 175, 190, 240, 300, 320 SPAN 130~, 140~, 150~ (Sp 07 or thereafter), 152~ (Sp 06 or thereafter), 161+, 162+,

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## Area 4: Social and Behavioral Sciences

**9 semester units**

Three courses selected from at least 2 disciplines or an interdisciplinary sequence

ANTH 105, 110, 180, 360+, 370+ ECE. 201, 212 ECON 100, 102, 230+, (+ECON 230 meets Ethnic Studies requirement if taken Fall 2003 or thereafter)

ENGL 200 (Sp 06 or thereafter) Geog 110 Hist 201, 202, 242+, 245+, 246+, 247, 422+

PLSC 130, 150, 210 PSYC 100, 106+ 200, 201, 202, 300, 340, 410 SOCI 100, 105, 141+

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## Area 5: Physical & Biological Sciences

**7 semester units**

Two courses, one course from Group A & one from Group B, one course must have a lab indicated by (\*)

**Group A: Physical Science** - ASTR 100/101\*, 110 CHEM 100, 112\* (Sp 06 or thereafter), 210\*, 220\*, 234 (Spring 2005 or thereafter), 235 (Spring 2005 or thereafter), 237\* (Spring 2005 or thereafter), 238\* (Spring 2005 or thereafter)

GEOG 100 GEOL 100 NSCI 100 OCEN 100, 101\* (Sp 07 or thereafter) PHYS 210\*, 220\*, 250\*, 260\*, 270\*

**Group B: Biological Science** - ANTH 125 BIOL 100, 110\*, 130, 225\*, 230\*, 240\*, 250\*, 260\* NSCI 100 PALN 110

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## Area 6: Language other than English (UC requirement only)

Proficiency equivalent to two years of high school study in the same language.

FREN 120, 122, 130~, 140~ ITAL 122 SPAN 120, 122, 130~, 131, 132, 140~, 150~, 152~

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

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## CSU Graduation Requirement in U.S. History, Constitution and American Ideals (CSU requirement only)

(Not part of IGETC; may be completed prior to transfer.) The CSU, before awarding a degree, requires students to complete courses or examinations that address: 1) The historical development of American institutions and ideals (Area US-1), and 2) The constitution of the United States and the operation of representative democratic government under that Constitution (Area US-2), and 3) The process of California state and local government (Area US-3). Courses used to meet this requirement may not be used to satisfy requirements for IGETC.

US-1: ECON 230 HIST 201, 202 US-2: HIST 201, 202 PLSC 210 US-3: PLSC 210, 310

**Important:** + Courses meet Cañada's Associate Degree Ethnic Studies requirement.

~Courses listed in multiple areas shall not be certified in more than one area except for courses in Languages Other Than English, which can be certified in both areas 3B and 6A.

**Important Notice:** Please see the Counseling Center for the most up to date version of this form.

Revised 5/07

## California State University— Transfer Courses 2007–2008

The following is a list of courses designated as transferable toward baccalaureate degree credit at all campuses of the California State University system. Always check with the Counseling Center for the most up-to-date information. Also, use PROJECT ASSIST ([www.assist.org](http://www.assist.org)) to access CSU and UC transferable course lists, I.G.E.T.C. lists, CSU General Education Requirements lists, course-to-course equivalency information, and major course requirement information. The PROJECT ASSIST database is recognized by the California Community Colleges, the California State University system, and the University of California system as the official database of articulation information. It is the most accurate and current source of information and is updated throughout the year as curriculum changes and colleges and universities make new articulation agreements.

### ACCOUNTING

ACTG 100, 121, 131, 133, 171, 190, 192, 194, 196, 680, 690, 695

### ANTHROPOLOGY

ANTH 105, 110, 125, 180, 350, 360, 370, 680, 690, 695

### ARCHITECTURE

ARCH 110

### ART

ART 100, 101, 102, 103, 104, 125, 126, 127, 201, 202, 204, 205, 206, 207, 214, 221, 222, 229, 231, 232, 301, 303, 351, 356, 357, 359, 680, 690, 695

### ASTRONOMY

ASTR 100, 101, 110, 680, 690, 695

### BIOLOGICAL SCIENCES

BIOL 100, 103, 110, 130, 225, 230, 240, 250, 260, 310, 680, 690, 695

### BUSINESS/OFFICE TECHNOLOGY

BUS 100, 101, 103, 108, 115, 128, 132, 138, 150, 170, 180, 184, 186, 201, 211, 395, 396, 397, 398, 419, 680, 690, 695

### CAREER & PERSONAL DEVELOPMENT

CRER 112, 137, 140, 300, 401, 407, 430

### CHEMISTRY

CHEM 100, 112, 192, 210, 220, 234, 235, 237, 238, 410, 680, 690, 695

### COMPUTER BUSINESS OFFICE TECHNOLOGY

CBOT 415, 417, 430, 431, 435, 436, 439, 440, 448, 457, 458, 470, 472, 474, 475, 476, 478, 480, 483, 484

### COMPUTER INFORMATION SCIENCE

CIS 118, 119, 250, 251, 252, 253, 284, 285, 286, 287, 372, 373

### COMPUTER INFORMATION SYSTEMS

COMP 321, 322, 330, 331, 422, 680, 690, 695

### COMPUTER INFORMATION TECHNOLOGY

CIT 311, 340, 411, 422, 450, 451, 453, 464, 467, 480, 492, 494, 496, 497, 498

### COOPERATIVE EDUCATION

COOP 670, 672

### DRAMA

DRAM 101, 140, 142, 143, 151, 152, 200, 201, 202, 203, 208, 209, 210, 211, 233, 300, 305, 680, 690, 695

### EARLY CHILDHOOD EDUCATION

ECE 191, 192, 201, 210, 211, 212, 213, 223, 225, 230, 240, 241, 242, 244, 250, 252, 254, 260, 262, 264, 313, 333, 350, 366, 382, 384, 386, 680, 690, 695

### ECONOMICS

ECON 100, 102, 230, 680, 690, 695

### EDUCATION

EDUC 100

### ENGINEERING

ENGR 100, 210, 215, 230, 240, 260, 261, 270, 410, 413, 680, 690, 695

### ENGINEERING TECHNOLOGY

ETEC 400, 410

### ENGLISH

ENGL 100, 110, 161, 162, 164, 165, 200, 680, 690, 695

### FASHION DESIGN

FASH 100, 110, 111, 113, 115, 116, 118, 120, 122, 123, 124, 128, 129, 131, 132, 133, 134, 135, 146, 150, 151, 162, 163, 164, 165, 166, 167, 168, 170, 171, 172, 175, 178, 180, 181, 190, 195, 196, 197, 199, 225, 226, 350, 680, 690, 695

### FILM

FILM 110

### FRENCH

FREN 110, 111, 112, 120, 121, 122, 130, 140, 161, 162, 196, 197, 680, 690, 695

### GEOGRAPHY

GEOG 100, 110, 301, 302, 303, 680, 690, 695

### GEOLOGY

GEOL 100, 110, 680, 690, 695

### HEALTH SCIENCE

HSCI 100, 104, 105, 108, 430, 432, 665, 680, 690, 695

### HISTORY

HIST 100, 101, 201, 202, 242, 245, 246, 247, 315, 422, 451, 452, 680, 690, 695

### HUMAN SERVICES

HMSV 100, 110, 115, 120, 150, 151, 160, 161, 262, 264, 366

### INTERIOR DESIGN

INTD 115, 126, 128, 129, 130, 147, 148, 150, 250, 260, 270, 271, 276, 278, 320, 321, 322, 340, 350, 356, 362, 363, 370, 400, 450, 464, 680, 690, 695

### ITALIAN

ITAL 111, 112, 121, 122, 680, 690, 695

### JAPANESE

JAPN 111, 680, 690, 695

### LEARNING CENTER

LCTR 100, 110, 120, 138, 139, 140, 151, 400, 680, 690, 695

### LIBRARY SCIENCE

LIBR 100, 120, 680, 690, 695

**LITERATURE**

LIT 101, 111, 142, 143, 151, 152, 200, 205, 231, 232, 233, 251, 252, 266, 301, 370, 371, 372, 373, 375, 441, 442, 445, 680, 690, 695

**MANAGEMENT**

MGMT 100, 204, 206, 208, 215, 220, 222, 235, 304, 680, 690, 695

**MATHEMATICS**

MATH 125, 130, 140, 150, 200, 219, 241, 242, 251, 252, 253, 268, 270, 275, 680, 690, 695

**MEDICAL ASSISTING**

MEDA 100, 110, 111, 115, 120, 121, 140, 141, 150, 160, 161, 162, 163, 164, 165, 166, 190

**MULTIMEDIA**

MART 314, 325, 361, 362, 363, 365, 366, 368, 369, 372, 373, 376, 377, 378, 379, 380, 389, 390, 400, 405, 420, 421, 430, 431, 432, 440

**MUSIC**

MUS 100, 101, 102, 103, 104, 115, 131, 132, 202, 240, 250, 301, 302, 303, 304, 305, 306, 307, 308, 371, 372, 373, 374, 450, 461, 462, 463, 464, 476, 486, 490, 491, 680, 690, 695

**NATURAL SCIENCE**

NSCI 100, 680, 690, 695

**OCEANOGRAPHY**

OCEN 100, 101, 680, 690, 695

**PALEONTOLOGY**

PALN 110, 680, 690, 695

**PARALEGAL**

LEGL 249, 250, 251, 252, 253, 254, 255, 256, 257, 260, 262, 264, 268, 274, 276, 680, 690, 695

**PHILOSOPHY**

PHIL 100, 103, 160, 190, 200, 240, 246, 300, 320, 680, 690, 695

**PHYSICAL EDUCATION**

ADAP 310, 320, 350, 351, 361, 362

COMB 401, 410

DANC 125, 126, 127, 140, 205, 210, 215, 220, 230, 350, 400, 680, 690, 695

FITN 117, 118, 119, 122, 123, 124, 128, 140, 151, 153, 154, 210, 250, 251, 306, 320, 332, 334, 340, 680, 690, 695

INDV 120, 161, 164, 166, 251, 252, 254, 256

PE 115, 116, 118, 305, 306, 308, 680, 690, 695

TEAM 105, 111, 115, 141, 143, 148, 151, 171, 174, 180, 181, 185

VARA 104, 114, 140, 154, 170, 340

**PHYSICS**

PHYS 210, 220, 250, 260, 270, 405, 680, 690, 695

**POLITICAL SCIENCE**

PLSC 103, 130, 150, 170, 200, 210, 310, 415, 680, 690, 695

**PSYCHOLOGY**

PSYC 100, 106, 108, 110, 112, 200, 201, 202, 221, 300, 330, 340, 391, 410, 680, 690, 695

**RADIOLOGIC TECHNOLOGY**

RADT 430, 475, 680, 690, 695

**READING**

READ 420, 425, 680, 690, 695

**REAL ESTATE**

RE 100, 110, 141

**SOCIAL SCIENCE**

SOSC 680, 690, 695

**SOCIOLOGY**

SOCI 100, 105, 141, 680, 690, 695

**SPANISH**

SPAN 110, 111, 112, 120, 121, 122, 130, 131, 132, 140, 150, 152, 161, 162, 196, 680, 690, 695

**SPEECH COMMUNICATION**

SPCH 100, 111, 120, 140, 680, 690, 695

## University of California—Transfer Courses 2006–2007

The following is a list of courses designated as transferable toward baccalaureate degree credit at all campuses of the University of California system. This information is current through July 30, 2007. The UC Transfer Course Agreement for 07-08 was not available at the time of the publication of this catalog. For current 07-08 list of UC transferable classes go to [www.assist.org](http://www.assist.org). Use PROJECT ASSIST ([www.assist.org](http://www.assist.org)) to access UC and CSU transferable course lists, I.G.E.T.C. lists, CSU General Education Requirements lists, course-to-course equivalency information, and major course requirement information. The PROJECT ASSIST database is recognized by the California Community Colleges, the California State University system, and the University of California system as the official database of articulation information. It is the most accurate and current source of information and is updated throughout the year as curriculum changes and colleges and universities make new articulation agreements.

### VARIABLE TOPICS COURSES

Variable Topics courses refers to 680's, Selected Topics, 690's, Research Projects, and 695's, Independent Study. Credit for this courses is given only after a review of the course outline by the enrolling UC campus. This usually occurs after transfer. UC will not give credit for variable topics courses in Journalism, Photography, Health, Business Administration, Architecture, Administration of Justice, or Library Departments due to credit restrictions in those areas.

### PHYSICAL EDUCATION ACTIVITY COURSES

The University of California gives a maximum of four semester units of credit for Physical Education activity courses.

### ACCOUNTING

ACTG 121 (4-5), 131 (4-5)

### ANTHROPOLOGY

ANTH 105, 110, 125, 180, 360, 370

### ART

ART 101, 102, 103, 104, 201, 202, 204, 205, 206, 207, 214, 221, 222, 229, 231, 232, 301, 303, 351

### ASTRONOMY

ASTR 100, 101, 110

### BIOLOGY

BIOL 100\*(\*no credit if taken after BIOL 110), 110, 130, 225, 230, 240, 250, 260, 310

### BUSINESS/OFFICE TECHNOLOGY

BUS 100, 103, 201

### CAREER AND PERSONAL DEVELOPMENT

CRER 401

### CHEMISTRY

CHEM 100\*, 112\*, 192\* (\*no credit for 100, 112 or 192 if taken after 210, max credit combined: one course), 210\*, 220, 234, 235, 237, 238

### COMPUTER BUSINESS OFFICE TECHNOLOGY

CBOT 430\*, 431\* (both \*430 & \*431 must be taken for transfer credit)

### COMPUTER INFORMATION SCIENCE

CIS 118, 119, 250, 251, 252, 253, 284, 285, 286, 287, 372, 373

### COMPUTER INFORMATION SYSTEMS

COMP 330\*, 331\* (\*combined max credit: one course)

### COMPUTER INFORMATION TECHNOLOGY

CIT 311, 411

### DRAMA

DRAM 101, 140, 142, 143, 151, 152, 200, 201, 202, 203, 208, 209, 210, 211, 233, 300, 305

### EARLY CHILDHOOD EDUCATION

ECE 201, 212

### ECONOMICS

ECON 100, 102, 230

### ENGINEERING

ENGR 100, 210, 215, 230, 240, 260, 261, 270, 410\*, 413\* (\*combined max credit: one course)

### ENGLISH

ENGL 100, 110, 161, 162, 165, 200

### FASHION DESIGN

FASH 113

### FRENCH

FREN 110, 111\*, 112\* (\*111 and 112 both must be taken for transfer credit, maximum credit for both classes is 5 units), 120, 121\*, 122\* (\*121 and 122 both must be taken for transfer credit, maximum credit for both classes is 5 units), 130, 140, 161, 162

### GEOGRAPHY

GEOG 100, 110

### GEOLOGY

GEOL 100, 110

### HEALTH SCIENCE

HSCI 100, 430\*, 432\* (\*combined max credit: one unit)

### HISTORY

HIST 100, 101, 201, 202, 242, 245, 246, 247, 422, 451, 452

### ITALIAN

ITAL 111\*, 112\* (\*ITAL 111 and 112 both must be taken for transfer credit, maximum credit for both classes is 5 units), 121\*, 122\* (\*ITAL 121 and 122 both must be taken for transfer credit, maximum credit for both classes is 5 units)

### LIBRARY SCIENCE

LIBR 100\*, 120\* (\*combined max credit: one course)

**LITERATURE**

LIT 101, 111, 142, 143, 151, 152, 200, 205, 231, 232, 233, 251, 252, 266, 301, 370, 371, 372, 373, 375, 441, 442

**MATHEMATICS**

MATH 125, 140, 150, 200, 219\* (\* max credit 4 units), 241\*, 242\*\*, 251\*, 252\*\*, 253, (\*241 & 251 combined: max credit one course), (\*\*242 & 252 combined: max credit one course), 268, 270, 275

**MULTIMEDIA**

MART 314, 362\*, 376\* (\*combined max credit: one course)

**MUSIC**

MUS 100\* (\*no credit for MUS 100 if taken after 101 or 131), 101, 102, 103, 104, 115, 131, 132, 202, 250, 301, 302, 303, 304, 305, 306, 307, 308, 371, 372, 373, 374, 450, 461, 462, 463, 464, 476, 486, 490, 491

**NATURAL SCIENCE**

NSCI 100\* (\*no credit if taken after a college course in Biological or Physical Sciences)

**OCEANOGRAPHY**

OCEN 100

**PALEONTOLOGY**

PALN 110

**PHILOSOPHY**

PHIL 100, 103, 160, 190, 200, 240, 300, 320

**PHYSICAL EDUCATION**

ADAP 310, 320, 350, 351, 361

COMB 401, 410

DANC 125, 126, 127, 140, 205, 210, 215, 220, 230, 350, 400

FITN 122, 123, 124, 128, 140, 151, 153, 154, 210, 306, 320, 332, 334, 340

INDV 120, 161, 164, 166, 251, 252, 254, 256

PE 305, 306

TEAM 105, 111, 115, 141, 143, 148, 151, 171, 174, 180, 181, 185

VARS 104, 114, 140, 154, 170, 340

**PHYSICS**

PHYS 210\*, 220\*, 250\*, 260\*, 270\* (\*210, 220 combined with 250, 260, 270: max credit, one series, deduct for duplication on topics)

**POLITICAL SCIENCE**

PLSC 103, 130, 150, 210

**PSYCHOLOGY**

PSYC 100, 106, 200\*, 201\* (\*PSYC 200 & 201 combined: max credit one course), 202, 300, 340, 410

**SOCIOLOGY**

SOCI 100, 105, 141

**SPANISH**

SPAN 110, 111\*, 112\* (\*111 and 112 both must be taken for transfer credit, maximum credit for both classes is 5 units), 120, 121\*, 122\* (\*121 and 122 both must be taken for transfer credit, maximum credit for both classes is 5 units), 130, 131\*, 132\*, (\*131 and 132 both must be taken for transfer credit, maximum credit for both classes is 5 units), 140, 150, 152, 161, 162

**SPEECH COMMUNICATION**

SPCH 100, 111, 120, 140

## Cañada College Instructional Programs Associate Degrees, Certificates, Transfer Programs

Area of Study	Certificate	AA	AS	Transfer
<b>Important:</b> Associate degree and certificate programs have additional college requirements beyond the major. See pages 33-34 for the complete requirements for the associate's degree and certificates.				
ACCOUNTING	•		•	•
ANTHROPOLOGY		•		•
ART		•		•
BIOLOGY Biology with Emphasis in Health Sciences			• •	• •
BUSINESS ADMINISTRATION	•		•	•
BUSINESS/CORPORATE MEETING PLANNER	•			
BUSINESS MANAGEMENT Human Resources Management/Supervision Business Management/Retail (WAFC) Small Business	• • •		• •	• •
COMPUTER BUSINESS OFFICE TECHNOLOGY General Office Administrative Assistant Administrative Support Assistant	• • •		• •	
COMPUTER INFORMATION SCIENCE			•	•
COMPUTER INFORMATION TECHNOLOGY Home Office/Small Business Computer Security	•			
EARLY CHILDHOOD EDUCATION/CHILD DEVELOPMENT Early Childhood Education/Child Development Family Development	• •		• •	• •
ECONOMICS		•		•
ENGINEERING			•	•
ENGLISH		•		•
ENGLISH AS A SECOND LANGUAGE Academic Competency in English (ACE) Language	•			
FASHION DESIGN Custom Dressmaking/Small Business Oriented Fashion Design Merchandising Technical (Apparel Industry Oriented) Theater Costuming	• • • •		• •	• •
GEOGRAPHY		•		•
HISTORY		•		•
HUMAN SERVICES Community Health Worker Family Development Human Services Promotor Education & Employment	• • • •		•	•

Area of Study	Certificate	AA	AS	Transfer
<b>Important:</b> Associate degree and certificate programs have additional college requirements beyond the major. See pages 33-34 for the complete requirements for the associate's degree and certificates.				
INTERIOR DESIGN Green/Sustainable Design Interior Design Residential & Commercial Kitchen & Bath	• • • •		•	•
LIBERAL ARTS		•		
MATHEMATICS				•
MEDICAL ASSISTING Administrative Medical Assistant Medical Coding Specialist Clinical Medical Assistant Medical Assisting Medical Billing Specialist Medical Transcription	• • • • • •		• • •	• • •
MULTIMEDIA Graphic Design Multimedia Web Design 3D-Animation & Video Game Arts	• • • •	•		•
MUSIC		•		•
NURSING				•
PARALEGAL	•		•	
PHILOSOPHY		•		•
PHYSICAL EDUCATION Fitness Professional Physical Education	•	• •		• •
PHYSICAL SCIENCES Chemistry Physics			• •	• •
PHYSICAL THERAPY				•
POLITICAL SCIENCE		•		•
PSYCHOLOGY		•		•
RADIOLOGIC TECHNOLOGY			•	
REAL ESTATE	•			
SOCIAL SCIENCES		•		•
SOCIOLOGY		•		•
SPANISH		•		•
SPEECH		•		•
THEATER ARTS		•		•
UNIVERSITY STUDIES		•		

## ACCOUNTING

### Certificate of Completion-Entry Level Bookkeeper

#### Certificate of Proficiency-Accounting

#### Associate in Science Degree

#### Transfer Program

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 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 25.5 - 29.5 units. Courses specifically required for the student's major must be evaluated by a letter grade, not by the credit (CR) grade.

The Certificate of Completion is designed for those individuals that are interested in job opportunities at the entry level in bookkeeping and or computerized accounting data entry. Those students that are interested in becoming professional bookkeepers may apply some of the course work in this certificate to the Certificate of Proficiency in Accounting and the accounting A.S. degree.

The demand for entry level bookkeepers and accounting data entry personnel continues to remain high. Entry level positions pay between \$15 and \$25 per hour depending upon experience.

### CERTIFICATE OF COMPLETION – ENTRY LEVEL BOOKKEEPER

#### Core Requirements

#### Complete Core Courses, 10-12 units

	UNITS
ACTG. 100 Accounting Procedures	3
ACTG. 180 Payroll and Business Taxes	1.5
ACTG. 190 QuickBooks and QuickBooks Pro for the Paraprofessional I	1.5
ACTG. 192 QuickBooks and QuickBooks Pro for the Paraprofessional II	1.5
CBOT 435 Spreadsheets	1-3
CBOT 448 Using Microsoft Windows	1.5
<b>Certificate Unit Requirements Total</b>	<b>10-12+</b>

### CERTIFICATE OF PROFICIENCY - ACCOUNTING

#### Core and Selective Requirements

#### Complete Core Courses, 19.5–23.5 units

	UNITS
ACTG 121 Financial Accounting	3-5
ACTG 131 Managerial Accounting	3-5
ACTG 180 Payroll & Business Taxes	1.5
ACTG 190 Quickbooks and Quickbooks Pro for the Paraprofessional I	1.5
ACTG 192 Quickbooks and Quickbooks Pro for the Paraprofessional II	1.5
BUS. 100 Survey of Business	3
CBOT 430 Computer Applications, Part I	1.5
CBOT 431 Computer Applications, Part II	1.5
CBOT 435 Spreadsheets	3

#### Selective courses: choose a minimum of 6 units from the following:

ACTG 100 Accounting Procedures	3
ACTG 133 Intro. To Spreadsheets for Managerial Accounting	1
ACTG 171 Individual Income Tax Procedures	3
ACTG 180 Payroll and Business Taxes	1.5
ACTG 672 Cooperative Education Internship	1-6
BUS. 101 Human Relations in Business	3
BUS. 103 Introduction to Business Information Systems	3
BUS. 201 Business Law	3
CBOT 415 Beginning Computer Keyboarding	1.5
CBOT 472 Introduction to Word for Windows	1.5
CBOT 474 Intermediate Word for Windows	1.5

**Certificate Unit Requirements Total** **25.5-29.5+**

### ASSOCIATE IN SCIENCE - ACCOUNTING

#### Core and Selective Requirements

Complete Core & Selective Courses, 25.5–29.5 units, listed under the Certificate of Proficiency-Accounting.

**Associate Degree Unit Requirements Total** **25.5-29.5\***

### TRANSFER PROGRAM - ACCOUNTING

Cañada College offers lower division coursework required for transfer in the area of Accounting/Business Administration. Usually an Accounting program of study is listed under Business Administration. Students should use PROJECT ASSIST ([www.assist.org](http://www.assist.org)) to research lower division major requirements at the transfer destination(s) of their choice. Also, work with a Counselor/Advisor to determine appropriate transfer coursework.

+ meet Certificate Program requirements listed on page 44.

\* and required General Education coursework and electives as needed to meet the minimum 60 units required for the Associate degree.



## ANTHROPOLOGY

### Associate in Arts Degree Transfer Program

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.

### ASSOCIATE IN ARTS - ANTHROPOLOGY

#### Core and Selective Requirements

Complete Core Courses, 6 units

	UNITS
ANTH 110 Cultural Anthropology	3
ANTH 125 Physical Anthropology	3

Selective courses: choose a minimum of 12 units from the following:

	UNITS
ANTH 105 Peoples and Cultures of the World	3
ANTH 360 Indians of North America	3
ANTH 370 Olmec, Maya, Aztec People & Cultures of Mexico & Central America	3
BIOL 110 Principles of Biology	4
<i>or BIOL 130 Human Biology</i>	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 110 Ancient Life & Past Environments	3

Associate Degree Unit Requirements Total **18\***

### TRANSFER PROGRAM - ANTHROPOLOGY

Cañada College offers lower division coursework required for transfer in the area of Anthropology. Students should use PROJECT ASSIST ([www.assist.org](http://www.assist.org)) to research lower division major requirements at the transfer destination(s) of their choice. Also, work with a Counselor/Advisor to determine appropriate transfer coursework.

*\* and required General Education coursework and electives as needed to meet the minimum 60 units required for the Associate degree.*

## ART

### Associate in Arts Degree Transfer Program

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.

### ASSOCIATE IN ARTS - ART

#### Core and Selective Requirements

Complete Core Courses, 9 units

	UNITS
ART 101 History of Art I	3
ART 102 History of Art II	3
ART 103 History of Art III	3

Selective courses: choose a minimum of 9 units from the following:

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

Associate Degree Unit Requirements Total **18\***

### TRANSFER PROGRAM - ART

Cañada College offers lower division coursework required for transfer in the area of Art. Students should use PROJECT ASSIST ([www.assist.org](http://www.assist.org)) to research lower division major requirements at the transfer destination(s) of their choice. Also, work with a Counselor/Advisor to determine appropriate transfer coursework.

*For Multimedia certificates and degrees see MULTIMEDIA section.*

*\* and required General Education coursework and electives as needed to meet the minimum 60 units required for the Associate degree.*

## BIOLOGY

### Associate in Science Degree - Biology

Associate in Science Degree - Biology with emphasis in Health Sciences

#### Transfer Program

Professional School Preparation: Pre-Dental, Pre-Medicine, Pre-Pharmacy, Pre-Veterinary, Pre-Optometry

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.

### ASSOCIATE IN SCIENCE - BIOLOGY

#### Core and Selective Requirements

Complete Core Courses, 18 units:

	UNITS
BIOL 225 Biology of Organisms	5
BIOL 230 Introduction to Cell Biology	4
CHEM 210 General Chemistry I	5
PHYS 210 General Physics I	4
or PHYS 250 Physics with Calculus I	

Selective courses: choose a minimum of 12 units from the following:

BIOL 103 Native Plants and Wildflowers	3
BIOL 130 Human Biology	3
BIOL 240 General Microbiology	4
BIOL 250 Human Anatomy	4
BIOL 260 Human Physiology	5
BIOL 310 Nutrition	3
CHEM 220 General Chemistry II	5
MATH 200 Elementary Probability and Statistics	4
MATH 241/242 Applied Calculus I/II	5/5
or MATH 251/252/253 Analytical Geometry & Calculus I/II/III	5/5/5
PHYS 220 General Physics II	4
or PHYS 260/270 Physics with Calculus II/III	4/4

Associate Degree Unit Requirements Total **30\***

### ASSOCIATE IN SCIENCE DEGREE-BIOLOGY WITH EMPHASIS IN HEALTH SCIENCES

#### Core and Selective Requirements

Complete Core Courses, 16-18 units

	UNITS
BIOL 110 Principles of Biology	4
<i>One of the following courses:</i>	
CHEM 192 Elementary Chemistry	4-5
or CHEM 210 General Chemistry I	
or CHEM 410 Chemistry for Health Sciences	
<i>And two of the following courses:</i>	
BIOL 250 Human Anatomy <sup>□^</sup>	4
BIOL 240 General Microbiology <sup>^•</sup>	4
BIOL 260 Human Physiology <sup>^•</sup>	5

□generally required for Radiologic Technology Program

^generally required for Nursing Programs

•generally required for Respiratory Therapy Programs

Selective courses: choose a minimum of 10 units from the following:

ANTH 110 Cultural Anthropology	3
BIOL 225 Biology of Organisms	5
BIOL 230 Introduction to Cell Biology	4
BIOL 240 General Microbiology	4
BIOL 250 Human Anatomy	4
BIOL 260 Human Physiology	5
BIOL 310 Nutrition	3
CHEM 220 General Chemistry II	5
FITN 250 Personal Trainer Preparation: Anatomy & Physiology	3
HSCI 100 General Health Science	2-3
HSCI 115 Intro to Health Care and the Health Professions	3
HSCI 430 First Aid	.5
LCTR 151 Allied Health Science Vocabulary	1
MATH 200 Elementary Probability and Statistics	4
MATH 241/242 Applied Calculus I/II	5/5
Math 251 Analytical Geometry and Calculus I	5
PHYS 210/220 General Physics I/II	4/4
PSYC 100 General Psychology	3
PSYC 201 Child Development	3

Associate Degree Unit Requirements Total **26-28\***

### TRANSFER PROGRAM - BIOLOGY

Cañada College offers lower division coursework required for transfer in the area of Biological Sciences. Students should use PROJECT ASSIST ([www.assist.org](http://www.assist.org)) to research lower division major requirements at the transfer destination(s) of their choice. Also, work with a Counselor/Advisor to determine appropriate transfer coursework.

### PROFESSIONAL SCHOOL PREPARATION

(Pre-Dentistry, Pre-Medicine, Pre-Pharmacy, Pre-Veterinary, Pre-Optometry)

Many students are interested in careers in the health sciences and wonder what they should major in at Cañada College. Students often have the misconception that "pre-med" is an academic major and it is not. Students should major in what they enjoy as long as they take the appropriate courses required for professional school (medical, dental, veterinary) admission. Some students choose majors like biological science, genetics, or microbiology, where there is a great deal of overlap between courses required for their major and the professional school undergraduate requirements. Others choose majors not directly related to their career objective, such as English, psychology, anthropology, and use their elective units to meet the professional school requirements. Professional schools, especially medical schools, are looking for well-rounded students who have taken courses in the humanities and social sciences, and who have participated in activities and community work. More information can be found at numerous websites (i.e., [www.aamc.org](http://www.aamc.org)) and by speaking with a Counselor/Advisor.

Each professional school has a minimum number of prerequisite courses to be taken at the undergraduate level. Requirements vary from school to school. Many prerequisite courses may be taken at Cañada College.

\* and required General Education coursework and electives as needed to meet the minimum 60 units required for the Associate degree.

# BUSINESS ADMINISTRATION

**Certificate of Proficiency - Business Administration**  
**Associate in Science Degree - Business Administration**  
**Transfer Program - Business Administration**

The Business Department offers a transfer program, an AS Degree. The transfer program listed is the same for all business disciplines at four-year colleges and universities. The AS Degree is 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 core requirements must be evaluated by a letter grade, not by the credit (CR) grade.

## CERTIFICATE OF PROFICIENCY - BUSINESS ADMINISTRATION

*Core and Selective Requirements*

**Complete Core Courses, 25-28 units**

	<b>UNITS</b>
ACTG 121 Financial Accounting	4-5
BUS. 100 Survey of Business	3
BUS. 101 Human Relations in Business	3
<i>or MGMT 204 Managing Employees Effectively</i>	3
BUS. 103 Introduction to Business Information Systems	3
BUS. 108 Business Writing & Presentation Methods	3
BUS. 115 Business Mathematics	3
<i>or MATH 120 Intermediate Algebra</i>	5
BUS. 201 Business Law	3
MGMT 215 Management of Human Resources	3

**Selectives courses: choose a minimum of 6 units from the following:**

May be any Accounting or Business or  
 Cooperative Education course 6

**Certificate Unit Requirements Total 31-34+**

## ASSOCIATE IN SCIENCE - BUSINESS ADMINISTRATION

*Core and Selective Requirements*

**Complete Core Courses, 21-25 units**

	<b>UNITS</b>
ACTG 121 Financial Accounting	4-5
ACTG 131 Managerial Accounting	4-5
ECON 100 Principles of Macro Economics	3
ECON 102 Principles of Micro Economics	3
MATH 125 Elementary Finite Mathematics	3
<i>or MATH 241 Applied Calculus I</i>	5
<i>or MATH 251 Analytical Geometry &amp; Calculus I</i>	5
MATH 200 Elementary Probability & Statistics	4

**Selectives courses: choose a minimum of 6 units from the following:**

BUS. 100 Survey of Business	3
BUS. 103 Introduction to Business Information Systems	3
BUS. 201 Business Law	3
CBOT 435 Spreadsheets	3
CIS 118/119 Intro to Object-Oriented Program Design/Lab I	3/1
CIS 250/251 Programming Methods I: C++/Lab I: C++	3/1
MATH 242 Applied Calculus II	5
MATH 252 Analytical Geometry & Calculus II	5
SPCH 100 Public Speaking	3

**Associate Degree Unit Requirements Total 27-31\***

## TRANSFER PROGRAM - BUSINESS ADMINISTRATION

Cañada College offers lower division coursework required for transfer in the area of Business Administration. Students should use PROJECT ASSIST ([www.assist.org](http://www.assist.org)) to research lower division major requirements at the transfer destination(s) of their choice. Also, work with a Counselor/Advisor to determine appropriate transfer coursework.

+ meet Certificate Program requirements listed on page 44.

\* and required General Education coursework and electives as needed to meet the minimum 60 units required for the Associate degree.



## BUSINESS/CORPORATE MEETING PLANNER

### Certificate of Completion

The Corporate Meeting Planner certificate is designed for the person in a corporate setting who is responsible for organizing and planning travel and meeting arrangements.

### CERTIFICATE OF COMPLETION- BUSINESS/CORPORATE MEETING PLANNER

#### Core and Selective Requirements

Complete Core Courses, 14.5 units

	<b>UNITS</b>
BUS. 128 Corporate Meeting and Event Planning	3
BUS. 419 On-site Management	1
CBOT 435 Spreadsheets	3
CBOT 436 Database Management	3
CBOT 472 Introduction to Word for Windows	1.5
CBOT 474 Intermediate Word for Windows	1.5
CBOT 480 Using the Internet, Part I	1.5
<b>Certificate Unit Requirements Total</b>	<b>14.5+</b>

+ meet Certificate Program requirements listed on page 44.

## BUSINESS MANAGEMENT

Certificate of Completion- Human Resources Management/  
Supervision

Certificate of Proficiency - Business Management/Retail (WAFC)

Certificate of Proficiency - Small Business

Associate in Science - Business Management/Retail (WAFC)

Associate in Science - Small Business

Transfer Program - Business Management/Retail (WAFC)

The Business Department prepares students for both entry-level positions and management positions in retail. Students are prepared to plan, organize, direct, and manage employees in a variety of settings.

The Business Department also offers both an A.S. Degree and a Certificate program for those students who wish to become a new business owner and or update their skills as a current business owner. The A.S. Degree and Certificate program are designed to assist students in the development of a small business.

### CERTIFICATE OF COMPLETION- HUMAN RESOURCES MANAGEMENT/SUPERVISION

#### Core and Selective Requirements

Complete Core Courses, 10 units

	<b>UNITS</b>
MGMT 204 Managing Employees Effectively	3
MGMT 215 Management of Human Resources	3
MGMT 220 Organizational Behavior	3
MGMT 222 Financial Budgeting & Control	1
<b>Certificate Unit Requirements Total</b>	<b>10+</b>

### CERTIFICATE OF PROFICIENCY - BUSINESS MANAGEMENT/RETAIL (WAFC)

#### Core and Selective Requirements

Complete Core Courses, 30 units

	<b>UNITS</b>
ACTG 100 Accounting Procedures	3
BUS. 103 Introduction to Business Information Systems	3
BUS. 108 Business Writing and Presentation Methods	3
BUS. 115 Business Mathematics	3
BUS. 180 Marketing	3
BUS. 186 Retail Management	3
MGMT 100 Introduction to Business Management	3
MGMT 204 Managing Employees Effectively or BUS. 101 Human Relations in Business	3
MGMT 215 Management of Human Resources	3
SPCH 120 Interpersonal Communication	3
<b>Certificate Unit Requirements Total</b>	<b>30+</b>

### CERTIFICATE OF PROFICIENCY - SMALL BUSINESS

#### Core and Selective Requirements

Complete Core Courses, 26.5 units

	<b>UNITS</b>
ACTG 100 Accounting Procedures	3
ACTG 194 QuickBooks® & QuickBooks Pro® for the Small Business Person I	1
ACTG 196 QuickBooks® & QuickBooks Pro® for the Small Business Person II	1

BUS. 101 Human Relations in Business	3
BUS. 108 Business Writing & Presentation Methods	3
BUS. 150 Small Business Management	3
BUS. 395 Getting Started in Business	1
BUS. 396 Developing a Business Plan	1
BUS. 397 Developing Tools to Create a Marketing Plan	1
BUS. 399 Laws Governing Small Business Owners	1
BUS. 399 Managing a Business	1
CBOT 430 Computer Applications, Part I	1.5
CBOT 431 Computer Applications, Part II	1.5
CBOT 435 Spreadsheet	3
CBOT 480 Using the Internet, Part I	1.5

Selective courses: choose a minimum of 1 unit from the following:

BUS. 398 Small Business Resource Lab	1
COOP 670 Cooperative Education/Work Experience	1
COOP 672 Cooperative Education/Internship	1

Certificate Unit Requirements Total 27.5+

### ASSOCIATE IN SCIENCE - BUSINESS MANAGEMENT/ RETAIL (WAFC)

Complete Core Courses, 30 units, listed under the Certificate of Proficiency-Business Management/Retail.

Associate Degree Unit Requirements Total 30\*

### ASSOCIATE IN SCIENCE - SMALL BUSINESS

Core and Selective Requirements

Complete Core Courses, 27.5 units, listed under the Certificate of Proficiency-Small Business.

Associate Degree Unit Requirements Total 27.5\*

### TRANSFER PROGRAM - BUSINESS MANAGEMENT/RETAIL (WAFC)

Cañada College offers lower division coursework required for transfer in the area of Business Management. Students should use PROJECT ASSIST ([www.assist.org](http://www.assist.org)) to research lower division major requirements at the transfer destination(s) of their choice. Also, work with a Counselor/Advisor to determine appropriate transfer coursework.

+ meet Certificate Program requirements listed on page 44.

\* and required General Education coursework and electives as needed to meet the minimum 60 units required for the Associate degree.

## COMPUTER BUSINESS OFFICE TECHNOLOGY

Certificate of Completion - General Office

Certificate of Proficiency - Administrative Assistant

Certificate of Proficiency - Administrative Support Assistant

Associate in Science Degree - Administrative Assistant

Associate in Science Degree - Administrative Support Assistant

### CERTIFICATE OF COMPLETION - GENERAL OFFICE

Core and Selective Requirements

Complete Core Courses, 12 units

	UNITS
BUS. 101 Human Relations in Business	3
CBOT 415 Computer Keyboarding or CBOT 417 Skill Building	1.5
CBOT 430 Computer Applications, Part I	1.5
CBOT 431 Computer Applications, Part II	1.5
CBOT 439 Managing Business Document	1.5
CBOT 448 Using Microsoft Windows	1.5
CBOT 480 Using the Internet, Part I	1.5
Certificate Unit Requirements Total	12+

### CERTIFICATE OF PROFICIENCY - ADMINISTRATIVE ASSISTANT

Core and Selective Requirements

Complete Core Courses, 23.5 units

	UNITS
BUS. 101 Human Relations in Business	3
BUS. 108 Business Writing and Presentation Methods	3
CBOT 435 Spreadsheets	3
CBOT 436 Database Management	3
CBOT 457 Presentation Software: PowerPoint	1.5
CBOT 458 Advanced Presentation Software: PowerPoint	1.5
CBOT 472 Introduction to Word for Windows	1.5
CBOT 474 Intermediate Word for Windows	1.5
CBOT 475 Using Outlook	1.5
CBOT 476 Adobe Acrobat	1.5
CBOT 478 Integrating Microsoft Office	1.5
COOP 670 Cooperative Education/Work Experience or COOP 672 Cooperative Education: Internship	1

Selective courses: choose a minimum of 6 units from the following:

ACTG 100 Accounting Procedures	3
ACTG 194 QuickBooks and QuickBooks Pro for the Small Business Person I	1
BUS. 100 Survey in Business	3
BUS. 115 Business Mathematics	3
BUS. 128 Corporate Meeting and Event Planning	3
BUS. 201 Business Law	3
BUS. 419 Onsite Management	1
CBOT 482 Using the Internet, Part 2	1.5

Certificate Unit Requirements Total 29.5+

**CERTIFICATE OF PROFICIENCY – ADMINISTRATIVE SUPPORT ASSISTANT***Core and Selective Requirements*

Complete Core Courses, 17.5 units

	<b>UNITS</b>
BUS. 101 Human Relations in Business	3
BUS. 108 Business Writing and Presentation Methods	3
CBOT 430 Computer Applications, Part I	1.5
CBOT 431 Computer Applications, Part II	1.5
CBOT 439 Managing Business Documents	1.5
CBOT 448 Using Microsoft Windows	1.5
CBOT 472 Introduction to Word for Windows	1.5
CBOT 474 Intermediate Word for Windows	1.5
CBOT 480 Using the Internet, Part I	1.5
COOP 670 Cooperative Education/Work Experience or COOP 672 Cooperative Education: Internship	1

Selective courses: choose a minimum of 6 units from the following:

BUS. 100 Survey in Business	3
BUS. 115 Business Mathematics	3
BUS. 201 Business Law	3
CBOT 415 Beginning Computer Keyboarding or CBOT 417 Skill Building	1.5
CBOT 435 Spreadsheets	3
CBOT 436 Database Management	3
CBOT 457 Presentation Software: PowerPoint	1.5
CBOT 458 Advanced Presentation Software: PowerPoint	1.5
CBOT 475 Using Outlook	1.5
CBOT 476 Adobe Acrobat	1.5
CBOT 482 Using the Internet, Part II	1.5

Certificate Unit Requirements Total **23.5+****ASSOCIATE IN SCIENCE – ADMINISTRATIVE ASSISTANT***Core and Selective Requirements*

Complete Core &amp; Selective Courses, 29.5 units, listed under the Certificate of Proficiency-Administrative Assistant.

Associate Degree Unit Requirements Total **29.5\*****ASSOCIATE IN SCIENCE – ADMINISTRATIVE SUPPORT ASSISTANT***Core and Selective Requirements*

Complete Core &amp; Selective Courses, 23.5 units, listed under the Certificate of Proficiency-Administrative Support Assistant.

Associate Degree Unit Requirements Total **23.5\***

+ meet Certificate Program requirements listed on page 44.

\* and required General Education coursework and electives as needed to meet the minimum 60 units required for the Associate degree.

Contact: Sharon Finn, Phone: 306-3450

E-mail: finn@smccd.edu

**COMPUTER INFORMATION SCIENCE**

## Associate in Science - Computer Information Science

## Transfer Program - Computer Information Science

The Computer Information Science 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. The major for the AS degree in Computer Information Science consists of 19-21 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.

**ASSOCIATE IN SCIENCE - COMPUTER INFORMATION SCIENCE***Core & Selective Requirements*

Complete Core Courses, 19-21 units

Choose either the C++ OR the JAVA path below.

**C++ Path**

	<b>UNITS</b>
CIS 118/119 Introduction to Object-Oriented Program Design/Lab I	3/1
CIS 250/251 Programming Methods I: C++/Lab I: C++	3/1
CIS 252/253 Programming Methods II: C++/Lab II C++	3/1
<i>Two 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
MATH 268 Discrete Mathematics	4

**Java Path**

	<b>UNITS</b>
CIS 118/119 Introduction to Object-Oriented Program Design/Lab I	3/1
CIS 284/285 Programming Methods I: Java/Lab I: Java	3/1
CIS 286/287 Programming Methods II: Java/Lab II: Java	3/1
<i>Two of the following courses:</i>	
MATH 200 Elementary Probability and Statistics	4
MATH 251 Analytical Geometry & Calculus I	5
MATH 268 Discrete Mathematics	4

Selective courses: in addition to taking the courses for one of the paths listed above, choose a minimum of 12 units from the following:

CHEM 210/220 General Chemistry I/II	5/5
ENGR 210 Engineering Graphics	4
ENGR 260/261 Circuits and Devices/Lab	3/1
ENGR 270 Materials Science	3
MATH 200 Elementary Probability and Statistics	4
MATH 219 Pre-Calculus College Algebra/Trigonometry	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
PHIL 103 Critical Thinking	3
PHYS 210/220 General Physics I/II	4/4
or PHYS 250/260/270 Physics with Calculus I/II/III	4/4/4

Associate Degree Unit Requirements Total **31-33\***

### TRANSFER PROGRAM - COMPUTER INFORMATION SCIENCE

Cañada College offers lower division coursework required for transfer in the areas related to Computer Science. In this regard, it is suggested that students research Computer Information Systems, Management Information Systems, Computer Science, and Computer Engineering programs. Students should use PROJECT ASSIST ([www.assist.org](http://www.assist.org)) to research lower division major requirements at the transfer destination(s) of their choice. Also, work with a Counselor/Advisor to determine appropriate transfer coursework.

*\* and required General Education coursework and electives as needed to meet the minimum 60 units required for the Associate degree.*

## COMPUTER INFORMATION TECHNOLOGY

Certificate of Completion – Home Office/Small Business Computer Security

### CERTIFICATE OF COMPLETION – HOME OFFICE/SMALL BUSINESS COMPUTER SECURITY

*Core Requirements*

Complete Core Courses, 15 units

	<b>UNITS</b>
CIT 422 Help Desk	1.5
CIT 450 PC Maintenance & System Upgrades, Part I	3
CIT 453 Troubleshooting Systems	1.5
CIT 467 Internet/Network Security	3
CIT 492 Networking Essentials	3
CIT 494 Supporting Windows XP Professional	3

**Certificate Unit Requirements Total** **15\***

*\* and required General Education coursework and electives as needed to meet the minimum 60 units required for the Associate degree.*



## EARLY CHILDHOOD EDUCATION/ CHILD DEVELOPMENT

**Certificate of Completion - Family Development**

**Certificate of Proficiency - Early Childhood Education/Child Development**

**Associate in Science - Early Childhood Education /Child Development Transfer Program**

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.

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.

**CERTIFICATE OF COMPLETION - FAMILY DEVELOPMENT**

*Core and Selective Requirements*

**Complete Core Courses, 6 units**

	UNITS
HMSV 262 or ECE. 262 Introduction to Family Support: Building Respectful Partnerships	3
HMSV 264 or ECE. 264 The Life Cycle of the Family	3

**Selective courses: choose a minimum of 3 units from the following:**

HMSV 265 <b>and</b> HMSV 266 Family Development Portfolio, Part I <b>and</b> Part II	1.5/1.5
HMSV 366 or ECE. 366 Practicum in Early Childhood Education	3
HMSV 670 Cooperative Education/ Human Services Work Experience	3
HMSV 672 Cooperative Education: Human Services Internship	3
<b>Certificate Unit Requirements Total</b>	<b>9+</b>

**CERTIFICATE OF PROFICIENCY - EARLY CHILDHOOD EDUCATION/CHILD DEVELOPMENT**

*Core & Selective Requirements*

**Complete Core Courses, 15 units**

	UNITS
ECE. 201 Child Development <i>or PSYC 201 Child Development</i>	3
ECE. 210 Early Childhood Education Principles	3
ECE. 211 Early Childhood Education Curriculum	3
ECE. 212 Child, Family, and Community	3
ECE. 366 Practicum in Early Childhood Education	3

**Selective courses: choose a minimum of 9 units from the following:**

ECE. 191 Children's Literature I	3
ECE. 192 Children's Literature II	3
ECE. 213 The School-Age Child	3
ECE. 223 Infant Development	3
ECE. 225 Infant/Toddler Environments	3
ECE. 230 Creative Activities for the Young Child	3
ECE. 240 Early Childhood Education Administration: Business/Legal	3
ECE. 241 Early Childhood Education Administration: Human Relations	3
ECE. 242 Adult Supervision in ECE/CD Classrooms	2
ECE. 240 PreKindergarten Learning and Development Guidelines	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. 313 Health & Safety for Young Children	3
ECE. 316 First Aid for Children	0.5
ECE. 317 Pediatric CPR	0.5
ECE. 331 The Teaching Experience	1
ECE. 333 Observational Skills	1
ECE. 335 Handling Behavior	3
ECE. 337 Child-Parent Relationships	3
ECE. 350 Issues in Early Childhood Education	1-12
ECE. 351 Language Arts in Early Childhood	1
ECE. 353 Literacy in Early Childhood	1
ECE. 355 Storytelling in Early Childhood	1
ECE. 380 Family Day Care Training	1-4
ECE. 382 Male Involvement in Early Childhood	1
ECE. 384 Principles and Policies for Home-Based Child Care	3
ECE. 386 Activity Planning & Curriculum for Home-Based Child Care	3
ECE. 670 Cooperative Education/Work Experience	3
ECE. 690 Research Projects	1-3
ECE. 695 Independent Study	.5-6
EDUC 100 Introduction to Education	3
<b>Certificate Unit Requirements Total</b>	<b>24+</b>

**AREAS OF SPECIALIZATION WITHIN THE ECE/CD PROGRAM**

In accordance with the guidelines established by the Child Development Permit for the Master Teacher, Cañada College's ECE/CD Program has created several "specializations." ("Administration" is not considered a specialization.) Six semester units in specific areas define a specialization. These focus areas can be useful to students when seeking work advancement or career development options.

**Infant/Toddler Care**

ECE. 223 Infant Development	3
ECE. 225 Infant/Toddler Environments	3

**Preschool Programming: SAFE START**

ECE. 250 Violence & Its Impact on Children & Their Families	3
ECE. 252 Teaching Violence Intervention Strategies to Children and Families	3



**Preschool Programming: Children's Literature**

ECE. 191 Children's Literature I	3
ECE. 192 Children's Literature II	3

**Developmentally Appropriate Curriculum: School-Age Care**

ECE. 213 The School-Age Child	3
ECE. 230 Creative Activities for the Young Child	3

**Developmentally Appropriate Curriculum: Children with Special Needs**

ECE. 260 Children with Special Needs	3
ECE. 335 Handling Behavior	3

**Family Support**

ECE. 262 Introduction to Family Support: Building Respectful Partnerships	3
ECE. 264 The Life Cycle of the Family	3

**Family Child Care: Home-Based Care**

ECE. 384 Principles & Policies for Home-Based Child Care	3
ECE. 386 Activity Planning & Curriculum for Home-Based Child Care	3

**ASSOCIATE IN SCIENCE - EARLY CHILDHOOD EDUCATION/CHILD DEVELOPMENT****Core & Selective Requirements**

Complete Core and Selective Courses, 24 units, listed under the Certificate of Proficiency–Early Childhood Education/Child Development.

Associate Degree Unit Requirements Total **24\***

**TRANSFER PROGRAM - CHILD DEVELOPMENT**

Cañada College offers lower division coursework required for transfer in areas related to Child Development and for students seeking teaching positions in a preschool, elementary, or secondary educational environment. In this regard, it is suggested that students research Child Development, Psychology, and Liberal Studies majors. Students should use PROJECT ASSIST ([www.assist.org](http://www.assist.org)) to research lower division major requirements at the transfer destination(s) of their choice. Also, work with a Counselor/Advisor to determine appropriate transfer coursework.

**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 career lattice approach acknowledges the importance of many entry points into the profession. The Child Development Permit has taken the place of the Emergency Children's Center Instructional Permit, the Children's Center Supervision Permit, and the Life Children's Center Supervision Permit.

+ meet Certificate Program requirements listed on page 44.

\*and required General Education coursework and electives as needed to meet the minimum 60 units required for the Associate degree.

**ECONOMICS****Associate in Arts****Transfer Program**

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.

**ASSOCIATE IN ARTS - ECONOMICS****Core and Selective Requirements****Complete Core Courses, 6 units**

	<b>UNITS</b>
ECON 100 Principles of Macro Economics	3
ECON 102 Principles of Micro Economics	3

**Selective courses: choose a minimum of 12 units from the following list:**

ACTG 121 Financial Accounting	4-5
ACTG 131 Managerial Accounting	4-5
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 200 Elementary Probability and Statistics	4
MATH 241, 242 Applied Calculus I, II or MATH 251, 252 Analytical Geometry & Calculus I/II	5/5
PHIL 100 Introduction to Philosophy	3
PSYC 100 General Psychology	3

Associate Degree Unit Requirements Total **18\***

**TRANSFER PROGRAM - ECONOMICS**

Cañada College offers lower division coursework required for transfer in Economics. Students should use PROJECT ASSIST ([www.assist.org](http://www.assist.org)) to research lower division major requirements at the transfer destination(s) of their choice. Also, work with a Counselor/Advisor to determine appropriate transfer coursework.

\*and required General Education coursework and electives as needed to meet the minimum 60 units required for the Associate degree

## ENGINEERING

### Associate in Science

#### Transfer Program

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

Engineering is one of the largest professions in the United States with over one million jobs in fields ranging from airplane design to pollution control. The four largest branches of engineering are electrical, mechanical, civil and computer 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 for practicing engineers include positions in aerospace, agricultural, architectural, biomedical, chemical, civil, computer, electrical, environmental, industrial, materials, mechanical, and nuclear fields. Most engineers work for manufacturing industries, while a smaller percentage work for federal, state and local government agencies, or as private consultants.

### ASSOCIATE IN SCIENCE - ENGINEERING

#### Core and Selective Requirements

#### Complete Core Courses, 33-36 units

	<b>UNITS</b>
CHEM 210 General Chemistry I	5
ENGR 260/261 Circuits and Devices/Lab	3/1
MATH 251 Analytical Geometry & Calculus I	5
MATH 252 Analytical Geometry & Calculus II	5
PHYS 250 Physics with Calculus I	4
PHYS 260 Physics with Calculus II	4
Choose any two or three courses, 6-9 units:	
ENGR 210 Engineering Graphics	3
ENGR 215 Computational Methods for Engineers	3
ENGR 230 Statics	3
ENGR 240 Engineering Dynamics	3
ENGR 270 Materials Science	3

#### Selective courses: choose a minimum of 4 units from the following:

CHEM 220 General Chemistry II	5
CIS 250/251 Programming Methods I: C++/Lab I:C++	3/1
MATH 253 Analytical Geometry & Calculus III	5
MATH 270 Linear Algebra	3
MATH 275 Ordinary Differential Equations	3
PHYS 270 Physics with Calculus III	4

Choose any one course not selected above, 3 units:

ENGR 210, ENGR 215, ENGR 230, ENGR 240, ENGR 270

**Associate Degree Unit Requirements Total** **37-40\***

### TRANSFER PROGRAM - ENGINEERING

Cañada College offers lower division coursework required for transfer in Engineering. Students should use PROJECT ASSIST ([www.assist.org](http://www.assist.org)) to research lower division major requirements at the transfer destination(s) of their choice. Also, work with a Counselor/Advisor to determine appropriate transfer coursework.

*\* and required General Education coursework and electives as needed to meet the minimum 60 units required for the Associate degree.*

## ENGLISH

### Associate in Arts

#### Transfer Program

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.

### ASSOCIATE IN ARTS - ENGLISH

#### Core & Selective Requirements

#### Complete Core Courses, 9 units

	<b>UNITS</b>
ENGL 100 Reading and Composition	3
ENGL 110 Composition and Literature	3
ENGL 165 Advanced Composition	3

#### Selective courses: choose a minimum of 9 units from the following:

Literature courses	9-15
Foreign Language	5-10
HIST 100/101 History of Western Civilization I/II	3/3
PHIL 100 Introduction to Philosophy	3

**Associate Degree Unit Requirements Total** **18\***

### TRANSFER PROGRAM - ENGLISH

Cañada College offers lower division coursework required for transfer in English. Students should use PROJECT ASSIST ([www.assist.org](http://www.assist.org)) to research lower division major requirements at the transfer destination(s) of their choice. Also, work with a Counselor/Advisor to determine appropriate transfer coursework.

*\*and required General Education coursework and electives as needed to meet the minimum 60 units required for the Associate degree.*

## ENGLISH AS A SECOND LANGUAGE

### ACADEMIC COMPETENCY IN ENGLISH (ACE) LANGUAGE

Certificate of Completion 16 units

The Academic Competency in English (ACE) Language Certificate is a multi-skill, academic English language certificate. Upon completion, students will be able to read, write, speak, and understand English in college-level academic contexts.

Students who earn the Academic Competency in English (ACE) Language Certificate will be prepared to begin college courses for transfer, certificates, and degrees in both academic and vocational areas. Additionally, this certificate will officially recognize the acquisition of the English language necessary to succeed in college-level courses and compete successfully in the labor market. Because of this, the Academic Competency in English (ACE) Language Certificate will assist community employers in determining the level of English language qualifications in potential employees.

### CERTIFICATE OF COMPLETION - ACADEMIC COMPETENCY IN ENGLISH (ACE) LANGUAGE

*Core and Selective Requirements*

Complete Core Courses, 18 units

	<b>UNITS</b>
ESL 824 Grammar IV	4
ESL 834 Listening/Speaking IV	4
ESL 844 Writing IV	4
ESL 864 Reading IV	4
Certificate Unit Requirements Total	16+

+ meet Certificate Program requirements listed on page 44.

## FASHION DESIGN

Certificate of Proficiency - Custom Dressmaking/Small Business Oriented

Certificate of Proficiency - Fashion Design Merchandising

Certificate of Proficiency - Technical (Apparel Industry Oriented)

Certificate of Proficiency - Theater Costuming

Associate in Science - Custom Dressmaking/Small Business Oriented

Associate in Science - Fashion Design Merchandising

Associate in Science - Technical (Apparel Industry Oriented)

Associate in Science - Theater Costuming

Transfer Program - Custom Dressmaking/Small Business Oriented

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.

### CERTIFICATE OF PROFICIENCY - CUSTOM DRESSMAKING / SMALL BUSINESS

*Core & Selective Requirements*

Complete Core Courses, 32 units

	<b>UNITS</b>
CBOT 430 Computer Applications, Part I or CBOT 431 Computer Applications, Part II	1.5
FASH 100 Principles of Design	3
FASH 111 Techniques of Fit	3
FASH 113 Textiles	3
FASH 115 Intermediate Clothing Construction	3
FASH 116 Tailoring	3
FASH 118 Flat Pattern	3
FASH 123 Introduction to the Fashion Industry	3
FASH 162 Advanced Flat Pattern	3
FASH 168 Fashion Draping	3
FASH 166 Fashion Entrepreneurship	3
FASH 195 Portfolio Development	0.5

**Selective courses: choose a minimum of 3 units from the following**

COOP 672 Cooperative Education: Internship	3
FASH 124 Creative Techniques	3
FASH 128 Decorating with Fabric for the Small Business	3
FASH 129 Clothing Choices for Any Body	0.5
FASH 132 Trouser Construction	1
FASH 140 Basic Serging	1
FASH 146 Designer Techniques	3
FASH 150 History of Fashion	3
FASH 164 Fashion Illustration	3
FASH 167 The Custom Dress Form	1
FASH 170 French Pattern Drafting	2
FASH 171 Trouser Moulage	1
FASH 172 Bustier	1

**Certificate Unit Requirements Total 35+**

**CERTIFICATE OF PROFICIENCY - FASHION DESIGN MERCHANDISING**

Fashion merchandising requires the combination of the creative and business skill sets. Strategy and marketing know how are essential for the skilled professional. Fashion merchandising requires good analytical, communication, and visual skill sets. As the global retail sector diversifies and multiple channels including web and store based operations grow, there is a growing need for merchandisers.

Career opportunities within the retail sector include: Visual Merchandise Manager, Visual Display Manager, Promotions Manager, Sales Manager, Account Specialist, Buyer, Merchandise Manager, Public Relations Manager, Sales Associate, Sales Representative, Account Manager, Point of Purchase Representative.

**Core & Selective Requirements**

Complete Core Courses, 25 units

	<b>UNITS</b>
FASH 100 Principles of Design	3
FASH 113 Textiles	3
FASH 150 History of Fashion	3
FASH 151 Fashion Merchandising	3
FASH 228 Fashion Show Production	3
FASH 225 Apparel Analysis	3
FASH 226 Visual Merchandising and Display	3
FASH 230 Math for Merchandisers	3
FASH 672 Internship	1
<b>Certificate Unit Requirements Total</b>	<b>25+</b>

**CERTIFICATE OF PROFICIENCY - TECHNICAL (APPAREL INDUSTRY ORIENTED)**

**Core & Selective Requirements**

Complete Core Courses, 26.5 units

	<b>UNITS</b>
FASH 100 Principles of Design	3
FASH 113 Textiles	3
FASH 115 Intermediate Clothing Construction	3
FASH 118 Flat Pattern	3
FASH 123 Introduction to the Fashion Industry	3
FASH 163 Pattern Grading	1
FASH 164 Fashion Illustration	3
FASH 175 Advanced Illustration	3
FASH 178 Computerized Pattern Grading	1
FASH 180 Computerized Pattern Design	3
FASH 195 Portfolio Development	0.5

**Selective courses: choose a minimum of 6 units from the following:**

COOP 672 Cooperative Education: Internship	3
FASH 110 Beginning Clothing Construction	3
FASH 111 Techniques of Fit	3
FASH 140 Basic Serging	1
FASH 150 History of Fashion	3
FASH 165 Design Inspiration	1
FASH 166 Fashion Entrepreneurship	3

**Certificate Unit Requirements Total 32.5+**

**CERTIFICATE OF PROFICIENCY - THEATER COSTUMING**

The Theater Costuming Program provides students with an introduction to the costuming industry, including the many types of jobs available in this field, from designing to costume construction and show production. Students learn historic and theatrical styles, pattern making skills, tailoring and construction skills as well as design and illustration techniques to prepare them for a job in costuming. Students have the opportunity to work on actual productions through class work or internships.

The theater provides many interesting part-time, free-lance and full-time jobs in costuming, including design, patternmaking, construction, dressing a production, managing a costume shop and costume rentals. Graduates of this program will be prepared to begin a career as costume technicians in any number of areas, as well as to continue their education in costume design at a four-year university.

**Core & Selective Requirements**

Complete Core Courses, 25 units

	<b>UNITS</b>
FASH 113 Textiles	3
FASH 116 Tailoring	3
FASH 150 History of Fashion	3
FASH 162 Advanced Flat Pattern	3
FASH 164 Fashion Illustration	3
FASH 168 Fashion Draping	3
FASH 196 Introduction to Theater Costuming	1
FASH 197 Historical and Theatrical Costume Development	3
FASH 199 Costuming for Theatrical Production or FASH 672 Cooperative Education: Internship	3

**Selective courses: choose a minimum of 3 units from the following:**

FASH 134 Beginning Millinery	1
FASH 140 Basic Serging	1
FASH 170 French Pattern Drafting	2
FASH 171 Trouser Moulage	1
FASH 172 Bustier	1

**Certificate Unit Requirements Total 28+**

**ASSOCIATE IN SCIENCE - CUSTOM DRESSMAKING / SMALL BUSINESS ORIENTED**

**Core & Selective Requirements**

Complete Core and Selective Courses listed under the Certificate of Proficiency-Custom Dressmaking/Small Business Oriented.

**Associate Degree Unit Requirements Total 35\***

**ASSOCIATE IN SCIENCE - FASHION DESIGN MERCHANDISING**

**Core & Selective Requirements**

Complete Core and Selective Courses listed under the Certificate of Proficiency-Fashion Design Merchandising.

**Associate Degree Unit Requirements Total 25\***

**ASSOCIATE IN SCIENCE - TECHNICAL (APPAREL INDUSTRY ORIENTED)**

**Core & Selective Requirements**

Complete Core and Selective Courses listed under the Certificate of Proficiency-Technical (Apparel Industry Oriented).

Associate Degree Unit Requirements Total **32.5\***

**ASSOCIATE IN SCIENCE - THEATER COSTUMING**

**Core & Selective Requirements**

Complete Core and Selective Courses listed under the Certificate of Proficiency-Theater Costuming.

Associate Degree Unit Requirements Total **28\***

**TRANSFER PROGRAM - CUSTOM DRESSMAKING / SMALL BUSINESS ORIENTED**

Cañada College offers lower division coursework required for transfer in Fashion Design. Students should use PROJECT ASSIST (www.assist.org) to research lower division major requirements at the transfer destination(s) of their choice. Also, work with a Counselor/Advisor to determine appropriate transfer coursework.

+ meet Certificate Program requirements listed on page 44.

\* and required General Education coursework and electives as needed to meet the minimum 60 units required for the Associate degree.

Contact: Ronda Chaney, Phone: 306-3370  
 Web: www.canadacollege.edu/fashion

**GEOGRAPHY**

**Associate in Arts**

**Transfer Program Available**

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.

**ASSOCIATE IN ARTS - GEOGRAPHY**

**Core and Selective Requirements**

Complete Core Courses, 9 units

	<b>UNITS</b>
GEOG 100 Physical Geography	3
GEOG 110 Cultural Geography	3
OCEN 100 Oceanography	3

**Selective courses: choose a minimum of 9 units from the following:**

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	5/5
or MATH 251/252 Analytic Geometry & Calculus I/II	5/5

Associate Degree Unit Requirements Total **18\***

**TRANSFER PROGRAM - GEOGRAPHY**

Cañada College offers lower division coursework required for transfer in Geography. Students should use PROJECT ASSIST (www.assist.org) to research lower division major requirements at the transfer destination(s) of their choice. Also, work with a Counselor/Advisor to determine appropriate transfer coursework.

\* and required General Education coursework and electives as needed to meet the minimum 60 units required for the Associate degree.

## HISTORY

### Associate in Arts

#### Transfer Program Available

The History Department at Cañada College offers a broad variety of courses intended to prepare students for transfer and for global citizenship. In history classes, students deepen their knowledge of the past while improving their reading, writing and research skills. Our courses meet many general education requirements in addition to providing the classes necessary for History majors.

History majors commonly become lawyers, teachers, professors, museum professionals, journalists, and archeologists. History provides a solid foundation for those wishing to work in business, politics and public policy. History is also an excellent major for anyone hoping to get a teaching credential in the Social Sciences.

### ASSOCIATE IN ARTS -HISTORY

#### Core and Selective Requirements

Complete Core Courses, 12 units

	UNITS
HIST 100 History of Western Civilization I	3
HIST 101 History of Western Civilization II	3
HIST 201 United States History I	3
HIST 202 United States History II	3

Selective courses: choose a minimum of 6 units from the following:

HIST 242 African-American History	3
HIST 245 Race, Ethnicity and Immigration in the U.S.	3
HIST 246 History of Latinos in the U.S.	3
HIST 247 Women in U.S. History	3
HIST 315 History of San Mateo County	3
HIST 422 Modern Latin America	3
HIST 451 Far Eastern Civilization & Heritage I	3
HIST 452 Far Eastern Civilization & Heritage II	3
Foreign Language at the 100 level	3-6

Associate Degree Unit Requirements Total **18\***

### TRANSFER PROGRAM - HISTORY

Cañada College offers lower division coursework required for transfer in History. Students should use PROJECT ASSIST ([www.assist.org](http://www.assist.org)) to research lower division major requirements at the transfer destination(s) of their choice. Also, work with a Counselor/Advisor to determine appropriate transfer coursework.

*\* and required General Education coursework and electives as needed to meet the minimum 60 units required for the Associate degree.*

## HUMAN SERVICES

### Certificate of Completion - Promotor Education & Employment Project

#### Certificate of Completion - Family Development

#### Certificate of Completion - Community Health Worker

#### Certificate of Proficiency - Human Services

#### Associate in Science - Human Services

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 families in need of temporary social, health, and economic assistance. State and county agencies, nonprofit and private providers of services, social workers, psychologists, and medical personnel work in this field.

### CERTIFICATE OF COMPLETION - PROMOTOR EDUCATION & EMPLOYMENT PROJECT

#### Core and Selective Requirements

Complete Core Courses, 17 units

	UNITS
CBOT 430 Computer Applications, Part I <i>or CBOT 431 Computer Applications, Part II</i>	1.5
HSCI 100 General Health Science <i>*(2 or 3 unit course may be used to fulfill requirement)</i>	2-3*
HSCI 105 Communicable Disease	1
HSCI 430 First Aid	0.5
HSCI 432 CPR: Adult, Child, Infant	0.5
HSCI 665 Special Topics in Health Science	0.5
HMSV 161 Information & Referral: Understanding Community Resources	1
HMSV 262 or ECE. 262 Introduction to Family Support: Building Respectful Partnerships	3
HMSV 264 or ECE. 264 The Life Cycle of the Family	3
HMSV 265 Family Development Portfolio, Part I	1.5
HMSV 266 Family Development Portfolio, Part II	1.5
HMSV 672 Cooperative Education: Human Services Internship	1
<b>Certificate Unit Requirements Total</b>	<b>17+</b>

### CERTIFICATE OF COMPLETION - FAMILY DEVELOPMENT

#### Core and Selective Requirements

Complete Core Courses, 9 units

	UNITS
HMSV 262 or ECE. 262 Introduction to Family Support: Building Respectful Partnerships	3
HMSV 264 or ECE. 264 The Life Cycle of the Family	3
Choose 3 units from the following:	
HMSV 265 <b>and</b> HMSV 266 Family Development Portfolio, Part I <b>and</b> Part II	1.5/1.5
HMSV 366 or ECE. 366 Practicum in Early Childhood Education	3
HMSV 670 Cooperative Education/ Human Services Work Experience	3
HMSV 672 Cooperative Education: Human Services Internship	3
<b>Certificate Unit Requirements Total</b>	<b>9+</b>

**CERTIFICATE OF COMPLETION - COMMUNITY HEALTH WORKER***Core and Selective Requirements*

Complete Core Courses, 13 units

	<b>UNITS</b>
HSCI 100 General Health Science <i>*(2 or 3 unit course may be used to fulfill requirement)</i>	2-3*
HSCI 105 Communicable Disease	1
HMSV 161 Information & Referral: Understanding Community Resources	1
HMSV 262 or ECE. 262 Introduction to Family Support: Building Respectful Partnerships	3
HMSV 264 or ECE. 264 The Life Cycle of the Family	3
HMSV 672 Cooperative Education: Human Services Internship	3

Selective courses: choose a minimum of 4 units from the following

CBOT 430 Computer Applications, Part I	1.5
ECE. 212 Child, Family, and Community	3
ECE. 316 First Aid for Children	0.5
ECE. 317 Pediatric CPR	0.5
HSCI 430 First Aid	0.5
HSCI 432 CPR: Adult, Child, Infant	0.5
HSCI 665 Special Topics in Health Science	0.5
HMSV 100 Introduction to Human Services	3
HMSV 120 Public Assistance and Benefits Program	3
HMSV 160 Serving Diverse Populations	3
PSYC 100 General Psychology	3
PSYC 106 Psychology of Ethnic Minority Groups	3
PSYC 110 Marriage & Relationship Choices	3
PSYC 201 Child Development	3
PSYC 410 Abnormal Psychology	3
SOCI 100 Introduction to Sociology	3
SOCI 141 Understanding Diverse Racial/Ethnic Cultures	3

Certificate Unit Requirements Total 17+

**CERTIFICATE OF PROFICIENCY - HUMAN SERVICES***Core and Selective Requirements*

Complete Core Courses, 15.5 units

	<b>UNITS</b>
CBOT 430 Computer Applications, Part I	1.5
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
HMSV 161 Information & Referral: Understanding Community Resources	1
HMSV 670 Cooperative Education: Human Services Work Experience <i>or HMSV 672 Cooperative Education: Human Services Internship</i>	3

Selective courses: choose a minimum of 11 units from the following

BUS. 108 Business Writing & Presentation Methods	3
HSCI 100 General Health Science <i>*(2 or 3 unit course may be used to fulfill requirement)</i>	2-3*
HSCI 105 Communicable Disease	1
HSCI 665 Special Topics in Health Science	0.5
HMSV 262 or ECE. 262 Introduction to Family Support: Building Respectful Partnerships	3
HMSV 264 or ECE.264 The Life Cycle of the Family	3

HMSV 265 Family Development Portfolio, Part I	1.5
HMSV 266 Family Development Portfolio, Part II	1.5
SPCH 120 Interpersonal Communication	3
<b>Certificate Unit Requirements Total</b>	<b>26.5+</b>

**ASSOCIATE IN SCIENCE DEGREE - HUMAN SERVICES***Core and Selective Requirements*

Complete Core and Selective Courses listed under the Certificate of Proficiency-Human Services.

Certificate Unit Requirements Total 26.5\*

**TRANSFER PROGRAM - HUMAN SERVICES**

Cañada College offers lower division coursework required for transfer in Human Services. Students should use PROJECT ASSIST ([www.assist.org](http://www.assist.org)) to research lower division major requirements at the transfer destination(s) of their choice. Also, work with a Counselor/Advisor to determine appropriate transfer coursework.

+ meet Certificate Program requirements listed on page 44.

\* and required General Education coursework and electives as needed to meet the minimum 60 units required for the Associate degree

## INTERIOR DESIGN

Certificate of Completion - Green/Sustainable Design

Certificate of Proficiency - Interior Design

Certificate of Proficiency- Residential and Commercial Design

Certificate of Proficiency - Kitchen and Bath (endorsed by NKBA, National Kitchen & Bath Association)

Associate in Science - Interior Design

Transfer Program

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 four certificate programs. The Kitchen & Bath Certificate is endorsed by the NKBA, National Kitchen & Bath Association. The AS degree in conjunction with the residential and commercial design or kitchen and bath certificate meets the minimum qualifying requirements for the American Society of Interior Designers (ASID) allied membership. Completion of the Kitchen & Bath Certificate prepares students for the AKBD (Associate Kitchen & Bath Design) exam and the CKD (Certified Kitchen Designer) and CBD (Certified Bath Designer). Interior Design students are required to complete the core requirements in Interior Design before taking the residential, commercial design and kitchen and bath 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.

### CERTIFICATE OF COMPLETION - GREEN/SUSTAINABLE DESIGN

The Green/Sustainable Design Certificate of Completion is designed for interested design students and professionals currently working in the industry (interior design, architecture, construction), to enhance their knowledge and skills. It prepares them for jobs with architectural and design firms, remodeling and construction companies, as well as numerous trade and retail positions, where expertise in this area is becoming an important and necessary job qualification.

**Core and Selective Requirements**

**Complete Core Courses, 16 units**

	<b>UNITS</b>
INTD 400 Green/Sustainable Design Concepts	2
INTD 450 Materials and Finishes	3
INTD 260 Overview of Lighting Design	3
INTD 356 Residential & Commercial Construction	3
INTD 370 Construction Estimating & Renovation	3
INTD 464 Codes: Fire, Safety, and Barrier-Free Design	1
INTD 672 Cooperative Education: Internship/ Work Experience	1
<b>Certificate Unit Requirements Total</b>	<b>16+</b>

### CERTIFICATE OF PROFICIENCY - INTERIOR DESIGN

**Core and Selective Requirements**

**Complete Core Courses, 31 units**

	<b>UNITS</b>
ARCH 110 Basic Architectural Drawing	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 Presentation Techniques I	3
INTD 129 Presentation Techniques II	3
INTD 130 Beginning Space Planning	3
INTD 148 Color for Interiors	3
INTD 150 History of Interiors	3
INTD 362 CAD for Interior Designers-Architectural Drawings	1
INTD 450 Materials and Finishes	3
<b>Certificate Unit Requirements Total</b>	<b>31+</b>

### CERTIFICATE OF PROFICIENCY - RESIDENTIAL AND COMMERCIAL DESIGN

**Core and Selective Requirements**

**Complete Core Courses, 62 units**

	<b>UNITS</b>
ARCH 110 Basic Architectural Drawing	3
ART 103 History of Art III	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 Presentation Techniques I	3
INTD 129 Presentation Techniques II	3
INTD 130 Beginning Space Planning	3
INTD 147 Advanced Space Planning	3
INTD 148 Color for Interiors	3
INTD 150 History of Interiors	3
INTD 250 Professional Practices	3
INTD 260 Overview of Lighting Design	3
INTD 270 Kitchen Design	3
INTD 271 Bath Design	3
INTD 340 Furniture, Casework and Interior Detailing	3
INTD 350 Commercial Design I	3
INTD 356 Residential & Commercial Construction	3
INTD 362 CAD for Interior Designers-Architectural Drawings	1
INTD 370 Construction Estimating and Renovation	3
INTD 450 Materials and Finishes	3
INTD 464 Codes: Fire, Safety, and Barrier-Free Design	1

**Selective courses: choose a minimum of 3 units from the following:**

ART 101 History of Art I	3
ART 102 History of Art II	3
ART 104 History of Art IV	3
ART 204 Drawing I	3
CBOT 430 Computer Applications, Part I	1.5
DRAF 100 Intro. to Computer-Aided Drafting (CSM) or DRAF 121 Computer-Aided Drafting I (CSM)	2 3
FASH 148 Decorating with Fabric for the Small Business	3
INTD 278 Marketing and Salesmanship for Interior Design	3
INTD 320 Asian Art for Interiors: China and Korea or ART 125 Asian Art for Interiors: China and Korea	1 1
INTD 321 Asian Art for Interiors: Japan & Southeast Asia or ART 126 Asian Art for Interiors: Japan & Southeast Asia	1 1
INTD 322 Asian Art for Interiors: Japan, India, and the Philippines	1



<i>or ART 127 Asian Art for Interiors: Japan, India, and the Philippines</i>	
INTD 670 Cooperative Education/Work Experience	1
<i>or INTD 672 Cooperative Education Internship</i>	1
<b>Certificate Unit Requirements Total</b>	<b>65+</b>

**CERTIFICATE OF PROFICIENCY - KITCHEN AND BATH**  
*Core and Selective Requirements*

Complete Core Courses, 59 units **UNITS**

ARCH 110 Basic Architectural Drawing	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 Presentation Techniques I	3
INTD 129 Presentation Techniques II	3
INTD 130 Beginning Space Planning	3
INTD 147 Advanced Space Planning	3
INTD 148 Color for Interiors	3
INTD 150 History of Interiors	3
INTD 270 Kitchen Design	3
INTD 271 Bath Design	3
INTD 276 Advanced Kitchen & Bath Design	3
INTD 278 Marketing & Salesmanship for Interior Design	3
INTD 340 Furniture, Casework, and Interior Detailing	3
INTD 356 Residential and Commercial Construction	3
INTD 362 CAD for Interior Designers- Architectural Drawings	1
INTD 370 Construction Estimating & Renovation	3
INTD 450 Materials and Finishes	3
INTD 464 Codes: Fire, Safety, and Barrier-Free Design	1
INTD 672 Cooperative Education Internship	3

**Selective courses: choose a minimum of 3 units from the following:**

ART 101 History of Art I	3
ART 102 History of Art II	3
ART 103 History of Art III	3
ART 204 Drawing I	3
CBOT 430 Computer Applications, Part I	1.5
INTD 250 Professional Practices	3
INTD 260 Overview of Lighting Design	3
INTD 320 Asian Art for Interiors: China and Korea <i>or ART 125 Asian Art for Interiors: China and Korea</i>	1
INTD 321 Asian Art for Interiors: Japan and Southeast Asia <i>or ART 126 Asian Art for Interiors: Japan and Southeast Asia</i>	1
INTD 322 Asian Art for Interiors: Japan, India, and the Philippines <i>or ART 127 Asian Art for Interiors: Japan, India, and the Philippines</i>	1
INTD 350 Commercial Design I	3
<b>Certificate Unit Requirements Total</b>	<b>62+</b>

**ASSOCIATE IN SCIENCE - INTERIOR DESIGN**  
*Core & Selective Requirements*

Complete Core Courses, 31 units, listed under the Certificate of Proficiency-Interior Design

**Associate Degree Unit Requirements Total** **31+**

**TRANSFER PROGRAM - INTERIOR DESIGN**

Cañada College offers lower division coursework required for transfer in Interior Design. Students should use PROJECT ASSIST ([www.assist.org](http://www.assist.org)) to research lower division major requirements at the transfer destination(s) of their choice. Also, work with a Counselor/Advisor to determine appropriate transfer coursework.

+ meet Certificate Program requirements listed on page 44.

\* and required General Education coursework and electives as needed to meet the minimum 60 units required for the Associate degree

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**Web: [www.canadacollege.edu/programs/degrees/interior\\_design](http://www.canadacollege.edu/programs/degrees/interior_design)**



## LIBERAL ARTS

### Associate in Arts

The Associate in Arts with a major in Liberal Arts at Cañada College encompasses an interdisciplinary approach and provides students with the maximum amount of flexibility regarding course selections. It is an excellent degree major choice for students who have not identified a specific major and want to explore a multidisciplinary curriculum encompassing all areas of knowledge in the arts and sciences. Those students who plan to transfer to a four-year college or university should complete the Associate in Arts with a major in University Studies.

### ASSOCIATE IN ARTS - LIBERAL ARTS

#### Core and Selective Requirements

#### Complete Core Courses, 15 units

Refer to page 48 of this Catalog for a list of course selections for each Area.

	UNITS
GE Area A1: Language & Rationality—English Composition	3
GE Area A2: Communication & Analytical Thinking	3
GE Area B: Natural Sciences	3
GE Area C: Humanities	3
GE Area D: Social & Behavioral Sciences	3

#### Selective courses: choose a minimum of 3 units from the following:

BIOL 310 Nutrition	3
CRER 137 Life & Career Planning	3
CRER 300 Introduction to Scholarships	1.5
CRER 401 College Success	0.5-1
CRER 430 Career Assessment	0.5
HSCI 100 General Health Science	2
HSCI 104 Nutrition & Physical Fitness	1
HSCI 105 Communicable Disease	1
HSCI 108 Women's Health Issues	1
HSCI 430 First Aid	0.5
HSCI 432 CPR: Adult, Child, Infant	0.5
HSCI 665 Special Topics in Health Science	0.5-2
PSYC 340 Psychology of Human Sexuality	3
Any Physical Education activity class except P.E. 690 or P.E. 695	maximum 1unit

**Associate Degree Unit Requirements Total 18\***

\* and required General Education coursework and electives as needed to meet the minimum 60 units required for the Associate degree.

## MATHEMATICS

### Transfer Program

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.

### TRANSFER PROGRAM - MATHEMATICS

Cañada College offers lower division coursework required for transfer in Mathematics. Students should use PROJECT ASSIST ([www.assist.org](http://www.assist.org)) to research lower division major requirements at the transfer destination(s) of their choice. Also, work with a Counselor/Advisor to determine appropriate transfer coursework.

## MEDICAL ASSISTING

**Certificate of Completion - Administrative Medical Assistant**

**Certificate of Completion - Medical Coding Specialist**

**Certificate of Completion - Clinical Medical Assistant**

**Certificate of Proficiency – Medical Assisting**

**Certificate of Proficiency – Medical Billing Specialist**

**Certificate of Proficiency – Medical Transcription**

**Associate in Science Degree – Medical Assisting**

**Associate in Science Degree – Medical Billing Specialist**

**Associate in Science Degree – Medical Transcription**

The ability to work well with people, be well organized, and be emphatic in dealing with patients are essential qualities in a medical assistant. The Medical Assisting program at Cañada is designed to provide the finest training and experience available. Through the expertise of a talented faculty and exposure to professionals in the field, students can expect to learn administrative duties such as medical/financial records management, medical report transcription, patient appointment scheduling, and clinical duties including preparation of patients for examination, assistance with minor surgery, giving injections, and operating electrocardiographs.

The field of Medical Assisting is one of the fastest growing occupations in this decade. Career opportunities for the well-trained medical assistant are plentiful. Graduates of Cañada’s program secure employment in physician’s offices, clinic, hospitals, labs, medical publication firms, laboratories, pharmaceutical firms, public health agencies, and the claims departments of health insurance companies. Recommended high school preparation: written and oral communication skills, typing, biology, psychology, and basic mathematics.

### CERTIFICATE OF COMPLETION – ADMINISTRATIVE MEDICAL ASSISTANT

The ability to work well with people, be well organized with attention to detail are essential qualities in an administrative medical assistant. Administrative skills include patient appointment scheduling, medical report transcription, medical billing and insurance, and medical/financial records management.

Administrative medical assistants work in physician’s offices, clinics, outpatient facilities, hospitals, and business offices of medical facilities.

**Core Requirements**

**Complete Core Courses, 15 units**

	<b>UNITS</b>
MEDA 115 Medical Word Processing	3
MEDA 140 Medical Transcription: Basic	3
MEDA 150 Medical Office Procedures	3
MEDA 160 Medical Insurance Procedures	3
MEDA 190 Introduction to Pharmacology	3
<b>Certificate Unit Requirements Total</b>	<b>15+</b>

### CERTIFICATE OF COMPLETION – MEDICAL CODING SPECIALIST

Ability to work independently and under pressure, attention to detail, organizational skills, and able to implement Federal and State com-

pliance laws and regulations are essential qualities in a medical coder.

Medical coders work in in-patient and out-patient hospital facilities, large clinics, and insurance companies.

**Core Requirements**

**Complete Core Courses, 15 units**

	<b>UNITS</b>
BIOL 130 Human Biology	3
MEDA 110 Basic Medical Terminology	3
MEDA 111 Intermediate Medical Terminology	3
MEDA 161 ICD (International Classification of Diseases)-9-CM (Clinical Modification) Beginning Coding	1
MEDA 162 ICD (International Classification of Diseases)-9-CM (Clinical Modification) Intermediate Coding	1
MEDA 163 ICD (International Classification of Diseases)-9-CM (Clinical Modification) Advanced Coding	1
MEDA 164 CPT (Current Procedural Terminology) Beginning Coding	1
MEDA 165 CPT (Current Procedural Terminology) Intermediate Coding	1
MEDA 166 CPT (Current Procedural Terminology) Advanced Coding	1
<b>Certificate Unit Requirements Total</b>	<b>15+</b>

### CERTIFICATE OF COMPLETION – CLINICAL MEDICAL ASSISTANT

The ability to work well with people, be well organized, and be empathetic in dealing with patients are essential qualities in a clinical medical assistant. Clinical skills include preparation of patients for exams, vital signs, assisting with minor surgery, giving injections, administering medication, venipuncture, EKG’s, routine laboratory procedures, and basic patient care.

Clinical medical assistants work in physician’s offices, clinics, outpatient facilities, and health services.

**Core Requirements**

**Complete Core Courses, 17 units**

	<b>UNITS</b>
MEDA 100 Introduction to Medical Assisting	3
MEDA 120 Clinical Procedures I	4
MEDA 121 Clinical Procedures II	4
MEDA 190 Introduction to Pharmacology	3
MEDA 672 Cooperative Education: Internship	3
<b>Certificate Unit Requirements Total</b>	<b>17+</b>

**CERTIFICATE OF PROFICIENCY – MEDICAL ASSISTING****Core Requirements**

Complete Core Courses, 38 units

	<b>UNITS</b>
BIOL 130 Human Biology	3
MEDA 100 Introduction to Medical Assisting	3
MEDA 110 Basic Medical Terminology	3
MEDA 111 Intermediate Medical Terminology	3
MEDA 115 Medical Word Processing	3
MEDA 120 Clinical Procedures I	4
MEDA 121 Clinical Procedures II	4
MEDA 140 Medical Transcription: Basic	3
MEDA 150 Medical Office Procedures	3
MEDA 160 Medical Insurance Procedures	3
MEDA 190 Introduction to Pharmacology	3
MEDA 672 Cooperative Education Internship	3
<b>Certificate Unit Requirements Total</b>	<b>41+</b>

**CERTIFICATE OF PROFICIENCY – MEDICAL BILLING SPECIALIST**

Associate of Science Degree with a major in Medical Billing Specialist; Certificate Program. Medical Billing Specialists usually perform their duties for all providers of health care services and equipment in hospitals, clinics, and private medical offices.

The employment outlook for Medical Billing Specialists is excellent and is expected to grow as health care needs continue to increase. Due to the rapid expansion in health care, employment opportunities include all providers of health care services and supplies, hospitals, clinics, health agencies, private medical offices, medical labs, educational institutions, and insurance carriers.

**Core Requirements**

Complete Core Courses, 24 units

	<b>UNITS</b>
ACTG 100 Accounting Procedures	3
MEDA 100 Introduction to Medical Assisting	3
MEDA 110 Basic Medical Terminology	3
MEDA 111 Intermediate Medical Terminology	3
MEDA 150 Medical Office Procedures	3
MEDA 160 Medical Insurance Procedures	3
MEDA 161 ICD (International Classification of Diseases)-9-CM (Clinical Modification) Beginning Coding	1
MEDA 162 ICD-9-CM Intermediate Coding	1
MEDA 163 ICD-9-CM Advanced Coding	1
MEDA 164 CPT (Current Procedural Terminology) Beginning	1
MEDA 165 CPT - Intermediate Coding	1
MEDA 166 CPT - Advanced Coding	1
<b>Certificate Unit Requirements Total</b>	<b>24+</b>

**CERTIFICATE OF PROFICIENCY – MEDICAL TRANSCRIPTION**

Attention to detail, organizational skills, and ability to work both independently and under pressure are essential qualities in a medical transcriptionist. Medical transcriptionists specialize in transcribing physician's reports on patient medical history, physical examination,

surgery, discharge, and radiological/nuclear medicine procedures from audiocassette dictation or written notes.

Medical transcriptionists work largely in physician's offices and hospitals. Their skills are also transferable to non-medical environments such as business offices, law offices, newsrooms, radio stations, and television transcription companies.

**Core Requirements**

Complete Core Courses, 33 units

	<b>UNITS</b>
BIOL 130 Human Biology	3
CBOT 417 Skill Building	1.5
CBOT 448 Using Microsoft Windows or CBOT 430 Computer Applications, Part I	1.5
CBOT 457 Presentation Software: PowerPoint	1.5
CBOT 472 Introduction to Word for Windows	1.5
MEDA 100 Introduction to Medical Assisting	3
MEDA 110 Basic Medical Terminology	3
MEDA 111 Intermediate Medical Terminology	3
MEDA 115 Medical Word Processing	3
MEDA 140 Medical Transcription: Basic	3
MEDA 141 Medical Transcription: Advanced	3
MEDA 160 Medical Insurance Procedures	3
MEDA 190 Introduction to Pharmacology	3
<b>Certificate Unit Requirements Total</b>	<b>33+</b>

**ASSOCIATE IN SCIENCE – MEDICAL ASSISTING****Core Requirements**

Complete Core Courses, 38 units, listed under the Certificate of Proficiency-Medical Assisting.

Associate Degree Unit Requirements Total 41\*

**ASSOCIATE IN SCIENCE – MEDICAL BILLING SPECIALIST****Core Requirements**

Complete Core Courses, 24 units, listed under the Certificate of Proficiency-Medical Billing Specialist.

Associate Degree Unit Requirements Total 24\*

**ASSOCIATE IN SCIENCE – MEDICAL TRANSCRIPTION****Core Requirements**

Complete Core Courses, 33 units, listed under the Certificate of Proficiency-Medical Transcription.

Associate Degree Unit Requirements Total 33\*

+ meet Certificate Program requirements listed on page 44.

\* and required General Education coursework and electives as needed to meet the minimum 60 units required for the Associate degree.

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## MULTIMEDIA

- Certificate of Completion - Graphic Design
- Certificate of Completion - Web Design
- Certificate of Proficiency - Multimedia
- Certificate of Proficiency - 3D Animation and Videogame Art
- Associate in Arts Degree - Multimedia
- Associate in Arts Degree - 3D Animation and Videogame Art
- Transfer Program

### CERTIFICATE OF COMPLETION - GRAPHIC DESIGN

This certificate prepares students for the career of graphic design. Graphic designers are typically responsible for graphic design production and pre press production. Graphic Designers create corporate branding and identification, logos, business cards, letterhead, newsletters, brochures, flyers, postcards and are responsible for the creation of publication marketing collateral. The Multimedia program provides the latest software and hardware to students in the graphic design certificate program. Faculty members have extensive industry experience and their expertise is critical to the success of students in this exciting and creative field.

Career opportunities include entry level Graphic Design: Pre Press, Graphic Design Assistant, Graphic Design Production Assistant, and Freelance Graphic Designers. Graphic designers can work in both large and small firms. Large companies will have their own in-house departments and hire designers directly. Other firms need the talents of a designer seasonally or for special projects and look for small design firms or freelance designers. Pre press production is a vital part of the printing industry as printing firms rely on graphic designers to correctly set up creative work for the press.

#### Core and Selective Requirements

Complete Core Courses, 16.5 units

	<b>UNITS</b>
MART 314 Introduction to Computer Graphics	3
MART 372 Digital Illustration	3
MART 376 Digital Imaging I	3
MART 377 Digital Imaging II	3
MART 378 Digital Page Layout	3
MART 390 Portfolio Creation	1.5
<b>Certificate Unit Requirements Total</b>	<b>16.5+</b>

### CERTIFICATE OF COMPLETION - WEB DESIGN

This certificate prepares students for the career of web design. Web designers are typically responsible for the design, interface, navigation, and update of websites. Web designers use a number of graphic and web creation computer software to create these websites. The Multimedia program provides the latest software and hardware to students in the web design certificate program. Faculty members have extensive industry experience and their expertise is critical to the success of students in this exciting and creative field.

Career opportunities include both freelance and in-house Web Design Assistant, Web Production Assistant, and Motion Graphics Designers. Entry level positions may be found in both large and small companies

as the design of a website demands constant updating. Many career opportunities exist for freelance web design work.

#### Core and Selective Requirements

Complete Core Courses, 16.5 units

	<b>UNITS</b>
MART 314 Introduction to Computer Graphics	3
MART 368 Web Design I	3
MART 369 Web Design II	3
MART 376 Digital Imaging I	3
MART 379 Digital Animation I: Flash®	3
MART 390 Portfolio Creation	1.5
<b>Certificate Unit Requirements Total</b>	<b>16.5+</b>

### CERTIFICATE OF PROFICIENCY - MULTIMEDIA

The Multimedia Art and Technology department provides courses taught by faculty with extensive academic, professional, and industry experience. Students are guided through the department's project based courses to develop the knowledge and skills needed to incorporate the principles of visual communication in their work. Each course provides students with projects and evaluating critiques that challenge their creative problem solving skills. A culminating course (MART 390) provides the opportunity for students to construct their electronic or print portfolio utilizing these projects.

The Multimedia Program prepares students for entry level positions as graphic designers, production art designers, web designers, and production assistants in animation, video, and multimedia product development such as game development, interactive CD presentations, and digital video.

#### Core and Selective Requirements

Complete Core Courses, 27 units

	<b>UNITS</b>
ART 201 Form and Composition I or ART 301 Design	3
ART 214 Color or ART 303 Color Design	3
CBOT 430 Computer Applications, Part I	1.5
CBOT 440 Macintosh Applications, Part I	1.5
MART 314 Introduction to Computer Graphics	3
MART 368 Web Design I	3
MART 372 Digital Illustration	3
MART 376 Digital Imaging I	3
MART 379 Digital Animation I: Flash	3
MART 389 Multimedia Careers	1.5
MART 390 Portfolio Creation	1.5

#### Selective courses: choose a minimum of 3 units from the following:

MART 325 Digital Painting	3
MART 361 Digital Video	3
MART 362 Digital Photography	3
MART 369 Web Design II	3
MART 373 Digital Audio I	1
MART 377 Digital Imaging II	3
MART 378 Digital Page Layout	3

**Certificate Unit Requirements Total 30+**

**CERTIFICATE OF PROFICIENCY - 3D ANIMATION AND VIDEOGAME ART**

The 3D Animation & Video Game Art Program is a comprehensive program that puts equal emphasis on the artistic and the technical side of 3D modeling and animation. Courses cover material that will take the student through the whole production process and workflow of 3D animation, from storyboarding and conceptualization to the final delivery of the rendered product. Curriculum spans traditional animation techniques, life drawing and the technical fundamentals of 3D animation and modeling. Classes are taught in a state-of-the-art computer studio with the latest versions of industry-standard software packages. Faculty members have extensive industry experience and their expertise is critical to the success of students in this growing field.

**Core and Selective Requirements**

Complete Core Courses, 27 units

	<b>UNITS</b>
ART 207 Life Drawing	3
MART 325 Digital Painting	3
MART 377 Digital Imaging II	3
MART 379 Digital Animation I	3
MART 380 Digital Animation II	3
MART 400 Motion Graphics	1.5
MART 405 Storyboarding for Animation & Interactive Media	1.5
MART 420 3D Modeling and Animation I	3
MART 421 3D Modeling and Animation II	3
MART 430 3D Character Creation and Animation	3
MART 431 Special Effects and Compositing in 3D	1.5
MART 390 Portfolio Creation	1.5
MART 389 Multimedia Careers	1.5
<b>Total Units of Core Courses (required):</b>	<b>31.5</b>

Selective courses: choose a minimum of 3.0 units from the following:

ART 206 Figure Drawing and Portraiture	3
ART 214 Color	3
ART 221 Painting I	3
ART 229 Landscape Painting	2
MART 362 Digital Photography I	3
MART 363 Digital Photography II	3
MART 372 Digital Illustration	3
MART 373 Digital Audio I	1
MART 432 3D Environments and Hard Surface Modeling	1.5
MART 440 Video Game 3D Production Techniques	1.5
<b>Certificate Unit Requirements Total</b>	<b>34.5+</b>

**ASSOCIATE IN ARTS - MULTIMEDIA**

*Core & Selective Requirements*

Complete Core and Selective Courses, 30 units, listed under the Certificate of Proficiency–Multimedia

Associate Degree Unit Requirements Total 30\*

**ASSOCIATE IN ARTS - 3D ANIMATION AND VIDEOGAME ART**

*Core & Selective Requirements*

Complete Core and Selective Courses, 34.5 units, listed under the Certificate of Proficiency–Multimedia

Associate Degree Unit Requirements Total 34.5\*

**TRANSFER PROGRAM - MULTIMEDIA**

Cañada College offers lower division coursework required for transfer in Multimedia. Students should use PROJECT ASSIST ([www.assist.org](http://www.assist.org)) to research lower division major requirements at the transfer destination(s) of their choice. Also, work with a Counselor/Advisor to determine appropriate transfer coursework.

+ meet Certificate Program requirements listed on page 44.

\*and required General Education coursework and electives as needed to meet the minimum 60 units required for the Associate degree

Contact: Jean Mecorney, Phone: 306-3330

Email: [canmultimediart@smccd.edu](mailto:canmultimediart@smccd.edu)

Web: [canadacollege.edu/multimedia](http://canadacollege.edu/multimedia)

## MUSIC

**Associate in Arts  
Transfer Program**

“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.

**ASSOCIATE IN ARTS -MUSIC**

*Core and Selective Requirements*

**Complete Core Courses, 10 units**

	<b>UNITS</b>
MUS. 101 Musicianship I	1
MUS. 102 Musicianship II	3
MUS. 131 Harmony I	3
MUS. 132 Harmony II	3

**Selective courses: choose a minimum of 8 units from the following:**

MUS. 202 Music Appreciation	3
Applied Music classes	4
Performance classes	8

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

**Associate Degree Unit Requirements Total 18\***

**TRANSFER PROGRAM - MUSIC**

Cañada College offers lower division coursework required for transfer in Music. Students should use PROJECT ASSIST (www.assist.org) to research lower division major requirements at the transfer destination(s) of their choice. Also, work with a Counselor/Advisor to determine appropriate transfer coursework.

*\* and required General Education coursework and electives as needed to meet the minimum 60 units required for the Associate degree*

## NURSING

**Transfer Program**

**TRANSFER PROGRAM - NURSING**

Cañada College offers lower division coursework required for transfer in Nursing. Students should use PROJECT ASSIST (www.assist.org) to research lower division major requirements at the transfer destination(s) of their choice. Also, work with a Counselor/Advisor to determine appropriate transfer coursework.

Recommended Sequence of Classes for Nursing Transfer Program		
Fall, Year 1	Spring Year 1	Summer Year 1
* English 100 (CSU GE A2)	* English 165 (CSU GE A3)	+ Sociology 100 or Anthropology 110
Biology 130 (CSU GE B2)	* + Biology 250	
* + Chemistry 410 (CSU GE B1/B3)	+ Psychology 100 (CSU GE Area D)	
* + Math 200 (CSU GE B4)	US Government/ State & Local Selection (Area D)	
Fall Year 2	Spring year 2	
+ Biology 260	* + Biology 240	
GE Area C1 selection	CSU GE Area C1 or C2 Selection	
US History Selection (Area D)	Speech 100 or 120 (CSU GE A1)	
+ Biology 310 (CSU GE Area E)	Area C2 Selection	
Elective Selection	Elective Selection	
* - identifies courses that have prerequisites		
+ - identifies courses that are nursing major prerequisites and necessary for program admission		

## PARALEGAL

### Certificate of Proficiency

#### Associate in Science

The Paralegal Program at Cañada College 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 attorneys in interviewing clients and preparing legal documents. Courses must be evaluated by a letter grade, not by the credit (CR) grade.

### CERTIFICATE OF PROFICIENCY - PARALEGAL

#### Core and Selective Requirements

#### Complete Core Courses, 15 units

	UNITS
CBOT 472 Introduction to Word for Windows	1.5
CBOT 474 Intermediate Word for Windows	1.5
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 Study of Legal Ethics	3

#### Selective courses: choose a minimum of 12 units from the following:

US. 201 Business Law	3
CBOT 430 Computer Applications, Part I	1.5
CBOT 431 Computer Applications, Part II	1.5
CBOT 435 Spreadsheets	3
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 260 Advanced Legal Research & Writing	3
LEGL 264 Contracts	3
LEGL 268 Administrative Law	3
LEGL 274 Advanced Family Law Projects	3
LEGL 276 Computers in the Law	2
LEGL 670 Cooperative Education/Work Experience	1-8
or LEGL 672 Cooperative Education: Internship	

**Certificate Unit Requirements Total** **27+**

### ASSOCIATE IN SCIENCE - PARALEGAL

#### Core & Selective Requirements

Complete Core Courses and Selective Courses, 27 units, listed under the Certificate of Proficiency-Paralegal.

**Associate Degree Unit Requirements Total** **27\***

+ meet Certificate Program requirements listed on page 44.

\* and required General Education coursework and electives as needed to meet the minimum 60 units required for the Associate degree.

## PHILOSOPHY

### Associate in Arts

#### Transfer Program

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.

### ASSOCIATE IN ARTS - PHILOSOPHY

#### Core & Selective Requirements

#### Complete Core Courses, 12 units

	UNITS
PHIL 100 Introduction to Philosophy	3
PHIL 103 Critical Thinking	3
PHIL 160 History of Philosophy: Ancient & Medieval	3
PHIL 240 Introduction to Ethics	3

#### Selective courses: choose a minimum of 6 units from the following:

ANTH 110 Cultural Anthropology	3
HIST 100 History of Western Civilization I	3
HIST 101 History of Western Civilization II	3
PHIL 190 Contemporary Philosophy	3
PHIL 200 Introduction to Logic	3
PHIL 300 Introduction to World Religions	3
PHIL 320 Asian Philosophy	3
PSYC 100 General Psychology	3
SPAN 110 Elementary Spanish	5
SPAN 120 Advanced Elementary Spanish	5

**Associate Degree Unit Requirements Total** **18\***

### TRANSFER PROGRAM - PHILOSOPHY

Cañada College offers lower division coursework required for transfer in Philosophy. Students should use PROJECT ASSIST ([www.assist.org](http://www.assist.org)) to research lower division major requirements at the transfer destination(s) of their choice. Also, work with a Counselor/Advisor to determine appropriate transfer coursework.

\* and required General Education coursework and electives as needed to meet the minimum 60 units required for the Associate degree.



## PHYSICAL EDUCATION

### Certificate of Proficiency - Fitness Professional

### Associate in Arts - Fitness Professional

### Associate in Arts - Physical Education

### Transfer Program

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.

### CERTIFICATE OF PROFICIENCY - FITNESS PROFESSIONAL

The Fitness Professional certificate prepares students to enter the fitness/wellness/health industry. As the industry grows, so will the demand for highly qualified and certified fitness professionals. Courses cover terminology for exercise physiology, anatomy, body mechanics, health assessment, nutrition, weight management, cardiovascular pathology, and related risk factors. Students also learn practical fitness testing assessment, exercise programming, and techniques to change health behaviors. Successful completion of the Fitness Professional certificate assists the students 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).

Fitness Professionals have many different job opportunities such as coaches, personal trainers, fitness/nutrition specialist, group exercise leaders, exercise/health specialist, activities director and wellness specialist.

### Core and Selective Requirements

#### Complete Core Courses, 17 units

	UNITS
BIOL 310 Nutrition	3
CBOT 430 Computer Applications, Part I	1.5
FITN 240 Vocabulary of Exercise Physiology	1
FITN 245 Principles and Techniques of Resistance Training	2
FITN 250 Personal Trainer Preparation: Anatomy and Physiology	3
FITN 251 Personal Trainer: Health Appraisal and Exercise Prescription	3
FITN 672 Internship for Fitness Professional	1
HSCI 432 CPR	0.5
P.E. 308 Prevention and Care of Athletic Injuries	2

#### Selective courses: choose a minimum of 4 units from the following:

BIOL 250 Human Anatomy	4
P.E. 115 Introduction to Adaptive Physical Education	2
P.E. 116 Assisting in Adaptive Physical Education	0.5-3
SPCH 120 Interpersonal Communication	3
Maximum one (1) unit from the following P.E. activity courses:	
DANC 350 Dance Aerobics	0.5-1
FITN 123 Cardio Pump Fitness	1
FITN 124 Pilates Training	0.5-1
FITN 128 Get on the Ball Exercising	1-2
FITN 151 Beginning Step Aerobics	1
FITN 332 Flexibility and Stretching	1

FITN 334 Yoga	1
<b>Certificate Unit Requirements Total</b>	<b>21+</b>

### ASSOCIATE IN ARTS - FITNESS PROFESSIONAL

#### Core and Selective Requirements

#### Complete Core Courses, 26 units

	UNITS
BIOL 250 Human Anatomy	4
BIOL 260 Human Physiology	5
BIOL 310 Nutrition	3
CBOT 430 Computer Applications, Part I	1.5
FITN 240 Vocabulary of Exercise Physiology	1
FITN 245 Principles and Techniques of Resistance Training	2
FITN 250 Personal Trainer Preparation: Anatomy and Physiology	3
FITN 251 Personal Trainer: Health Appraisal and Exercise Prescription	3
FITN 672 Internship for Fitness Professional	1
HSCI 432 CPR	0.5
P.E. 308 Prevention and Care of Athletic Injuries	2

#### Selective courses: choose a minimum of 4 units from the following:

P.E. 115 Introduction to Adaptive Physical Education	2
P.E. 116 Assisting in Adaptive Physical Education	0.5-3
SPCH 120 Interpersonal Communication	3
Maximum one (1) unit from the following P.E. activity courses:	
DANC 350 Dance Aerobics	0.5-1
FITN 123 Cardio Pump Fitness	1
FITN 124 Pilates Training	0.5-1
FITN 128 Get on the Ball Exercising	1-2
FITN 151 Beginning Step Aerobics	1
FITN 332 Flexibility and Stretching	1
FITN 334 Yoga	1

<b>Associate Degree Unit Requirements Total</b>	<b>30*</b>
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### ASSOCIATE IN ARTS - PHYSICAL EDUCATION

#### Core and Selective Requirements

#### Complete Core Courses, 13 units

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

#### Selective courses: choose a minimum of 5 units from the following:

Physical Education Activity courses

### TRANSFER PROGRAM - PHYSICAL EDUCATION

Cañada College offers lower division coursework required for transfer in Physical Education. Students should use PROJECT ASSIST ([www.assist.org](http://www.assist.org)) to research lower division major requirements at the transfer destination(s) of their choice. Also, work with a Counselor/Advisor to determine appropriate transfer coursework.

+ meet Certificate Program requirements listed on page 44.

\* and required General Education coursework and electives as needed to meet the minimum 60 units required for the Associate degree.

Contact: Mike Garcia, Athletic Director, Phone: 306-3341

Email: [garciamike@smccd.edu](mailto:garciamike@smccd.edu)

Web: [www.canadacollege.edu/programs/peathletics](http://www.canadacollege.edu/programs/peathletics)

## PHYSICAL SCIENCES

### Associate in Science - Chemistry

### Associate in Science - Physics

### Transfer Program

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.

### ASSOCIATE IN SCIENCE - CHEMISTRY

#### Core and Selective Requirements

#### Complete Core Courses, 30 units

CHEM 210 General Chemistry I	5
CHEM 220 General Chemistry II	5
CHEM 234 Organic Chemistry I	3
CHEM 237 Organic Chemistry Laboratory I	2
CHEM 235 Organic Chemistry II	3
CHEM 238 Organic Chemistry Laboratory II	2
MATH 251 Analytical Geometry and Calculus I	5
MATH 252 Analytical Geometry and Calculus II	5

**Total Units of Core Courses (required): 30**

#### Selective courses: choose a minimum of 8 units from the following:

PHYS 210 General Physics I	4
PHYS 220 General Physics II	4
PHYS 250 Physics with Calculus I	4
PHYS 260 Physics with Calculus II	4
PHYS 270 Physics with Calculus III	4

**Associate Degree Unit Requirements Total 38\***

### ASSOCIATE IN SCIENCE - PHYSICS

#### Core and Selective Requirements

#### Complete Core Courses, 41 units

CHEM 210 General Chemistry I	5
CHEM 220 General Chemistry II	5
CIS 250 Programming Methods I: C++ and CIS 251 Open Computer Lab I: C++	3 1
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	3
PHYS 250 Physics with Calculus I	4
PHYS 260 Physics with Calculus II	4
PHYS 270 Physics with Calculus III	4

**Total Units of Core Courses (required): 41**

**Associate Degree Unit Requirements Total 41\***

### TRANSFER PROGRAM - CHEMISTRY, PHYSICS, PHYSICAL SCIENCES

Cañada College offers lower division coursework required for transfer in Chemistry, Physics, and Physical Sciences. Students should use PROJECT ASSIST ([www.assist.org](http://www.assist.org)) to research lower division major requirements at the transfer destination(s) of their choice. Also, work with a Counselor/Advisor to determine appropriate transfer coursework.

*\* and required General Education coursework and electives as needed to meet the minimum 60 units required for the Associate degree.*

## PHYSICAL THERAPY

### Transfer Program

#### TRANSFER PROGRAM - PHYSICAL THERAPY

Cañada College offers lower division coursework required for transfer in Physical Therapy. Students should use PROJECT ASSIST ([www.assist.org](http://www.assist.org)) to research lower division major requirements at the transfer destination(s) of their choice. Also, work with a Counselor/Advisor to determine appropriate transfer coursework.

## POLITICAL SCIENCE

### Associate in Arts

#### Transfer Program

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

#### ASSOCIATE IN ARTS - POLITICAL SCIENCE

##### Core and Selective Requirements

##### Complete Core Courses, 9 units

	<b>UNITS</b>
PLSC 130 International Relations	3
PLSC 150 Introduction to Political Theory	3
PLSC 210 American Politics	3

##### Selective courses: choose a minimum of 9 units from the following:

	<b>UNITS</b>
ECON 100 Principles of Macro Economics	3
ECON 102 Principles of Micro Economics	3
Foreign Language	5-10
HIST 100 History of Western Civilization I <i>or HIST 101 History of Western Civilization II</i>	3
HIST 201 United States History I <i>or HIST 202 United States History II</i>	3
MATH 200 Elementary Probability & Statistics	4
PLSC 310 California State & Local Government	3
<b>Associate Degree Unit Requirements Total</b>	<b>18*</b>

#### TRANSFER PROGRAM - POLITICAL SCIENCE

Cañada College offers lower division coursework required for transfer in Political Science. Students should use PROJECT ASSIST ([www.assist.org](http://www.assist.org)) to research lower division major requirements at the transfer destination(s) of their choice. Also, work with a Counselor/Advisor to determine appropriate transfer coursework.

*\* and required General Education coursework and electives as needed to meet the minimum 60 units required for the Associate degree.*

## PSYCHOLOGY

### Associate in Arts Transfer Program

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.

### ASSOCIATE IN ARTS - PSYCHOLOGY

#### Core and Selective Requirements

#### Complete Core Courses, 7 units

	UNITS
MATH 200 Elementary Probability & Statistics	4
PSYC 100 General Psychology	3

#### Selective courses: choose a minimum of 11 units from the following:

	UNITS
BIOL 110 Principles of Biology	4
PSYC 106 Psychology of Ethnic Minority Groups	3
PSYC 110 Marriage and Relationship Choices	3
PSYC 200 Developmental Psychology	3
PSYC 201 Child Development	3
PSYC 202 Adolescent Behavior	3
PSYC 300 Social Psychology	3
PSYC 340 Psychology of Human Sexuality	3
PSYC 410 Abnormal Psychology	3

**Associate Degree Unit Requirements Total** **18\***

### TRANSFER PROGRAM - PSYCHOLOGY

Cañada College offers lower division coursework required for transfer in Psychology. Students should use PROJECT ASSIST ([www.assist.org](http://www.assist.org)) to research lower division major requirements at the transfer destination(s) of their choice. Also, work with a Counselor/Advisor to determine appropriate transfer coursework.

*\* and required General Education coursework and electives as needed to meet the minimum 60 units required for the Associate degree.*

## RADIOLOGIC TECHNOLOGY

### Associate in Science

#### (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 and Technology Division office at 306-3291.

### ASSOCIATE IN SCIENCE - RADIOLOGIC TECHNOLOGY

#### Core and Selective Requirements

#### Complete Core Courses, 61 units

	UNITS
RADT 400 Orientation to Radiologic Technology	2
PHYS 405 Applied Radiographic Physics	3
RADT 408 Perspectives in Radiology	.5
RADT 410 Radiographic Positioning	4
RADT 415 Radiation Protection and Biology	3
RADT 420 Radiographic Positioning II	3.5
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

**Associate Degree Unit Requirements Total** **61 \***

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

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

*\* and General Education coursework to meet Associate Degree requirements. Recommended that the majority of the General Education requirements for the AS degree be completed prior to entry to the program.*

**Contact: Rafael Rivera, Phone: 306-3283**

**Email: [canradtech@smccd.edu](mailto:canradtech@smccd.edu)**

**Web: [www.canadacollege.edu/science/radtech](http://www.canadacollege.edu/science/radtech)**

## REAL ESTATE

Certificate of Completion

### CERTIFICATE OF COMPLETION - REAL ESTATE SALESPERSON

*Core and Selective Requirements*

Complete Core Courses, 9 units

	<b>UNITS</b>
R.E. 100 Real Estate Principles	3
R.E. 110 Real Estate Practice	3
R.E. 141 Real Estate Appraisal	3
<b>Certificate Unit Requirements Total</b>	<b>9+</b>

+ meet Certificate Program requirements listed on page 44.

## SOCIAL SCIENCES

Associate in Arts - International Studies

Transfer Program - Social Science

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

### ASSOCIATE IN ARTS DEGREE - INTERNATIONAL STUDIES

*Core and Selective Requirements*

Complete Core Courses, 24.5 units

	<b>UNITS</b>
ANTH 110 Cultural Anthropology	3
CBOT 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	3
<i>or HIST 202 United States History II</i>	
<i>or HIST 422 Modern Latin America</i>	
<i>or HIST 451 Far Eastern Civilization &amp; Heritage I</i>	
PLSC 130 International Relations	3
PSYC 106 Psychology of Ethnic Minority Groups	3
<i>or SOCI 141 Understanding Diverse Racial/Ethnic Cultures</i>	
Languages: Two semesters of one language	5
<b>Associate Degree Unit Requirements Total</b>	<b>24.5*</b>

### TRANSFER PROGRAM - SOCIAL SCIENCE

Cañada College offers lower division coursework required for transfer in Social Science. Students should use PROJECT ASSIST ([www.assist.org](http://www.assist.org)) to research lower division major requirements at the transfer destination(s) of their choice. Also, work with a Counselor/Advisor to determine appropriate transfer coursework.

*\* and required General Education coursework and electives as needed to meet the minimum 60 units required for the Associate degree*

## SOCIOLOGY

### Associate in Arts Transfer Program

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.

### ASSOCIATE IN ARTS - SOCIOLOGY

#### Core and Selective Requirements

Complete Core Courses, 10 units

	UNITS
MATH 200 Elementary Probability & Statistics	4
SOCI 100 Introduction to Sociology	3
SOCI 105 Social Problems	3

Selective courses: choose a minimum of 8 units from the following:

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
PSYC 100 General Psychology	3
PSYC 110 Marriage & Relationship Choices	3
SOCI 141 Understanding Diverse Racial/Ethnic Cultures	3

Associate Degree Unit Requirements Total **18\***

### TRANSFER PROGRAM - SOCIOLOGY

Cañada College offers lower division coursework required for transfer in Social Science. Students should use PROJECT ASSIST ([www.assist.org](http://www.assist.org)) to research lower division major requirements at the transfer destination(s) of their choice. Also, work with a Counselor/Advisor to determine appropriate transfer coursework.

*\* and required General Education coursework and electives as needed to meet the minimum 60 units required for the Associate degree.*

## SPANISH

### Associate in Arts Transfer Program

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. Students master basic grammar and gain proficiency in understanding, speaking, reading, and writing the target language.

### ASSOCIATE IN ARTS - SPANISH

#### Core and Selective Requirements

Complete Core Courses, choose 8–9 units from the following list:

**\* For native speakers of Spanish (8 units):**

	UNITS
SPAN 150 Spanish for Heritage Speakers I	4
SPAN 152 Spanish for Heritage Speakers II	4

**\* For non-native speakers of Spanish (8-9 units):**

SPAN 130 Intermediate Spanish	5
or SPAN 131 Intermediate Spanish I	3
SPAN 132 Intermediate Spanish II	3
and SPAN 140 Advanced Intermediate Spanish	3

Selective courses: choose a minimum of 12 units from the following:

ENGL200 Introduction to Linguistics: A Survey of Language	3
SPAN 110 Elementary Spanish	5
or SPAN 111 Elementary Spanish I	3
and SPAN 112 Elementary Spanish II	3
SPAN 120 Advanced Elementary Spanish	5
or SPAN 121 Advanced Elementary Spanish I	3
and SPAN 122 Advanced Elementary Spanish II	3
SPAN 150 Spanish for Heritage Speakers I	4
SPAN 152 Spanish for Heritage Speakers II	4
SPAN 161 Readings in Spanish Literature I	3
SPAN 162 Readings in Spanish Literature II	3

**Note: no more than 3 HIST units**

HIST 246 History of Latinos in the U.S.	3
HIST 422 Modern Latin America	3

**Note: no more than 3 LIT units**

LIT.370 Readings in Literature of the Latino in the United States	3
LIT.371 Mexican-American Literature	3
LIT.372 Myth and Folklore of La Raza	3
LIT.373 Latin American Literature in Translation	3
Any language other than ENGL or SPAN	3-10

Associate Degree Unit Requirements Total **21-26\***

### TRANSFER PROGRAM - SPANISH

Cañada College offers lower division coursework required for transfer with a major in Spanish. Students should use PROJECT ASSIST ([www.assist.org](http://www.assist.org)) to research lower division major requirements at the transfer destination(s) of their choice. Also, work with a Counselor/Advisor to determine appropriate transfer coursework.

*\* and required General Education coursework and electives as needed to meet the minimum 60 units required for the Associate degree.*

## SPEECH

### Associate in Arts Transfer Program

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.

### ASSOCIATE IN ARTS - SPEECH

#### Core and Selective Requirements

#### Complete Core Courses, 6 units

	UNITS
SPCH 100 Public Speaking	3
SPCH 120 Interpersonal Communication	3

#### Selective courses: choose a minimum of 12 units from the following:

ANTH 110 Cultural Anthropology	3
MART 314 Introduction to Computer Graphics	3
BUS 103 Introduction to Business Information Systems	3
ENGL 100 Reading and Composition	3
ENGL 110 Composition and Literature	3
PSYC 100 General Psychology	3
SOCI 100 Introduction to Sociology	3
SPCH 111 Oral Interpretation I	3
SPCH 140 Group Discussion	3

**Associate Degree Unit Requirements Total 18\***

### TRANSFER PROGRAM - SPEECH

Cañada College offers lower division coursework required for transfer in Speech. Students should use PROJECT ASSIST ([www.assist.org](http://www.assist.org)) to research lower division major requirements at the transfer destination(s) of their choice. Also, work with a Counselor/Advisor to determine appropriate transfer coursework.

*\* and required General Education coursework and electives as needed to meet the minimum 60 units required for the Associate degree.*

## THEATER ARTS

### Associate in Arts Transfer Program

The Cañada College Theater Arts 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 Theater Arts 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 Theater Arts program is designed for students of all levels of experience—beginning, intermediate, and advanced.

### ASSOCIATE IN ARTS - THEATER ARTS

#### Core and Selective Requirements

#### Complete Core Courses, 15 units

	UNITS
DRAM 101 History of Theatre I	3
DRAM 102 History of Theatre II (CSM)	3
DRAM 140 Introduction to the Theatre	3
DRAM 200 Theory and Practice of Acting	3
DRAM 201 Advanced Acting I	3

#### Selective Courses, choose a minimum of 3 units from the following

DRAM 202/203 Advanced Acting II/III	3/3
DRAM 208/209/210/211 Acting Practicum I/II/III/IV	4-8
DRAM 220 Acting for the Camera	3
DRAM 300 Play Rehearsal/Performance	1
DRAM 305 Technical Production	1

**Associate Degree Unit Requirements Total 18\***

### TRANSFER PROGRAM - THEATER ARTS

Cañada College offers lower division coursework required for transfer in Drama. Students should use PROJECT ASSIST ([www.assist.org](http://www.assist.org)) to research lower division major requirements at the transfer destination(s) of their choice. Also, work with a Counselor/Advisor to determine appropriate transfer coursework.

*\* and required General Education coursework and electives as needed to meet the minimum 60 units required for the Associate degree.*

## UNIVERSITY STUDIES

### Associate in Arts

The Associate in Arts in University Studies Degree is designed for students planning to transfer to the California State University system, the University of California system, or an independent college or university. The degree enables students to complete necessary transfer admissions requirements in combination with Cañada College Associate Degree requirements.

Completion of either option below does not guarantee admission to specific university campuses and majors.

The options below must include Associate Degree requirements in residency, scholarship, basic competency, ethnic studies, and physical education. Review the options and general outline below and work with a College Counselor to ensure completion of degree requirements.

### CALIFORNIA STATE UNIVERSITY (CSU)

To meet the requirements, students must complete a total of 60 semester units and those units must be CSU transferable and include either "A" or "B" below.

#### A: CSU GE Pattern, 39 units:

Area A - 9 units (A1, A2, A3)

Area B - 9 units (B1, B2, Lab B3, B4)

Area C - 9 units (C1, C2, C1 or C2)

Area D - 9 units (at least 2 disciplines)

Area E - 3 units (E1, E2-limit 1 unit)

Or:

#### B: IGETC for CSU, 37 units

(Require a grade of "C" or better.)

Area 1 - 9 units (1A, 1B, 1C)

Area 2 - 3 units

Area 3 - 9 units (3A, 3B, 3A or 3B)

Area 4 - 9 units

Area 5 - 7 units (5A, 5B)





# Course Descriptions

## General Information

### 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 826, ENGL 826, 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 836 and ENGL 836

Level 2 Students must be eligible for READ 420 and ENGL 100

Level 3 Students must be eligible for ENGL 110

Math 2/3 Students must be eligible for MATH 110 or 111

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 826 (3 units) and READ 826 (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 836 (3 units) and ENGL 836 (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 2/3 (M2) (M3)

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).

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 121 or 122. This means that students need to demonstrate ability to perform basic algebraic operations successfully.

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

Note: If any of the math courses specified above are designated as PRE-REQUISITES 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 2006-2007. 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:

### 670 COOPERATIVE EDUCATION/WORK EXPERIENCE

(See course description under Cooperative Education section)

### 672 COOPERATIVE EDUCATION: INTERNSHIP

(See course description under Cooperative Education section)

### 680-689 SELECTED TOPICS (DEGREE/CERTIFICATE APPLICABLE, TRANSFERABLE)

(Grade Option) Class Hours: By Arrangement; Recommended: Eligibility for READ 836, and ENGL 836 or ESL 400; Prerequisite(s): None.

**Description:** These courses focus on selected topics not covered by regular catalog offerings. Course content and unit credit are 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.

### 690 RESEARCH PROJECTS

Units 1-3; Class Hours: By Arrangement; Recommended: Eligibility for READ 836, and ENGL 836 or ESL 400; Two previous courses in the discipline, or concurrent enrollment in the second course, and an overall 3.0 GPA in the department; Prerequisite(s): None. **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. Transfer: CSU.

### 695 INDEPENDENT STUDY

Units (Grade Option) 0.5-6 (No more than 3 units per semester); Class Hours: By Arrangement; Recommended: Eligibility for READ 836, and ENGL 836 or ESL 400; 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. Transfer: CSU.

### 879 SELECTED TOPICS (DEGREE/CERTIFICATE APPLICABLE, NON-TRANSFERABLE)

(Grade Option); Class Hours: By Arrangement; Recommended: Eligibility for READ 836, and ENGL 836 or ESL 400; Prerequisite(s): None.

**Description:** These courses focus on selected topics not covered by regular catalog offerings. Course content and unit credit are 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. Not designed for transfer credit. Units apply toward AA/AS degree or certificate. May be repeated for credit up to 3 units.

### 880 OTHER SELECTED TOPICS (NON-DEGREE/NON-CERTIFICATE APPLICABLE, NON-TRANSFERABLE)

(Grade Option); Class Hours: By Arrangement; Recommended: Eligibility for READ 836, and ENGL 836 or ESL 400; Prerequisite(s): None.

**Description:** Any division may offer 880 courses 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: Minimum of 48 lecture hours/semester; Recommended: Eligibility for READ 836, ENGL 836 or ESL 400, and MATH 110 or 111; Prerequisite(s): BUS. 110 or 115. Description:* An introduction to basic accounting principles and procedures. The double-entry bookkeeping system is presented also. Transfer: CSU.

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

*Units 4-5; Class Hours: Minimum of 64-80 lecture hours/semester; Recommended: Eligibility for READ 836, ENGL 836 or ESL 400, and MATH 110 or 111; Prerequisite(s): None. Description:* 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 includes 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 4-5; Class Hours: Minimum of 64-80 lecture hours/semester; Recommended: Eligibility for READ 836, and ENGL 836 or ESL 400; Prerequisite(s): ACTG 121 (4 units) or equivalent. Description:* In this course students prepare financial information used in the planning, organizing, directing, controlling, and decision-making process. Includes 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: Minimum of 16 lecture/16 lab hours/semester; Recommended: Eligibility for READ 836, ENGL 836 or ESL 400, and MATH 120 or 122; Prerequisite(s): None. Description:* The use of spreadsheets to solve complex managerial accounting problems. Problems 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: Minimum of 48 lecture hours/semester; Recommended: Eligibility for READ 836, and ENGL 836 or ESL 400; Prerequisite(s): None. Description:* An introduction to the use of the internal revenue code including evaluating tax regulations and using other reference materials for preparing individual tax returns. Transfer: CSU.

### ACTG 180 PAYROLL AND BUSINESS TAXES

*Units (Grade Option) 1.5; Class Hours: Minimum of 24 lecture hours/semester; Recommended: Eligibility for READ 836, and ENGL 836 or ESL 400; Prerequisite(s): ACTG 100 or 121 (4 units) or equivalent.*

**Description:** Overview of payroll accounting procedures including 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 QUICKBOOKS® AND QUICKBOOKS PRO® FOR THE PARAPROFESSIONAL I

*Units 1.5; Class Hours: Minimum of 24 lecture/32 by arrangement lab hours/semester; Recommended: Eligibility for READ 836, and ENGL 836 or ESL 400; Prerequisite(s): ACTG 100 or 121 (4 units) or equivalent and CBOT 430 or equivalent. Description:* Development and operation of a computerized accounting system using QuickBooks or QuickBooks Pro including the basic features for a service company. Transfer: CSU.

### ACTG 192 QUICKBOOKS® AND QUICKBOOKS PRO® FOR THE PARAPROFESSIONAL II

*Units 1.5; Class Hours: Minimum of 24 lecture/32 by arrangement lab hours/semester; Recommended: Eligibility for READ 836, and ENGL 836 or ESL 400; Prerequisite(s): ACTG 190. Description:* Intermediate accounting procedures for the paraprofessionals using QuickBooks and QuickBooks Pro on the computer. Students develop skills in accounts receivable, payroll, accounts payable, and inventory control for a merchandising company. Transfer: CSU.

### ACTG 194 QUICKBOOKS® AND QUICKBOOKS PRO® FOR THE SMALL BUSINESS PERSON I

*Units (Grade Option) 1; Class Hours: Minimum of 16 lecture/16 by arrangement lab hours/semester; Recommended: Eligibility for READ 836, and ENGL 836 or ESL 400; Prerequisite(s): None. Description:* Introduction to the financial accounting features of QuickBooks® and QuickBooks Pro®. Students learn how to develop an accounting system and gain experience processing information for businesses. Transfer: CSU.

### ACTG 196 QUICKBOOKS® AND QUICKBOOKS PRO® FOR THE SMALL BUSINESS PERSON II

*Units (Grade Option) 1; Class Hours: Minimum of 16 lecture/16 by arrangement lab hours/semester; Recommended: Eligibility for READ 836, ENGL 836 or ESL 400, and MATH 110 or 111; Prerequisite(s): ACTG 194. Description:* Introduces students to the complex issues encountered when setting up a company and maintaining the system once the company is set up. More complex financial data input and report generation aspects of QuickBooks Pro® are introduced to enhance students' overall knowledge of many problems encountered with the program. Transfer: CSU.

## ANTHROPOLOGY

### ANTH 105 PEOPLES AND CULTURES OF THE WORLD

*Units (Grade Option) 3; Class Hours: Minimum of 48 lecture hours/semester; Recommended: Eligibility for READ 836, and ENGL 836 or ESL 400; Prerequisite(s): None. Description:* Comparative study of Eskimos, !Kung, the Mbuti, Efe, Akka, and Tswa peoples of Central Africa (formerly known as pygmy), the Yanomamo of the Amazon, the people of Micronesia, and Asmat and Dani of the New Guinea Highlands. Transfer: CSU: DSI, UC. (IGETC: 4)

### ANTH 110 CULTURAL ANTHROPOLOGY (CAN ANTH 4)

*Units (Grade Option) 3; Class Hours: Minimum of 48 lecture hours/semester; Recommended: Eligibility for READ 836, and ENGL 836 or ESL 400; Prerequisite(s): None. Description:* 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: DSI, UC. (IGETC: 4)

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

*Units (Grade Option) 3; Class Hours: Minimum of 48 lecture hours/semester; Recommended: Eligibility for READ 836, and ENGL 836 or ESL 400; Prerequisite(s): None. Description:* Explores the field of Biological Anthropology emphasizing the evolution of the human species. Topics include: human heredity, mechanisms of evolutionary change, human variation, and the reconstruction of the fossil record and comparative studies of our closest biological relatives, the living monkeys and apes. Transfer: CSU: B2, UC. (IGETC: 5B)

### ANTH 180 MAGIC, SCIENCE AND RELIGION

*Units (Grade Option) 3; Class Hours: Minimum of 48 lecture hours/semester; Recommended: Eligibility for READ 836, and ENGL 836 or ESL 400; 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: DSI, UC. (IGETC: 4)

### ANTH 350 INTRODUCTION TO ARCHAEOLOGY

*Telecourse: Units (Grade Option) 3; Class Hours: Minimum of 48 lecture hours/semester; Recommended: Eligibility for READ 836, and ENGL 836 or ESL 400; 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 is recommended. Transfer: CSU: DSI.

### ANTH 360 INDIANS OF NORTH AMERICA

*Units (Grade Option) 3; Class Hours: Minimum of 48 lecture hours/semester; Recommended: Eligibility for READ 836, and ENGL 836 or ESL 400; Prerequisite(s): None. Description:* 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 Associate degree Ethnic Studies requirement.) Transfer: CSU: DSI, UC. (IGETC: 4)

### ANTH 370 OLMEC, MAYA, AZTEC PEOPLE AND CULTURES OF MEXICO AND CENTRAL AMERICA

*Units (Grade Option) 3; Class Hours: Minimum of 48 lecture hours/semester; Recommended: Eligibility for READ 836, and ENGL 836 or ESL 400; Prerequisite(s): None. Description:* 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 Associate degree Ethnic Studies requirement.) Transfer: CSU: DSI, UC. (IGETC: 4)

## ARCHITECTURE

### ARCH 110 BASIC ARCHITECTURAL DRAWING

*Units (Grade Option) 3; Class Hours: Minimum of 48 lecture/16 by arrangement lab hours/semester; Recommended: Eligibility for READ 836, and ENGL 836 or ESL 400; 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. Transfer: CSU.

## ART

### ART 100 ART OF THE WESTERN WORLD

*Telecourse: Units (Grade Option) 3; Class Hours: Minimum of 48 lecture hours/semester; Recommended: Eligibility for READ 836, and ENGL 836 or ESL 400; 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: C1.

### ART 101 HISTORY OF ART I (CAN ART 2)

*Units (Grade Option) 3; Class Hours: Minimum of 48 lecture hours/semester; Recommended: Eligibility for READ 836, and ENGL 836 or ESL 400; Prerequisite(s): None. Description:* 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: C1, UC. (IGETC: 3A)

**ART 102 HISTORY OF ART II**

*Units (Grade Option) 3; Class Hours: Minimum of 48 lecture hours/semester; Recommended: Eligibility for READ 836, and ENGL 836 or ESL 400; Prerequisite(s): None. Description:* 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: C1, UC. (IGETC: 3A)

**ART 103 HISTORY OF ART III**

*Units (Grade Option) 3; Class Hours: Minimum of 48 lecture hours/semester; Recommended: Eligibility for READ 836, and ENGL 836 or ESL 400; Prerequisite(s): None. Description:* 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: C1, UC. (IGETC: 3A)

**ART 104 HISTORY OF MODERN ART**

*Units (Grade Option) 3; Class Hours: Minimum of 48 lecture/16 by arrangement lab hours/semester; Recommended: Eligibility for READ 836, and ENGL 836 or ESL 400; Prerequisite(s): None. Description:* Survey of major styles in western art from 1888 to 1999, Post-Impressionism to Post-Modernism. How art forms reflect the complexity and diversity of the modern world. Topics include the changing role of the artist in society, the impact of world events and technology on the arts, and art criticism. Transfer: CSU: C1, UC. (IGETC: 3A)

**ART 125 ASIAN ART FOR INTERIORS: CHINA AND KOREA (Also INTD 320)**

*Units (Grade Option) 1; Class Hours: Minimum of 16 lecture hours/semester; Recommended: Eligibility for READ 836, and ENGL 836 or ESL 400; Prerequisite(s): None. Description:* Broad survey of historic and contemporary Asian art from China and Korea, including the influence of art design from China and Korea, the transfer to the United States and the contribution to interior design from these countries to the United States. (Partially fulfills Associate degree Ethnic Studies requirement.) Transfer: CSU: C1.

**ART 126 ASIAN ART FOR INTERIORS: JAPAN AND SOUTHEAST ASIA (Also ART 321)**

*Units (Grade Option) 1; Class Hours: Minimum of 16 lecture hours/semester; Recommended: Eligibility for READ 836, and ENGL 836 or ESL 400; Prerequisite(s): None. Description:* Broad survey of historic and contemporary Asian art from Japan and Southeast Asia, including 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 Associate degree Ethnic Studies requirement.) Transfer: CSU: C1.

**ART 127 ASIAN ART FOR INTERIORS: JAPAN, INDIA, AND THE PHILIPPINES (Also INTD 322)**

*Units (Grade Option) 1; Class Hours: Minimum of 16 lecture hours/semester; Recommended: Eligibility for READ 836, and ENGL 836 or ESL 400; Prerequisite(s): None. Description:* Broad survey of historic and contemporary Asian art from Japan continued, India, the Philippines, and Persia, including 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 Associate degree Ethnic Studies requirement.) Transfer: CSU: C1.

**ART 201 FORM AND COMPOSITION I**

*Units (Grade Option) 3; Class Hours: Minimum of 48 lecture/48 lab hours/semester; Basic Skills Level: Open Curriculum; Prerequisite(s): None. Description:* The fundamentals of representational composition, with emphasis on the individual and combined use of line, mass, shape, color (value only), and space organization. Students complete both drawing and painting projects. Transfer: CSU: C1, UC.

**ART 202 FORM AND COMPOSITION II**

*Units (Grade Option) 3; Class Hours: Minimum of 48 lecture/48 lab hours/semester; 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 is used. Transfer: CSU, UC.

**ART 204 DRAWING I (CAN ART 8)**

*Units (Grade Option) 3; Class Hours: Minimum of 48 lecture/48 lab hours/semester; 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: C1, UC.

**ART 205 DRAWING II**

*Units (Grade Option) 3; Class Hours: Minimum of 48 lecture/48 lab hours/semester; 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: Minimum of 48 lecture/48 lab hours/semester; Recommended: Eligibility for READ 836, and ENGL 836 or ESL 400; Prerequisite(s): ART 201 or 204. Description:* This drawing class is a study of the human figure in which emphasis is placed on the underlying structure of the figure. Portraiture is 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: Minimum of 48 lecture/48 lab hours/semester; 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 are emphasized. Transfer: CSU, UC.

**ART 214 COLOR**

*Units (Grade Option) 3; Class Hours: Minimum of 48 lecture hours/semester; 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: C1, UC.

**ART 221 PAINTING I (CAN ART 10)**

*Units (Grade Option) 3; Class Hours: Minimum of 48 lecture/48 lab hours/semester; Basic Skills Level: Open Curriculum; Prerequisite(s): ART 201 or 204.* **Description:** This is a structured course in painting with projects emphasizing continuity of student experience, orderly approach, and increased sophistication in means and mode of expression. Field trips may be required. Transfer: CSU, UC.

**ART 222 PAINTING II**

*Units (Grade Option) 3; Class Hours: Minimum of 48 lecture/48 lab hours/semester; 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 are employed to encourage individual expression. Field trips may be required. Transfer: CSU, UC.

**ART 229 LANDSCAPE PAINTING**

*Units (Grade Option) 2; Class Hours: Minimum of 24 lecture/24 lab hours/semester; 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 study the basics of composition, color, light, and manipulation of space as pertains to the landscape. May be repeated for credit up to three times. Transfer: CSU, UC.

**ART 231 WATERCOLOR I**

*Units (Grade Option) 3; Class Hours: Minimum of 48 lecture hours/semester; 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 are emphasized. Field trips may be required. Transfer: CSU, UC.

**ART 232 WATERCOLOR II**

*Units (Grade Option) 3; Class Hours: Minimum of 48 lecture hours/semester; 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 are emphasized. Field trips may be required. Transfer: CSU, UC.

**ART 301 DESIGN**

*Units (Grade Option) 3; Class Hours: Minimum of 48 lecture/48 lab hours/semester; 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 are exploited in the course projects. Transfer: CSU: C1, UC.

**ART 303 COLOR DESIGN**

*Units (Grade Option) 3; Class Hours: Minimum of 48 lecture/48 lab hours/semester; 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 for credit up to three times. Transfer: CSU, UC.

**ART 351 BASIC BLACK AND WHITE PHOTOGRAPHY (CAN ART 18)**

*Units 3; Class Hours: Minimum of 32 lecture/32 lab/16 by arrangement lab hours/semester; 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 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: Minimum of 16 lecture hours/semester; Recommended: Eligibility for READ 836, and ENGL 836 or ESL 400; Prerequisite(s): None.* **Description:** An introductory course in the use and handling of 35mm cameras and their related accessories. The course presents 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 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: Minimum of 16 lecture hours/semester; Recommended: Eligibility for READ 836, and ENGL 836 or ESL 400; 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 translate reality into a final image. Students 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: Minimum of 16 lecture hours/semester; Recommended: Eligibility for READ 836, and ENGL 836 or ESL 400; Prerequisite(s): ART 356. Description:* Photographic composition is 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 are analyzed. Students need to have access to a 35mm adjustable camera and possess understanding of camera operations to complete class assignments. Transfer: CSU.

**ASTRONOMY****ASTR 100 INTRODUCTION TO ASTRONOMY**

*Units (Grade Option) 3; Class Hours: Minimum of 48 lecture/16 by arrangement lab hours/semester; Recommended: Eligibility for READ 836, ENGL 836 or ESL 400, and MATH 110 or 111; Prerequisite(s): None. Description:* Survey of modern astronomy, including the study of what mankind knows about the universe and our place in it. Emphasis on how mankind has learned about the planets, stars, and galaxies and their structure and formation. Quasars, pulsars, black holes, and the beginning and the end of the universe are discussed. Transfer: CSU: B1, UC. (IGETC: 5A)

**ASTR 101 ASTRONOMY LABORATORY**

*Units (Grade Option) 1; Class Hours: Minimum of 48 lab/16 by arrangement lab hours/semester; Recommended: Eligibility for READ 836, ENGL 836 or ESL 400, and MATH 120 or 122; Prerequisite(s): Completion of or concurrent enrollment in ASTR 100. Description:* Introduces techniques of investigation and problem solving in astronomy as a means to understanding man's place in the universe. The identification of constellations, planets, stars and features of the moon; the use of a telescope to locate and identify double stars, galaxies, clusters, and nebulae; the use of astronomical computer software to help locate and demonstrate the movement of astronomical objects is covered. Transfer: CSU: B1, B3, UC. (IGETC: 5A\*)

**ASTR 110 INTRODUCTION TO COSMOLOGY**

*Units (Grade Option) 3; Class Hours: Minimum of 48 lecture/16 by arrangement lab hours/semester; Recommended: Eligibility for READ 836, ENGL 836 or ESL 400, and MATH 110 or 111; Prerequisite(s): None. Description:* Survey of modern cosmology including the origin and nature of the universe and mankind's place in it. Topics include cosmological models, theories of structure formation in the universe, origin and evolution of galaxies, formation of stars and solar systems, quasars, black holes, dark matter, vacuum energy and the latest theories on the origin and ultimate fate of the universe, latest discoveries in observational cosmology and extra-terrestrial life. Transfer: CSU: B1, UC. (IGETC: 5A)

**BIOLOGICAL SCIENCES****BIOL 100 INTRODUCTION TO THE LIFE SCIENCES**

*Units (Grade Option) 3; Class Hours: Minimum of 48 lecture hours/semester; Recommended: Eligibility for READ 836, and ENGL 836 or ESL 400; 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: B2, UC\*. (IGETC: 5B)

**BIOL 103 NATIVE PLANTS AND WILDFLOWERS**

*Units (Grade Option) 3; Class Hours: Minimum of 32 lecture/48 lab hours/semester; Recommended: Eligibility for READ 836, and ENGL 836 or ESL 400; 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: B2, B3.

**BIOL 110 PRINCIPLES OF BIOLOGY**

*Units 4; Class Hours: Minimum of 48 lecture/48 lab/16 by arrangement lab hours/semester; Recommended: Eligibility for READ 836, and ENGL 836 or ESL 400; Prerequisite(s): None. Description:* This introductory course addresses the biological perspective and scientific method, the chemical and cellular bases of life, cellular transport and energetics, reproduction, heredity, classification of organisms and their evolution, plant and animal physiology, and ecology. Transfer: CSU: B2, B3, UC. (IGETC: 5B\*)

**BIOL 130 HUMAN BIOLOGY**

*Units 3; Class Hours: Minimum of 48 lecture/16 by arrangement lab hours/semester; Recommended: Eligibility for READ 836, and ENGL 836 or ESL 400; Prerequisite(s): None. Description:* Study of biological principles using the human body as a model. Topics are structure and function of major organ systems and some common disorders. Heredity, evolution, and human ecological roles are also discussed. Transfer: CSU: B2, UC. (IGETC: 5B)

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

*Units 5; Class Hours: Minimum of 48 lecture/96 lab/32 by arrangement lab hours/semester; Recommended: Eligibility for READ 420 and ENGL 100; Prerequisite(s): MATH 120 or 123, or appropriate score on District math placement test and other measures as appropriate. Description:* Designed for biology majors, this course focuses on principles of evolutionary theory, classification of organisms, and their phylogenetic relationships. Emphasis is on physiological functions and structures of representative organisms. Topics include development and behavioral biology, ecology, and population genetics. Transfer: CSU: B2, B3, UC. (IGETC: 5B\*)

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

*Units 4; Class Hours: Minimum of 48 lecture/48 lab/16 by arrangement lab hours/semester; Recommended: Eligibility for READ 420 and ENGL 100; Prerequisite(s): CHEM 192 or 210. Description:* This course is designed for biology majors and provides 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: B2, B3, UC. (IGETC: 5B\*)

**BIOL 240 GENERAL MICROBIOLOGY (CAN BIOL 14)**

*Units 4; Class Hours: Minimum of 48 lecture/48 lab/32 by arrangement lab hours/semester; Recommended: Eligibility for READ 836, and ENGL 836 or ESL 400; Prerequisite(s): CHEM 192, 210 or 410 or equivalent, and either BIOL 110 or 130 or equivalent. Description:* 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: B2, B3, UC. (IGETC: 5B\*)

**BIOL 250 HUMAN ANATOMY (CAN BIOL 10)****(CAN BIOL SEQ B = BIOL 250 + 260)**

*Units 4; Class Hours: Minimum of 48 lecture/48 lab/16 by arrangement lab hours/semester; Recommended: Eligibility for READ 836, and ENGL 836 or ESL 400; Prerequisite(s): BIOL 100, 110 or 130. Description:* Students learn the gross and microscopic structure of the human body through laboratory study of anatomy models and prosected human cadavers. 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: B2, B3, UC. (IGETC: 5B\*)

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

*Units 5; Class Hours: Minimum of 48 lecture/96 lab/16 by arrangement lab hours/semester; Recommended: Eligibility for READ 420, ENGL 100, and MATH 120 or 122; Prerequisite(s): BIOL 110 or 130; CHEM 192 or 410. Description:* Students learn through lecture and laboratory experiences how the organ systems function in maintaining homeostasis, regulating change and growth processes in humans. Intended for students in allied health areas such as nursing, radiologic technology and physical education and for those in related fields such as psychology. This course is an elective for pre-dental and pre-medical students. Transfer: CSU: B2, B3, UC. (IGETC: 5B\*)

**BIOL 310 NUTRITION (CAN FCS 2)**

*Units 3; Class Hours: Minimum of 48 lecture/16 by arrangement lab hours/semester; Recommended: Eligibility for READ 836, ENGL 836 or ESL 400, and MATH 110 or 111; Prerequisite(s): None. Description:* Comprehensive introduction to scientific principles of nutrition and the interrelationships of metabolism; nutrient functions, structure and food

sources; health consequences of nutrient excesses, deficiencies and diet related chronic diseases. Emphasis is placed on evaluating the nutrient content of foods, applying information to personal diet, and using reference tools. Transfer: CSU: E1, UC.

**BUSINESS**

*(See also courses in Management and Real Estate)*

**BUS. 100 SURVEY OF BUSINESS**

*Units 3; Class Hours: Minimum of 48 lecture hours/semester; Recommended: Eligibility for READ 836, and ENGL 836 or ESL 400; Prerequisite(s): None. Description:* Introduction to American business practices in the global environment including such topics as economics, ethics, entrepreneurship, organizational development, management, customer/enterprise relations, information management, accounting, securities, and financial institutions. Transfer: CSU, UC.

**BUS. 101 HUMAN RELATIONS IN BUSINESS**

*Units (Grade Option) 3; Class Hours: Minimum of 48 lecture hours/semester; Recommended: Eligibility for READ 836, and ENGL 836 or ESL 400; Prerequisite(s): None. Description:* 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 INFORMATION SYSTEMS**

*Units 3; Class Hours: Minimum of 48 lecture/32 lab hours/semester; Recommended: Eligibility for READ 836, and ENGL 836 or ESL 400; Prerequisite(s): None. Description:* Overview of business computer systems including hardware, software, flow-charting, and programming in BASIC. Introductory units on the microcomputer and software packages (spreadsheets, word processing, database, and DOS commands) used in business are analyzed also. This course is designed to meet the requirements of the transfer business major. Transfer: CSU, UC.

**BUS. 108 BUSINESS WRITING AND PRESENTATION METHODS**

*Units (Grade Option) 1-3; Class Hours: Minimum of 16-48 lecture/32 lab hours/semester; Recommended: Eligibility for READ 836, and ENGL 836 or ESL 400; Prerequisite(s): CBOT 430. Description:* 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: Minimum of 16-48 lecture hours/semester; Basic Skills Level: Open Curriculum; Prerequisite(s): None. Description:* Review of basic arithmetic skills—addition, subtraction, multiplication, division, fractions, and decimals. Problem-solving skills are developed in the use of basic arithmetic operations 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: Minimum of 48 lecture hours/semester; Recommended: Eligibility for READ 836, ENGL 836 or ESL 400, and MATH 110 or 111; Prerequisite(s): BUS. 110. Description:* This is an introductory course in business mathematics. Students perform calculations and analysis involving taxes, discounts, negotiable instruments, periodic payments, compensation methods, inventory pricing, depreciation, and present value. Transfer: CSU.

**BUS. 128 CORPORATE MEETING AND EVENT PLANNING**

*Units (Grade Option) 3; Class Hours: Minimum of 48 lecture hours/semester; Recommended: Eligibility for READ 836, and ENGL 836 or ESL 400; Prerequisite(s): None. Description:* This course covers skills needed to plan, cost and manage corporate group meetings, conference and special events. The course includes: setting goals and objectives, setting meeting timelines, site selection, negotiating contracts, budgets and financial management, liability and risk management, developing a program that works, ordering food and beverage, selecting speakers and audio-visual needs. Transfer: CSU.

**BUS. 132 STOCK AND BOND INVESTING**

*Units (Grade Option) 2; Class Hours: Minimum of 32 lecture hours/semester; Recommended: Eligibility for READ 836, and ENGL 836 or ESL 400; 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, retirement plans, and how taxes impact investment decisions. Transfer: CSU.

**BUS. 138 MORTGAGE LENDING**

*Units (Grade Option) 2; Class Hours: Minimum of 32 lecture hours/semester; Recommended: Eligibility for READ 836, and ENGL 836 or ESL 400; Prerequisite(s): None. Description:* 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: Minimum of 48 lecture hours/semester; Recommended: Eligibility for READ 836, and ENGL 836 or ESL 400; Prerequisite(s): BUS. 100 or previous business experience. Description:* Introduces the methods used for starting and managing a small business. Analysis and comparison of opportunities and hazards of operating a small business. Transfer: CSU.

**BUS. 170 SALESMANSHIP FUNDAMENTALS**

*Telecourse: Units 3; Class Hours: Minimum of 48 lecture hours/semester; Recommended: Eligibility for READ 836, and ENGL 836 or ESL 400; 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: Minimum of 48 lecture hours/semester; Recommended: Eligibility for READ 836, and ENGL 836 or ESL 400; Prerequisite(s): None. Description:* Sales and marketing principles used by modern business, including evaluation and 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 are covered also. Transfer: CSU.

**BUS. 184 MERCHANDISING**

*Units (Grade Option) 3; Class Hours: Minimum of 48 lecture hours/semester; Recommended: Eligibility for READ 836, and ENGL 836 or ESL 400; Prerequisite(s): None. Description:* 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: Minimum of 48 lecture hours/semester; Recommended: Eligibility for READ 836, and ENGL 836 or ESL 400; Prerequisite(s): None. Description:* Introduction to retail management including 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. Transfer: CSU.

**BUS. 201 BUSINESS LAW (CAN BUS 12)**

*Units (Grade Option) 3; Class Hours: Minimum of 48 lecture hours/semester; Recommended: Eligibility for READ 836, and ENGL 836 or ESL 400; Prerequisite(s): None. Description:* Introduction to the laws applicable to business institutions and their operation. Topics also covered 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: Minimum of 48 lecture hours/semester; Recommended: Eligibility for READ 836, and ENGL 836 or ESL 400; Prerequisite(s): None. Description:* Ethics in the business world including the social contract, the relationship between ethics and laws, corporations and social responsibilities, bribery, environmental issues, and cultural differences in business practice. Transfer: CSU.

**BUS. 395 GETTING STARTED IN BUSINESS**

*Units (Grade Option) 1; Class Hours: Minimum of 16 lecture hour/semester; Recommended: Eligibility for READ 836, and ENGL 836 or ESL 400; Prerequisite(s): None. Description:* Designed to assist in starting a new business or growing a current business faster, in evaluating a business idea, and in organizing a business by studying important business principles developed by international business consultants. Transfer: CSU.

**BUS. 396 DEVELOPING A BUSINESS PLAN**

*Units (Grade Option) 1; Class Hours: Minimum of 16 lecture hour/semester; Recommended: Eligibility for READ 836, and ENGL 836 or ESL 400; Prerequisite(s): None. Description:* Learn how to design, develop, and implement the most important tool for a successful business—the business plan. Transfer: CSU.

**BUS. 397 DEVELOPING TOOLS TO CREATE A MARKETING PLAN**

*Units (Grade Option) 1; Class Hours: Minimum of 16 lecture hour/semester; Recommended: Eligibility for READ 836, and ENGL 836 or ESL 400; Prerequisite(s): None. Description:* Learn about marketing and advertising tools, including the Internet, and get ready to start your own business; talk to entrepreneurs, identify your target customers and position your company for success. Transfer: CSU.

**BUS. 398 SMALL BUSINESS RESOURCE LAB**

*Units (Credit/No Credit) 0.5-3; Class Hours: Minimum of 24-144 lab hours/semester; Recommended: Eligibility for READ 836, and ENGL 836 or ESL 400; Prerequisite(s): None. Description:* Learn to start and operate a small business successfully from consulting sessions located at the Small Business Resource Center. Work at your own pace to evaluate your business idea, develop a business plan, marketing plan, financial plan, and much more. Open entry/Open Exit. May be repeated for credit up to 3 units. Transfer: CSU.

**BUS. 399 SMALL BUSINESS DEVELOPMENT CENTER TRAINING**

*Units (Grade Option) 1-5; Class Hours: Minimum of 16 lecture hour/semester per unit; Recommended: Eligibility for READ 836, and ENGL 836 or ESL 400; Prerequisite(s): None. Description:* Describes the skills needed to become successful business owners. The following topics are covered also: 1) laws governing small businesses, 2) managing a business, 3) regulations and permits for a business, 4) selecting business site(s), and 5) using Quicken software to manage the finances of a business. May be repeated for credit up to 5 units.

**BUS. 419 ON-SITE MANAGEMENT**

*Units 1; Class Hours: Minimum of 16 lecture hours/semester; Recommended: Eligibility for READ 836, and ENGL 836 or ESL 400; Prerequisite(s): None. Description:* Learn how to effectively manage the multiple priorities and needs of a group during a corporate meeting or incentive award program. Students learn how to set up registration, how to manage last-minute budget busting costs, skills for effective time management, crisis management, problem solving, and managing difficult attendees. Transfer: CSU.

## CAREER AND PERSONAL DEVELOPMENT

**CRER 112 CAREER ADVANTAGE**

*Telecourse: Units (Credit/No Credit) 2; Recommended: Eligibility for READ 836, and ENGL 836 or ESL 400; 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: Minimum of 48 lecture hours/semester; Recommended: Eligibility for READ 836, and ENGL 836 or ESL 400; 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: E1.

**CRER 140 PEER COUNSELING**

*Units (Grade Option) 1-3; Class Hours: Minimum of 16-48 lecture hours/semester; Recommended: Eligibility for READ 836, and ENGL 836 or ESL 400; 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 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 300 INTRODUCTION TO SCHOLARSHIPS**

*Units (Grade Option) 1.5; Class Hours: Minimum of 24 lecture hours/semester; Recommended: Eligibility for READ 836, and ENGL 836 or ESL 400; Prerequisite(s): None. Description:* Introduces students to scholarship and financial aid opportunities at the local, state, and national levels. Learn research techniques and utilize publications, software, internet sites, and community resources. Emphasis on development of a personal organizational system to manage the process of the scholarship search. Identify scholarships that meet personal criteria. Personal statements, interview techniques, resumes, organization and time management skills are also covered. Transfer: CSU.

**CRER 401 COLLEGE SUCCESS**

*Units (Grade Option) 0.5-1; Class Hours: Minimum of 8-16 lecture hours/semester; Recommended: Eligibility for READ 836, and ENGL 836 or ESL 400; Prerequisite(s): None. Description:* In-depth information regarding college policies, procedures, educational requirements and college programs/support services. This course also assists students in assessing time management, setting goals and decision-making skills. May be repeated for credit up to 1 unit. Transfer: CSU, UC.

**CRER 407 EXPLORING CAREERS, MAJORS AND TRANSFER**

*Units (Grade Option) 1; Class Hours: Minimum of 16 lecture hours/semester; Recommended: Eligibility for READ 836, and ENGL 836 or ESL 400; Prerequisite(s): None. Description:* Engage in your own career development and become an active participant in planning your educational goals. Learn valuable resources and tools to help with career, major and transfer choices. Assess interests and skills, explore college majors, and research 4-year institutions. Transfer: CSU.

**CRER 410 COLLEGE AND CAREER AWARENESS**

*Units (Grade Option) 2; Class Hours: Minimum of 32 lecture hours/semester; 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: Minimum of 24 by arrangement lab hours/semester; Recommended: Eligibility for READ 836, and ENGL 836 or ESL 400; Prerequisite(s): None.*

**Description:** Designed to help individuals define career alternatives. Vocational interest, skills, and values instruments are given and results interpreted. A minimum of 24 hours of "by arrangement" testing, research, and counseling are required. Transfer: CSU.

**CRER 650 SPECIAL INTEREST DISCUSSION GROUPS**

*Units (Grade Option) 1; Class Hours: Minimum of 16 lecture hours/semester; 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.

## CHEMISTRY

**CHEM 100 SURVEY OF CHEMISTRY**

*Telecourse: Units 3; Class Hours: Minimum of 48 lecture hours/semester; Basic Skills Level: Open Curriculum; Prerequisite(s): MATH 111.*

**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. (This course is designed for non-science majors and is not open to students who have had or are taking CHEM 210.) Transfer: CSU: B1, UC\*. (IGETC: 5A)

**CHEM 112 CHEMISTRY IN ACTION**

*Units 4; Class Hours: Minimum of 48 lecture/48 lab/16 by arrangement lab hours/semester; Recommended: Eligibility for READ 836, and ENGL 836 or ESL 400; Prerequisite(s): MATH 110.*

**Description:** Introduces students to the theories, laws, concepts and language of chemistry as applied to explain chemical processes occurring in the environment and in the body. The laboratory component provides qualitative techniques for the manipulation of selected household chemicals as well as quantitative techniques for more rigorous chemical analyses. Transfer: CSU: B1, B3, UC\*. (IGETC: 5A\*)

**CHEM 192 ELEMENTARY CHEMISTRY**

*Units 4; Class Hours: Minimum of 48 lecture/48 lab/16 by arrangement lab hours/semester; Recommended: Eligibility for READ 836, and ENGL 836 or ESL 400; Prerequisite(s): MATH 110 or satisfactory score on District math placement test and other measures as appropriate that indicate proficiency in Elementary Algebra.*

**Description:** Comprehensive introductory chemistry course covering basic concepts, theories and laws with emphasis on reasoning and problem solving

skills. Topics include but are not limited to chemical nomenclature, stoichiometry, electron configuration, atomic orbitals, molecular geometry and bonding. The laboratory component of this course introduces students to both qualitative techniques and quantitative techniques appropriate for data collection, manipulation and analysis of a variety of chemical systems. Transfer: CSU, UC\*.

**CHEM 210 GENERAL CHEMISTRY I (CAN CHEM 2)  
(CAN CHEM SEQ A = CHEM 210 + 220)**

*Units 5; Class Hours: Minimum of 48 lecture/96 lab/16 by arrangement lab hours/semester; Recommended: Eligibility for READ 836, and ENGL 836 or ESL 400; Prerequisite(s): MATH 120 or 123, or satisfactory score on District math placement test and other measures as appropriate that indicate proficiency in Intermediate Algebra.*

**Description:** This course is the first half of a two-semester sequence in general chemistry intended for students pursuing majors in physical sciences, biological sciences and engineering. Discussion of fundamental concepts, principles and laws that describe the chemistry of solids, liquids, gases and solutions including atomic and molecular structures, bonding, molecular geometry, stoichiometry and thermochemistry with emphasis on critical thinking and problem solving skills. CHEM 192 is recommended. Transfer: CSU: B1, B3, UC\*. (IGETC: 5A\*)

**CHEM 220 GENERAL CHEMISTRY II (CAN CHEM 4)  
(CAN CHEM SEQ A = CHEM 210 + 220)**

*Units 5; Class Hours: Minimum of 48 lecture/96 lab/16 by arrangement lab hours/semester; Recommended: Eligibility for READ 420 and ENGL 100; Prerequisite(s): CHEM 210 or equivalent.*

**Description:** This course is the second half of a two-semester sequence in general chemistry intended for students pursuing majors in physical sciences, biological sciences and engineering. Discussion of chemical kinetics, chemical equilibria, thermodynamics, electrochemistry, coordination chemistry, nuclear chemistry with emphasis on critical thinking and problem solving skills. Transfer: CSU: B1, B3, UC. (IGETC: 5A\*)

**CHEM 234 ORGANIC CHEMISTRY I**

*Units 3; Class Hours: Minimum of 48 lecture/16 by arrangement lab hours/semester; Recommended: Eligibility for READ 420 and ENGL 100; Prerequisite(s): CHEM 220 or equivalent.*

**Description:** Introduction to the chemistry of hydrocarbons with emphasis on structure and reactivity of alkanes, alkenes, alkynes, alkyl halides, alcohols and ethers. Mechanistic considerations, stereochemistry and spectroscopy are an integral part of the course. Recommended to be taken concurrently with CHEM 237. Transfer: CSU: B1, UC. (IGETC: 5A)

**CHEM 235 ORGANIC CHEMISTRY II**

*Units 3; Class Hours: Minimum of 48 lecture/16 by arrangement lab hours/semester; Recommended: Eligibility for READ 420 and ENGL 100; Prerequisite(s): CHEM 234 and 237.*

**Description:** This course is a continuation of CHEM 234. It introduces the chemistry of aromatic compounds, aldehydes, ketones, carboxylic acids, carbohydrates, lipids, amino acids and proteins with emphasis on synthesis and reaction mechanisms. Recommended to be taken concurrently with CHEM 238. Transfer: CSU: B1, UC. (IGETC: 5A)

**CHEM 237 ORGANIC CHEMISTRY LABORATORY I**

*Units 2; Class Hours: Minimum of 96 lab hours/semester; Recommended: Eligibility for READ 420 and ENGL 100; Prerequisite(s): CHEM 234. Description:* Organic chemistry laboratory designed to accompany CHEM 234. Introduction of the basic techniques of synthesis, separation and purification of organic compounds. Identification of main functional groups by spectroscopic techniques also introduced. Recommended to be taken concurrently with CHEM 234. Transfer: CSU: B1, B3, UC. (IGETC: 5A\*)

**CHEM 238 ORGANIC CHEMISTRY LABORATORY II**

*Units 2; Class Hours: Minimum of 96 lab hours/semester; Recommended: Eligibility for READ 420 and ENGL 100; Prerequisite(s): CHEM 235. Description:* Organic chemistry laboratory designed to accompany CHEM 235 by emphasizing techniques for the synthesis, isolation, purification and identification of organic compounds. Qualitative analysis of unknowns by preparation of derivatives and spectroscopic methods is an integral component of the course. Recommended to be taken concurrently with CHEM 235. Transfer: CSU: B1, B3, UC. (IGETC: 5A\*)

**CHEM 410 CHEMISTRY FOR HEALTH SCIENCES**

*Units 4; Class Hours: Minimum of 48 lecture/48 lab/16 by arrangement lab hours/semester; Recommended: Eligibility for READ 836, and ENGL 836 or ESL 400; Prerequisite(s): MATH 110 or equivalent. Description:* A survey of basic concepts in general, organic and biological chemistry relevant to the allied health science fields including nursing, radiological technology, respiratory therapy, etc. Transfer: CSU: B1, B3.

## COMPUTER BUSINESS OFFICE TECHNOLOGY

*(Previously listed under Business/Office Technology)*

**CBOT 415 BEGINNING COMPUTER KEYBOARDING**

*Units (Grade Option) 1.5; Class Hours: Minimum of 24 lecture/32 by arrangement lab hours/semester; Recommended: Eligibility for READ 836, and ENGL 836 or ESL 400; 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.

**CBOT 417 SKILL BUILDING**

*Units (Credit/No Credit) 1.5-3; Class Hours: Minimum of 24 lecture/32 by arrangement lab hours/semester per 1.5 units; Recommended: Eligibility for READ 836, and ENGL 836 or ESL 400; Prerequisite(s): CBOT 415. Description:* This course provides individualized, self-paced instruction to improve accuracy and develop keyboarding (typing) speed. Diagnostic tests are given to assess skill levels. May be repeated for credit up to 3 units. Transfer: CSU.

**CBOT 430 COMPUTER APPLICATIONS, PART I**

*Units (Grade Option) 1.5; Class Hours: Minimum of 24 lecture/16 by arrangement lab hours/semester; Recommended: Eligibility for READ 836, and ENGL 836 or ESL 400; Prerequisite(s): None. Description:* Introduction to the use of PCs including the basic features of Windows, word processing, and presentation graphics using Microsoft Office. CBOT 415 is recommended. Transfer: CSU, UC\*.

**CBOT 431 COMPUTER APPLICATIONS, PART II**

*Units (Grade Option) 1.5; Class Hours: 24 lecture/16 by arrangement lab hours/semester; Recommended: Eligibility for READ 836, and ENGL 836 or ESL 400; Prerequisite(s): None. Description:* Students learn the basic features of spreadsheets, database applications, and methods of integration using Microsoft Office. CBOT 430 is recommended. Transfer: CSU, UC\*.

**CBOT 435 SPREADSHEETS**

*Units (Grade Option) 3; Class Hours: Minimum of 48 lecture/32 by arrangement lab hours/semester; Recommended: Eligibility for READ 836, and ENGL 836 or ESL 400; Prerequisite(s): None. Description:* Students plan and build worksheets using formulas and functions to solve business problems. The course covers charting, using multiple worksheets, solver, data tables, using and analyzing list data, using What-If Analysis, Pivot Tables, scenario management and macros, and managing workbooks. Integration with other Windows applications included. Transfer: CSU.

**CBOT 436 DATABASE MANAGEMENT**

*Units (Grade Option) 3; Class Hours: Minimum of 48 lecture/32 by arrangement lab hours/semester; Recommended: Eligibility for READ 836, and ENGL 836 or ESL 400; Prerequisite(s): None. Description:* The use of 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. Transfer: CSU.

**CBOT 439 MANAGING BUSINESS DOCUMENTS**

*Units 1.5; Class Hours: Minimum of 24 lecture/16 by arrangement lab hours/semester; Recommended: Eligibility for READ 836, and ENGL 836 or ESL 400; Prerequisite(s): CBOT 415. Description:* Learn to create, format, and manage professional-looking business documents using a word processing program. Business documents include business letters, reports, tables, memorandums and electronic mail. Transfer: CSU.

**CBOT 440 MACINTOSH APPLICATIONS, PART I**

*Units (Grade Option) 1.5; Class Hours: Minimum of 24 lecture/16 by arrangement lab hours/semester; Recommended: Eligibility for READ 836, and ENGL 836 or ESL 400; Prerequisite(s): None. Description:* Introduces new Macintosh users to the operating system and its basic features such as navigating the Dock, the Finder toolbar, and the folder structure. In addition, the course covers word processing, drawing and painting and the presentation modules. Transfer: CSU.

**CBOT 448 USING MICROSOFT WINDOWS**

*Units (Grade Option) 1.5; Class Hours: Minimum of 24 lecture/16 by arrangement lab hours/semester; Recommended: Eligibility for READ 836, and ENGL 836 or ESL 400; Prerequisite(s): None. Description:* Students learn the Windows operating system features, work with programs and file management. The course includes how to manage files and folders, maintain the computer, manage hardware, and customize Windows. May be repeated once for credit. Transfer: CSU.

**CBOT 457 PRESENTATION SOFTWARE: POWERPOINT**

*Units (Grade Option) 1.5; Class Hours: Minimum of 24 lecture/32 by arrangement lab hours/semester; Recommended: Eligibility for READ 836, and ENGL 836 or ESL 400; Prerequisite(s): CBOT 430. Description:* Intermediate features of PowerPoint including importing and exporting data, drawing, linking and embedding objects, using color, and creating and running multiple slide shows. Transfer: CSU.

**CBOT 458 ADVANCED PRESENTATION SOFTWARE: POWERPOINT**

*Units 1.5; Class Hours: Minimum of 24 lecture/16 by arrangement lab hours/semester; Recommended: Eligibility for READ 836, and ENGL 836 or ESL 400; Prerequisite(s): None. Description:* Learn the advanced features of PowerPoint, including manipulating PowerPoint objects, customizing templates and toolbars, advanced text manipulation, animation and slide show effects, creating charts and tables, flowcharts, organization charts, and diagrams. Transfer: CSU.

**CBOT 470 ADVANCED SPREADSHEETS**

*Units (Grade Option) 1.5; Class Hours: Minimum of 24 lecture/32 lab hours/semester; Recommended: Eligibility for READ 836, and ENGL 836 or ESL 400; Prerequisite(s): CBOT 435. Description:* 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.

**CBOT 472 INTRODUCTION TO WORD FOR WINDOWS**

*Units (Grade Option) 1.5; Class Hours: Minimum of 24 lecture/32 lab hours/semester; Recommended: Eligibility for READ 836, and ENGL 836 or ESL 400; Prerequisite(s): None. Description:* This course covers the basic features of Word for Windows. The topics include creating, editing, printing, and formatting. Transfer: CSU.

**CBOT 474 INTERMEDIATE WORD FOR WINDOWS**

*Units (Grade Option) 1.5; Class Hours: Minimum of 24 lecture/32 lab hours/semester; Recommended: Eligibility for READ 836, and ENGL 836 or ESL 400; Prerequisite(s): CBOT 472. Description:* Intermediate features of Word for Windows including labels, merging, macros, sorting, tables, columns, and desktop publishing features. Transfer: CSU.

**CBOT 475 USING OUTLOOK**

*Units (Grade Option) 1.5; Class Hours: Minimum of 24 lecture/16 by arrangement lab hours/semester; Recommended: Eligibility for READ 836, and ENGL 836 or ESL 400; Prerequisite(s): CBOT 430. Description:* Students learn Outlook, a personal information management program that helps prepare a wide range of organizational tasks within

an office environment. Includes sending and receiving messages and managing the Inbox, scheduling appointments and meetings using the Calendar, creating and managing tasks and journal entries using Outlook with other Office applications and using Outlook with the Internet. Transfer: CSU.

**CBOT 476 ADOBE ADOBE ACROBAT**

*Units 1.5; Class Hours: Minimum of 24 lecture/16 by arrangement lab hours/semester; Recommended: Eligibility for READ 836, and ENGL 836 or ESL 400; Prerequisite(s): None. Description:* Learn to create, convert, store, and transport documents from various software programs using Adobe Acrobat. The course covers Adobe Reader, security and password protection, consolidation of PDF files into one Adobe PDF file, application of final edits and modifications to enhance those files. Also, learn to create online documents and interactive forms. Working knowledge of using a computer and its operating system is recommended. Transfer: CSU.

**CBOT 478 INTEGRATING MICROSOFT OFFICE**

*Units (Grade Option) 1.5; Class Hours: Minimum of 24 lecture/16 by arrangement lab hours/semester; Recommended: Eligibility for READ 836, and ENGL 836 or ESL 400; Prerequisite(s): CBOT 431 or equivalent. Description:* Learn how 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.

**CBOT 480 USING THE INTERNET, PART I**

*Units (Grade Option) 1.5; Class Hours: Minimum of 24 lecture/16 by arrangement lab hours/semester; Recommended: Eligibility for READ 836, and ENGL 836 or ESL 400; Prerequisite(s): CBOT 448. Description:* Students learn how the Internet works, Internet connection options available, utilization of Internet addresses, mastery of browsers available, and basic e-mail features. Transfer: CSU.

**CBOT 483 CREATING WEB PAGES: INTRODUCTION TO HTML**

*Units (Grade Option) 1; Class Hours: Minimum of 16 lecture/16 by arrangement lab hours/semester; Recommended: Eligibility for READ 836, and ENGL 836 or ESL 400; Prerequisite(s): CBOT 480. Description:* Creating Web pages using HTML, hypertext markup language, structure, protocols, testing, editors, converters, HTML tags, colors, hex codes, style sheets, and printing are covered. This course teaches the user to create Web pages and develop a Web site. Transfer: CSU.

**CBOT 484 CREATING WEB PAGES: INTERMEDIATE HTML**

*Units (Grade Option) 1; Class Hours: Minimum of 16 lecture/32 by arrangement lab hours/semester; Recommended: Eligibility for READ 836, and ENGL 836 or ESL 400; Prerequisite(s): CBOT 483 or equivalent. Description:* Learn to create extensive Web pages using intermediate HTML code, hypertext markup language. Tables are explored in depth including merging columns and rows, parameters, alignment of text and images, color, captions, headers; forms and frames, and exploration of design layout is covered also. Transfer: CSU.

## COMPUTER INFORMATION SCIENCE

(See also Engineering)

### CIS 118 INTRODUCTION TO OBJECT-ORIENTED PROGRAM DESIGN

*Units (Grade Option) 3; Class Hours: Minimum of 48 lecture hours/semester; Recommended: Eligibility for READ 420, ENGL 100, and MATH 110 or 111; Prerequisite(s): None; Co-requisite(s): CIS 119.*

**Description:** Introduction to object-oriented computer programming for computer science majors (CS0) and computer professionals. Topics include computer hardware and operating systems; problem-solving techniques; object-oriented program design; program coding, testing, and implementation; and documentation issues and techniques. Students explore algorithm development, data types, flow of control, classes, objects, methods, vectors, and event-driven programming. May be repeated once for credit. Transfer: CSU, UC.

### CIS 119 OPEN COMPUTER LAB I

*Units (Credit/No Credit) 1; Class Hours: Minimum of 48 lab hours/semester; Recommended: Eligibility for READ 420, ENGL 100, and MATH 110 or 111; Prerequisite(s): None; Corequisite(s): Concurrent enrollment in CIS 118. Description:* Use of microcomputers to complete lab assignments for CIS 118. May be repeated once for credit. Transfer: CSU, UC.

### CIS 250 PROGRAMMING METHODS I: C++

*Units (Grade Option) 3; Class Hours: Minimum of 48 lecture hours/semester; Recommended: Eligibility for READ 420, ENGL 100, and MATH 120 or 122; Prerequisite(s): CIS 118 or equivalent; Corequisite(s): Concurrent enrollment in CIS 251. Description:* Introduction to computer science and software engineering for majors (CS1) and computer professionals. A systematic approach to the design, implementation, and management of robust C++ computer programs. Course emphasizes object-oriented design, programming documentation, testing and debugging techniques, and computer ethics. This course conforms to the ACM CS1 standards. Transfer: CSU, UC.

### CIS 251 OPEN COMPUTER LAB I: C++

*Units (Credit/No Credit) 1; Class Hours: Minimum of 48 lab hours/semester; Recommended: Eligibility for READ 420, ENGL 100, and MATH 120 or 122; Prerequisite(s): None; Corequisite(s): Concurrent enrollment in CIS 250. Description:* Use of microcomputers to complete lab assignments for CIS 250. Transfer: CSU, UC.

### CIS 252 PROGRAMMING METHODS II: C++

*Units (Grade Option) 3; Class Hours: Minimum of 48 lecture hours/semester; Recommended: Eligibility for READ 420, ENGL 100, and MATH 120 or 122; Prerequisite(s): CIS 250/251 or equivalent; Corequisite(s): Concurrent enrollment in CIS 253. Description:* This course uses Object-Oriented techniques and the C++ programming language to illustrate a variety of data structures including: arrays, stacks, queues, linked lists, trees, dictionaries, sets and graphs. Also covered are sorting and searching topics, including Big O notation and hash tables. This course conforms to the ACM CS2 standards. Transfer: CSU, UC.

### CIS 253 OPEN COMPUTER LAB II: C++

*Units (Credit/No Credit) 1; Class Hours: Minimum of 48 lab hours/semester; Recommended: Eligibility for READ 420, ENGL 100, and MATH 120 or 122; Prerequisite(s): CIS 250/251; Corequisite(s): Concurrent enrollment in CIS 252. Description:* Use of microcomputers to complete lab assignments for CIS 252. Transfer: CSU, UC.

### CIS 284 PROGRAMMING METHODS I: JAVA

*Units (Grade Option) 3; Class Hours: Minimum of 48 lecture hours/semester; Recommended: Eligibility for READ 420 and ENGL 100; Prerequisite(s): CIS 118/119 or equivalent, and MATH 120 or equivalent; Corequisite(s): Concurrent enrollment in CIS 285. Description:* Introduction to computer science and software engineering for computer science majors (CS1) and computer professionals. A systematic approach to the design, construction, and management of computer programs, emphasizing object-oriented design and programming documentation, testing and debugging techniques. Focuses on designing and implementing robust, well styled, and maintainable computer programs. Course also includes introduction to basic data structures and computer ethics. This course conforms to the ACM CS1 standards. Transfer: CSU, UC.

### CIS 285 OPEN COMPUTER LAB I: JAVA

*Units (Credit/No Credit) 1; Class Hours: Minimum of 48 lab hours/semester; Recommended: Eligibility for READ 420 and ENGL 100; Prerequisite(s): CIS 118/119 or equivalent, and MATH 120 or equivalent; Corequisite(s): Concurrent enrollment in CIS 284. Description:* Use of microcomputers to complete lab assignments for CIS 284. Transfer: CSU, UC.

### CIS 286 PROGRAMMING METHODS II: JAVA

*Units (Grade Option) 3; Class Hours: Minimum of 48 lecture hours/semester; Recommended: Eligibility for READ 420 and ENGL 100; Prerequisite(s): CIS 284/285 or equivalent; Corequisite(s): Concurrent enrollment in CIS 287. Description:* Data Structures class for computer science majors (CS2) and computer professionals. This course uses Object-Oriented techniques to illustrate a variety of data structures including: vectors, stacks, queues, linked lists, trees, dictionaries, maps, sets and graphs. Also covered are sorting and searching topics, including Big O notation and hash tables. This course conforms to the ACM CS2 standards. Transfer: CSU, UC.

### CIS 287 OPEN COMPUTER LAB II: JAVA

*Units (Credit/No Credit) 1; Class Hours: Minimum of 48 lab hours/semester; Recommended: Eligibility for READ 420 and ENGL 100; Prerequisite(s): CIS 118/119 or equivalent, and MATH 120 or equivalent; Corequisite(s): Concurrent enrollment in CIS 286. Description:* Use of microcomputers to complete lab assignments for CIS 286. Transfer: CSU, UC.

### **CIS 372 OBJECT-ORIENTED SOFTWARE DEVELOPMENT: ADVANCED TOPICS**

*Units (Grade Option) 3; Class Hours: Minimum of 48 lecture hours/semester; Recommended: Eligibility for READ 420 and ENGL 100; Prerequisite(s): CIS 252/253 or 286/287. Corequisite(s): Concurrent enrollment in CIS 373. Description:* Introduction to high level object-oriented software development for computer science majors and computer professionals. Includes conceptualization, analysis, design, implementation, testing and maintenance of software, using the Unified Modeling Language (UML). Students use the above tools to build a project involving the development of a software application in cooperative groups. Transfer: CSU, UC.

### **CIS 373 OPEN COMPUTER LAB**

*Units (Credit/No Credit) 1; Class Hours: Minimum of 48 lab hours/semester; Recommended: Eligibility for READ 420 and ENGL 100; Prerequisite(s): CIS 252/253 or 286/287. Corequisite(s): Concurrent enrollment in CIS 372. Description:* Use of microcomputers to complete lab assignments for CIS 372. Transfer: CSU, UC.

## **COMPUTER INFORMATION SYSTEMS**

*(See also Business, Computer Business Office Technology, Computer Information Technology, and Multimedia)*

### **COMP 321 JAVASCRIPT I**

*Units (Grade Option) 1; Class Hours: Minimum of 16 lecture/8 lab hours/semester; Recommended: Eligibility for READ 420 and ENGL 100; Prerequisite(s): CBOT 483 or familiarity with HTML; access to the Internet. 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: Minimum of 16 lecture/8 lab hours/semester; Recommended: Eligibility for READ 420 and ENGL 100; Prerequisite(s): COMP 321; access to the Internet. Description:* Continuation of COMP 321. Topics include creating windows, saving data to cookies, and Java applets. Transfer: CSU.

### **COMP 330 INTRODUCTION TO PERL**

*Units (Grade Option) 1.5; Class Hours: Minimum of 24 lecture/8 by arrangement lab hours/semester; Recommended: Eligibility for READ 420 and ENGL 100; Prerequisite(s): CIS 250/251 or 284/285 or COMP 235 or 236 or CIT 311. Description:* Perl is a fundamental building block for interactive Web pages and an important programming language in the Biotech industry. Perl is examined as a general purpose programming language, and this course focuses on Perl's unique data types, flow of control, pattern matching and the application of these specialized features to real problems. Students write stand alone Perl programs and Web CGI scripts that take full advantage of all the basic features of the language. Transfer: CSU, UC\*.

### **COMP 331 INTERMEDIATE PERL**

*Units (Grade Option) 1.5; Class Hours: Minimum of 24 lecture/8 by arrangement lab hours/semester; Recommended: Eligibility for READ 420 and ENGL 100; Prerequisite(s): COMP 330. Description:* Continuation of COMP 330. Perl is a fundamental building block for interactive Web pages and an important programming language in the Biotech industry. This course builds on Introduction to Perl focusing on Perl's idioms, reference-based compound data structures, and object-oriented programming. It is the basis for advanced Perl library modules including the CGI module for interacting with the WWW pages. Students write sophisticated object-oriented Perl programs and implement basic library modules. Transfer: CSU, UC\*.

### **COMP 422 BEGINNING INTERNET**

*Units (Credit/No Credit) 0.5; Class Hours: Minimum of 32 lecture/16 lab hours/semester; (Total of 4 weeks); Recommended: Eligibility for READ 836, and ENGL 836 or ESL 400; 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 learn the basic equipment and software requirements and develop an understanding of the Internet and how it can best be used. Topics include navigation through the World Wide Web, E-mail, and Netscape Navigator. Transfer: CSU.

## **COMPUTER INFORMATION TECHNOLOGY**

*(Previously listed under Business or Computer Information Science and/or Systems)*

### **CIT 311 INTRODUCTION TO THE UNIX OPERATING SYSTEM**

*Units (Grade Option) 1.5; Class Hours: Minimum of 24 lecture/16 by arrangement lab hours/semester; Recommended: Eligibility for READ 420, ENGL 100, and MATH 120 or 122; Prerequisite(s): BUS. 103 or COMP 103 or CIS 118. Description:* This course introduces the UNIX operating system including the UNIX system architecture, file system, UNIX shell, job control, and an introduction to shell scripts. Transfer: CSU, UC.

### **CIT 340 INTRODUCTION TO UNIX SYSTEMS ADMINISTRATION**

*Units (Grade Option) 1.5; Class Hours: Minimum of 24 lecture/16 by arrangement lab hours/semester; Recommended: Eligibility for READ 420 and ENGL 100; Prerequisite(s): Completion of or concurrent enrollment in CIT 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.

### **CIT 411 INTERMEDIATE UNIX**

*Units (Grade Option) 1.5; Class Hours: Minimum of 24 lecture/16 by arrangement lab hours/semester; Recommended: Eligibility for READ 420, ENGL 100, and MATH 120 or 122; Prerequisite(s): CIT 311. Description:* Continuation of CIT 311. Topics include features of UNIX shells, job control, and uses of UNIX utilities. Transfer: CSU, UC.

**CIT 422 HELP DESK**

*Units 1.5; Class Hours: Minimum of 24 lecture hours/semester; Recommended: Eligibility for READ 836, and ENGL 836 or ESL 400; Prerequisite(s): CBOT 430. Description:* Introduces students to the functions of Help Desk in the technical support setting. The Help Desk roles and responsibilities, processes and procedures, tools and technologies, and performance measures are explored in detail. In addition the course emphasizes the combination of technical, business, and personal skills important to Help Desk personnel. Transfer: CSU.

**CIT 450 PC MAINTENANCE AND SYSTEM UPGRADES, PART I**

*Units (Grade Option) 3; Class Hours: Minimum of 48 lecture/32 by arrangement lab hours/semester; Recommended: Eligibility for READ 836, and ENGL 836 or ESL 400; Prerequisite(s): CBOT 415. Description:* Introduction 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.

**CIT 451 PC MAINTENANCE AND SYSTEM UPGRADES, PART II**

*Units (Grade Option) 3; Class Hours: Minimum of 48 lecture/32 by arrangement lab hours/semester; Recommended: Eligibility for READ 836, and ENGL 836 or ESL 400; Prerequisite(s): CIT 450. Description:* Continuation of CIT 450. Students 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 is performed. Transfer: CSU.

**CIT 453 TROUBLESHOOTING SYSTEMS**

*Units 1.5; Class Hours: Minimum of 24 lecture/16 by arrangement lab hours/semester; Recommended: Eligibility for READ 836, and ENGL 836 or ESL 400; Prerequisite(s): CIT 450 and CBOT 480. Description:* The course introduces techniques and resources used to identify, analyze and rectify various hardware, software, connection, and user problems. Using text references, computer, and Internet resources, students learn to apply standard problem-solving procedures relating to personal computer malfunctions. Transfer: CSU.

**CIT 464 ADVANCED WINDOWS OPERATING SYSTEM**

*Units 1.5; Class Hours: Minimum of 24 lecture/16 by arrangement lab hours/semester; Recommended: Eligibility for READ 836, and ENGL 836 or ESL 400; Prerequisite(s): CBOT 448 or equivalent. Description:* This course covers all utilities and maintenance utilities that are included with Windows. Also included are installing, upgrading, reinstallation, and troubleshooting Windows. Transfer: CSU.

**CIT 467 INTERNET/NETWORK SECURITY**

*Units 3; Class Hours: Minimum of 48 lecture/32 by arrangement lab hours/semester; Recommended: Eligibility for READ 836, and ENGL 836 or ESL 400; Prerequisite(s): None. Description:* Provides a fundamental understanding of network security principles and implementation. Students receive an in-depth overview of all the current risks and threats to an organization's data, along with a structured way to addressing and safeguarding these electronic assets. A thorough

understanding of computer systems and computer networks is highly recommended before taking this course. Transfer: CSU.

**CIT 480 PERSONAL UNIX SYSTEMS**

*Units (Credit/No Credit) 0.5; Class Hours: Minimum of 8 lecture hours/semester; Recommended: Eligibility for READ 836, and ENGL 836 or ESL 400; Prerequisite(s): None. Description:* Learn how to install Linux, a UNIX clone, on your home computer system. Topics include hardware issues and where to get your own copy on the Internet. Transfer: CSU.

**CIT 492 NETWORKING ESSENTIALS**

*Units (Grade Option) 3; Class Hours: Minimum of 48 lecture/32 by arrangement lab hours/semester; Recommended: Eligibility for READ 836, and ENGL 836 or ESL 400; Prerequisite(s): None. Description:* Introduces the basics of Local Area Networks to include terminology, network components and their functions, network planning, monitoring, and management of networks with relationships to Microsoft Operating Systems. Transfer: CSU.

**CIT 494 SUPPORTING WINDOWS XP PROFESSIONAL**

*Units (Grade Option) 3; Class Hours: Minimum of 48 lecture/32 by arrangement lab hours/semester; Recommended: Eligibility for READ 836, and ENGL 836 or ESL 400; Prerequisite(s): CBOT 448, and CIT 450 and 492. Description:* Prepares students to install, configure and administer Windows XP Professional in workgroup and domain environments. Topics include installation methods, protocol configuration, user and group management, file, share, and logon security, printing, hardware and software installations, troubleshooting and related Windows XP topics. Transfer: CSU.

**CIT 496 WINDOWS 2000 ACTIVE DIRECTORY**

*Units (Grade Option) 3; Class Hours: Minimum of 48 lecture/32 by arrangement lab hours/semester; Recommended: Eligibility for READ 836, and ENGL 836 or ESL 400; Prerequisite(s): CIT 498. Description:* Techniques of planning, executing, troubleshooting, and setup of the Windows 2000 Active Directory. Additional topics include: overcoming challenges such as administration, set up user and group accounts, and security. Transfer: CSU.

**CIT 497 WINDOWS 2000 PROFESSIONAL**

*Units (Grade Option) 1.5; Class Hours: Minimum of 24 lecture/16 by arrangement lab hours/semester; Recommended: Eligibility for READ 836, and ENGL 836 or ESL 400; Prerequisite(s): CBOT 448 and CIT 492. Description:* Install, configure and administer Windows 2000 Professional in workgroup and Domain networks. Topics include installation methods; protocol configuration; user and group management; file, share, and logon security; printing; hardware and software installations; troubleshooting and related Windows 2000 topics. Preparation for Microsoft 70-210 examination. Transfer: CSU.



**CIT 498 WINDOWS 2000 SERVER**

*Units (Grade Option) 3; Class Hours: Minimum of 48 lecture/32 by arrangement lab hours/semester; Recommended: Eligibility for READ 836, and ENGL 836 or ESL 400; Prerequisite(s): CIT 497. Description:* Implement, configure and support a Windows 2000 server as domain controller in a Microsoft enterprise network environment. Topics include network protocols; domain user and group management; share, NTFS and logon security; introduction to Active Directory Service; printing; server performance optimization and troubleshooting. Prepares student for the Microsoft certification. Transfer: CSU.

**COOPERATIVE EDUCATION**

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

**670 COOPERATIVE EDUCATION/WORK EXPERIENCE**

*Units (Grade Option) 1-4; Class Hours: 1-3 lecture hours/semester (75 to 300 paid job hours/ semester, 60-240 volunteer job hours/semester.); Recommended: Eligibility for READ 836, and ENGL 836 or ESL 400; Prerequisite(s): None; Corequisite(s): Spring and Fall Semesters: Enrollment in 7 units, including Cooperative Education/Work Experience and a job or volunteer work site. Summer Session: Enrollment in 0.5 unit, plus Cooperative Education/Work Experience 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) 1-3; Class Hours: 1-3 lecture hours/semester (60 to 180 volunteer on the job hours/semester); Recommended: Eligibility for READ 836, and ENGL 836 or ESL 400; Prerequisite(s): None. Corequisite(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. Transfer: CSU.

**DEVELOPMENTAL SKILLS****DSKL 810 DEVELOPMENTAL LEARNING SKILLS**

*Units (Credit/No Credit) 0.5; Class Hours: Minimum of 8 lecture/8 by arrangement lab hours/semester; Basic Skills Level: Open Curriculum; Prerequisite(s): None. 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 as well as self-advocacy. Verifiable learning disability is recommended. Units do not apply toward AA/AS degree.

**DSKL 811 SPECIFIC LEARNING SKILLS ASSESSMENT**

*Units (Credit/No Credit) 0.5; Class Hours: Minimum of 24 by arrangement lab hours per semester; Prerequisite(s): None. 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, designs and uses 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: Minimum of 24 lecture/24 by arrangement lab hours/semester; Basic Skills Level: Open Curriculum; Prerequisite(s): None. 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. Verifiable learning disability is recommended. Units do not apply toward AA/AS degree.

**DSKL 814 DEVELOPMENTAL WRITING**

*Units (Credit/No Credit) 0.5-2; Class Hours: Minimum of 24 lecture/24 lab hours/semester; Basic Skills Level: Open Curriculum; Prerequisite(s): Verifiable learning disability. Description:* Small group and classroom activities designed to assist students in writing skills. Units do not apply toward AA/AS degree.

**DSKL 816 TUTORING**

*Units (Credit/No Credit) 0.5-2; Class Hours: Minimum of 24-96 lab hours/semester; Basic Skills Level: Open Curriculum; Prerequisite(s): None. Description:* 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. Verifiable learning disability is recommended. Units do not apply toward AA/AS degree.

**DRAMA**

*(See Theater Arts)*

**EARLY CHILDHOOD EDUCATION/  
CHILD DEVELOPMENT****ECE. 191 CHILDREN'S LITERATURE I (Previously LIT. 191)**

*Units 3; Class Hours: Minimum of 48 lecture hours/semester; Recommended: Eligibility for READ 836, and ENGL 836 or ESL 400; Prerequisite(s): None. Description:* A survey of children's literature including the following genres: Traditional (folklore, myths, fables, epics, legends, fairytales), picture books, modern fantasy and science fiction. Emphasis is placed on understanding how quality children's literature experiences contribute to children's literacy skills. Included are guides for selecting and evaluating children's literature and related literacy experiences from infancy to adolescence. Transfer: CSU.

**ECE. 192 CHILDREN'S LITERATURE II (Previously LIT. 192)**

*Units 3; Class Hours: Minimum of 48 lecture hours/semester; Recommended: Eligibility for READ 836, and ENGL 836 or ESL 400; Prerequisite(s): None. Description:* A survey of children's literature including the following genres: poetry, multicultural books, informational books and biography, realistic fiction, and historical fiction. Emphasis is placed on understanding how quality children's literature experiences contribute to children's literacy skills. The course introduces controversies, trends and issues related to children's literature and developmentally appropriate strategies for encouraging children's response to literature (infancy to adolescence). Transfer: CSU: C2.

**ECE. 201 CHILD DEVELOPMENT**

*Units 3; Class Hours: Minimum of 48 lecture hours/semester; Recommended: Eligibility for READ 836, and ENGL 836 or ESL 400; Prerequisite(s): None. Description:* Overview of the development in children from birth to adolescence with emphasis on the first ten years. The growth areas to be covered include physical, cognitive, language, emotional, and social. A practical application of theory integrates these developmental concepts in a "whole child" approach. Transfer: CSU: DSI, UC. (IGETC: 4)

**ECE. 210 EARLY CHILDHOOD EDUCATION PRINCIPLES**

*Units (Grade Option) 3; Class Hours: Minimum of 48 lecture hours/semester; Recommended: Eligibility for READ 836, and ENGL 836 or ESL 400; 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: Minimum of 48 lecture hours/semester; Recommended: Eligibility for READ 836, and ENGL 836 or ESL 400; Prerequisite(s): None. Description:* Development of goals and objectives to manage learning environments and their social implications for children are covered. Students 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 3; Class Hours: Minimum of 48 lecture hours/semester; Recommended: Eligibility for READ 836, and ENGL 836 or ESL 400; Prerequisite(s): None. Description:* An overview of contemporary family and community issues influencing childhood. Interactions among the child, family, school, peers, media and the community are explored. The course focuses on the socialization process including cultural, and ethnic diversity, parenting styles, gender roles and the role of the community. Community resources available to children and families are also covered. Transfer: CSU: DSI, UC. (IGETC: 4)

**ECE. 213 THE SCHOOL AGE CHILD**

*Units (Grade Option) 3; Class Hours: Minimum of 48 lecture hours/semester; Recommended: Eligibility for READ 836, and ENGL 836*

*or ESL 400; Prerequisite(s): None. Description:* The focus of this course is relevant and responsible program planning for before and after school childcare. 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: Minimum of 48 lecture hours/semester; Recommended: Eligibility for READ 836, and ENGL 836 or ESL 400; 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: Minimum of 48 lecture hours/semester; Recommended: Eligibility for READ 836, and ENGL 836 or ESL 400; Prerequisite(s): None. Description:* Covers 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: Minimum of 48 lecture hours/semester; Recommended: Eligibility for READ 836, and ENGL 836 or ESL 400; 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: Minimum of 48 lecture hours/semester; Recommended: Eligibility for READ 836, and ENGL 836 or ESL 400; 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: Minimum of 48 lecture hours/semester; Recommended: Eligibility for READ 836, and ENGL 836 or ESL 400; Prerequisite(s): None. Description:* This course focuses on 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: Minimum of 32 lecture hours/semester; Recommended: Eligibility for READ 836, and ENGL 836 or ESL 400; Prerequisite(s): None. Description:* 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. 244 PREKINDERGARTEN LEARNING AND DEVELOPMENT GUIDELINES**

*Units 2; Class Hours: Minimum of 32 lecture/8 by arrangement lab hours/semester; Recommended: Eligibility for READ 836, and ENGL 836 or ESL 400; Prerequisite(s): None. Description:* Reviews criteria for the provision of high quality prekindergarten/preschool experiences for young children. Early child development foundation skills and the design of appropriate learning environments are key topics. Issues examined are developmental, political and economic including school readiness/school success and universal preschool. Transfer: CSU.

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

*Units (Grade Option) 3; Class Hours: Minimum of 48 lecture hours/semester; Recommended: Eligibility for READ 836, and ENGL 836 or ESL 400; Prerequisite(s): None. Description:* Exploration of 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 are incorporated also. Transfer: CSU.

#### **ECE. 252 TEACHING VIOLENCE INTERVENTION STRATEGIES TO CHILDREN AND FAMILIES**

*Units (Grade Option) 3; Class Hours: Minimum of 48 lecture hours/semester; Recommended: Eligibility for READ 836, and ENGL 836 or ESL 400; Prerequisite(s): None. Description:* Provides 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 3; Class Hours: Minimum of 48 lecture hours/semester; Recommended: Eligibility for READ 836, and ENGL 836 or ESL 400; Prerequisite(s): None. Description:* 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 are examined in the context of curriculum development. Transfer: CSU.

#### **ECE. 260 CHILDREN WITH SPECIAL NEEDS**

*Units 3; Class Hours: Minimum of 48 lecture hours/semester; Recommended: Eligibility for READ 836, and ENGL 836 or ESL 400; Prerequisite(s): None. Description:* Overview of the issues related to children with special needs: 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. 262 INTRODUCTION TO FAMILY SUPPORT: BUILDING RESPECTFUL PARTNERSHIPS (Also HMSV 262)**

*Units 3; Class Hours: Minimum of 48 lecture/8 by arrangement lab hours/semester; Recommended: Eligibility for READ 836, and ENGL 836 or ESL 400; Prerequisite(s): None. Description:* Overview of Family Support programs within Early Childhood Education. Included is a historical perspective, Family Support principles, and effective communication guides between families, childcare providers, teachers, and community agencies. This course is one of two (ECE. 264, other course) for a specialization for Master Teacher on the Child Development Permit matrix. Transfer: CSU.

#### **ECE. 264 THE LIFE CYCLE OF THE FAMILY (Also HMSV 264)**

*Units 3; Class Hours: Minimum of 48 lecture/8 by arrangement lab hours/semester; Recommended: Eligibility for READ 836, and ENGL 836 or ESL 400; Prerequisite(s): None. Description:* The life cycle of the family bridging individual and family development with cultural and social perspectives. The emphasis is on the diversity within contemporary families and the establishment of family support programs. This course is one of two (ECE. 262, other course) for a specialization for Master Teacher on the Child Development Permit Matrix. Transfer: CSU: DSI.

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

*Units 3; Class Hours: Minimum of 48 lecture hours/semester; Recommended: Eligibility for READ 836, and ENGL 836 or ESL 400; Prerequisite(s): None. Description:* Health practices and safety regulations for licensed childcare settings. Major topics include infectious disease prevention, establishing safe environments for young children, emergency and disaster preparedness, and community resources. Transfer: CSU.

#### **ECE. 316 FIRST AID FOR CHILDREN**

*Units (Grade Option) 0.5; Class Hours: Minimum of 8 lecture hours/semester; Recommended: Eligibility for READ 836, and ENGL 836 or ESL 400; 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: Minimum of 8 lecture hours/semester; Recommended: Eligibility for READ 836, and ENGL 836 or ESL 400; Prerequisite(s): None. Description:* This course focuses on the techniques required for pediatric Cardiopulmonary Resuscitation. CPR certification is available upon completion.

**ECE. 331 THE TEACHING EXPERIENCE**

*Units (Grade Option) 1; Class Hours: Minimum of 16 lecture hours/semester; Recommended: Eligibility for READ 836, and ENGL 836 or ESL 400; Prerequisite(s): None. Description:* 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 3; Class Hours: Minimum of 48 lecture/16 by arrangement lab hours/semester; Recommended: Eligibility for READ 836, and ENGL 836 or ESL 400; Prerequisite(s): None. Description:* Overview of methods and in-depth practice of observational skills in ECE/CD settings. Students experience the observation of children, teachers, and programs using the following tools: Desired Results and Environmental Rating Scale, CA Dept. of Education, and NAEYC Accreditation Self Study. Transfer: CSU.

**ECE. 335 HANDLING BEHAVIOR**

*Units (Grade Option) 3; Class Hours: Minimum of 48 lecture hours/semester; Recommended: Eligibility for READ 836, and ENGL 836 or ESL 400; Prerequisite(s): None. Description:* Child guidance and discipline are covered in this course. The primary goal is to give teachers, caregivers, and parents an understanding of the complexity of children's behavior. Theories and trends concerning child guidance are covered to assist adults in developing appropriate strategies related to interacting with children and fostering pro-social behavior.

**ECE. 337 CHILD-PARENT RELATIONSHIPS**

*Units 3; Class Hours: Minimum of 48 lecture hours/semester; Recommended: Eligibility for READ 836, and ENGL 836 or ESL 400; Prerequisite(s): None. Description:* Issues related to contemporary parenting including the stages of parenting, the diversity of the parenting experience, communication guides for more effective parenting, and community resources for family support.

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

*Units (Grade Option) 1-12 (No more than 6 units per semester); Class Hours: Minimum of 16 lecture hour/semester per unit; Recommended: Eligibility for READ 836, and ENGL 836 or ESL 400; 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 are 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 1; Class Hours: Minimum of 16 lecture/3 by arrangement lab hours/semester; Recommended: Eligibility for READ 836, and ENGL 836 or ESL 400; Prerequisite(s): None. Description:* How to develop and present an appropriate language arts program for young children. Current research is combined with the practical application of curriculum principles to foster children's emerging language and literacy skills.

**ECE. 353 LITERACY IN EARLY CHILDHOOD**

*Units 1; Class Hours: Minimum of 16 lecture/3 by arrangement lab hours/semester; Recommended: Eligibility for READ 836, and ENGL 836 or ESL 400; Prerequisite(s): None. Description:* This course describes the developmental approach to the growth of listening, speaking, reading and writing skills in early childhood. Included are current issues and resources for teachers and parents.

**ECE. 355 STORYTELLING IN EARLY CHILDHOOD**

*Units 1; Class Hours: Minimum of 16 lecture/3 by arrangement lab hours/semester; Recommended: Eligibility for READ 836, and ENGL 836 or ESL 400; Prerequisite(s): None. Description:* This course provides an appreciation of storytelling especially as it relates to an appropriate literacy program for young children. Included are the history of storytelling, the effective elements for presentations, and creative resources for both parents and teachers.

**ECE. 366 PRACTICUM IN EARLY CHILDHOOD EDUCATION (Also HMSV 366)**

*Units 3; Class Hours: Minimum of 16 lecture/96 by arrangement lab hours/semester; Recommended: Eligibility for READ 836, and ENGL 836 or ESL 400; Prerequisite(s): 12 units of ECE., approved sites only. Description:* A supervised field experience course that focuses on the methods and principles of teaching in early childhood classrooms. Emphasis is on the role of the teacher in a developmentally appropriate setting. This course gives students 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: Minimum of 16-64 lecture hours/semester; Recommended: Eligibility for READ 836, and ENGL 836 or ESL 400; 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: Minimum of 16 lecture hours/semester; Recommended: Eligibility for READ 836, and ENGL 836 or ESL 400; Prerequisite(s): None. Description:* 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. 384 PRINCIPLES AND POLICIES FOR HOME-BASED CHILD CARE**

*Units 3; Class Hours: Minimum of 48 lecture hours/semester; Recommended: Eligibility for READ 836, and ENGL 836 or ESL 400; Prerequisite(s): None. Description:* This course focuses on the principles and policies related to child care in home-based settings; it examines child care in the home as a small business. The course is designed for those already caring for children in their homes and for those considering this as an option in the child care profession. Transfer: CSU.

**ECE. 386 ACTIVITY PLANNING AND CURRICULUM FOR HOME-BASED CHILD CARE**

Units 3; Class Hours: Minimum of 48 lecture hours/semester; Recommended: Eligibility for READ 836, and ENGL 836 or ESL 400; Prerequisite(s): None. **Description:** This course focuses on planning activities and curriculum for home-based child care settings. It is designed for those already caring for children in their homes and for those considering this as an option in the child care profession. Transfer: CSU.

**ECONOMICS**

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

Units (Grade Option) 3; Class Hours: Minimum of 48 lecture/16 by arrangement lab hours/semester; Recommended: Eligibility for READ 836, and ENGL 836 or ESL 400; Prerequisite(s): None. **Description:** 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, are presented. The classical, neo classical and Keynesian models of an economy are introduced. This course concludes with an introduction into the aggregate supply and aggregate demand model of an economy. Transfer: CSU: DSI, UC. (IGETC: 4)

**ECON 102 PRINCIPLES OF MICRO ECONOMICS (CAN ECON 4)**

Units (Grade Option) 3; Class Hours: Minimum of 48 lecture/16 by arrangement lab hours/semester; Recommended: Eligibility for READ 836, and ENGL 836 or ESL 400; Prerequisite(s): None. **Description:** 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 also examined. Transfer: CSU: DSI, UC. (IGETC: 4)

**ECON 230 ECONOMIC HISTORY OF THE UNITED STATES**

Units (Grade Option) 3; Class Hours: Minimum of 48 lecture hours/semester; Recommended: Eligibility for READ 836, and ENGL 836 or ESL 400; Prerequisite(s): None. **Description:** An introduction to the origin and development of the American economy from 1860 to the present time. Topics studied are industrial growth, land and resource use, role of immigration and various ethnic and cultural groups, the transportation revolution, development of money and banking, trade patterns, organized labor, agriculture, and America in the world economy. (Fulfills Associate degree Ethnic Studies requirement.) Transfer: CSU: DUS-1 & DSI, UC. (IGETC: 4)

**EDUCATION**

**EDUC 100 INTRODUCTION TO EDUCATION**

Units 3; Class Hours: Minimum of 48 lecture/16 by arrangement lab hours/semester; Recommended: Eligibility for READ 836, and ENGL 836 or ESL 400; Prerequisite(s): None. **Description:** This course integrates psychological, historical, sociological, and philosophical foundations of education including planning of effective teaching strategies and classroom environments, exploration of career opportunities and new directions in education. Transfer: CSU: DSI.

**ENGINEERING**

**ENGR 100 INTRODUCTION TO ENGINEERING**

Units 3; Class Hours: Minimum of 32 lecture/32 lab /32 by arrangement lab hours/semester; Recommended: Eligibility for READ 836, and ENGL 836 or ESL 400; Prerequisite(s): MATH 130. **Description:** Provides students with an understanding 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 is 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, UC.

**Recommended Sequence of Classes for Engineering Majors**

	Fall Semester	Spring Semester
<b>Year 1</b>	Math 251 Chem 210 Engr 210 CIS 118/119	Math 252 Phys 250 Chem 220 Engr 100 CIS 250/251
<b>Year 2</b>	Math 270 Math 275 Phys 260 Engr 270	Math 253 Engr 230 Engr 260/261 Phys 270

If students register for courses in this sequence there will be no conflicts of schedule.

In addition to these Science/Engineering courses, students should take other General Education courses to complete the AS and/or transfer requirements.

\*With limitations. Refer to pages 53 and 54 or see your counselor.

**ENGR 101 THE ENGINEERING PROFESSION**

*Units 3; Class Hours: Minimum of 32 lecture/32 lab/32 by arrangement lab hours/semester; Recommended: Eligibility for READ 836, and ENGL 836 or ESL 400; Prerequisite(s): MATH 110 or 112. Description:* Provides students with knowledge of the engineering profession and its different fields; a basic understanding of engineering processes and tools, including experimentation, data analysis, and computer and communication skills applied to a wide variety of engineering problems. Throughout the course, emphasis is 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 the course.

**ENGR 210 ENGINEERING GRAPHICS (CAN ENGR 2)**

*Units 3; Class Hours: Minimum of 32 lecture/64 lab/32 by arrangement lab hours/semester; Recommended: Eligibility for READ 836, and ENGL 836 or ESL 400; Prerequisite(s): MATH 130. Description:* An introduction to the engineering design process and graphical solutions of two- and three-dimensional design problems involving points, lines, surfaces, and solids. The course develops visualization skills and standard design drawing practices. The use of CAD (computer-aided design) software is an integral part of the course. Transfer: CSU, UC.

**ENGR 215 COMPUTATIONAL METHODS FOR ENGINEERS**

*Units 3; Class Hours: Minimum of 32 lecture/48 lab hours/semester; Recommended: Eligibility for READ 420 and ENGL 100; Prerequisite(s): Completion of or concurrent enrollment in 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 perform laboratory projects that use the MATLAB programming language to solve problems and examples drawn from algebra, trigonometry, calculus and elementary physics. Transfer: CSU, UC.

**ENGR 230 STATICS (CAN ENGR 8)**

*Units 3; Class Hours: Minimum of 48 lecture/16 by arrangement lab hours/semester; Recommended: Eligibility for READ 836, and ENGL 836 or ESL 400; Prerequisite(s): PHYS 250. Description:* This course covers vector treatment of force systems acting on particles and rigid bodies; two- and three-dimensional problems; equilibrium problems involving trusses, frames, machines, distributed forces, fluid statics, internal forces and friction; centroids and moments of inertia; shear and moment diagrams for beams and virtual work. Transfer: CSU, UC.

**ENGR 240 ENGINEERING DYNAMICS**

*Units 3; Class Hours: Minimum of 48 lecture/32 by arrangement lab hours/semester; Recommended: Eligibility for READ 836, and ENGL 836 or ESL 400; Prerequisite(s): ENGR 230. Description:* This course covers fundamentals of kinematics and kinetics of particles and rigid bodies. Topics include kinematics of particle motion; Newton's second law, work-energy and momentum methods; kinematics of planar and three-dimensional motions of rigid bodies; D'Alembert's principle, work-energy and momentum principles for rigid body motion; introduction to mechanical vibrations. Transfer: CSU, UC.

**ENGR 260 CIRCUITS AND DEVICES**

*Units 3; Class Hours: Minimum of 48 lecture/16 by arrangement lab hours/semester; Recommended: Eligibility for READ 836, and ENGL 836 or ESL 400; Prerequisite(s): MATH 252 and PHYS 260. Description:* An introduction to the theory and techniques of circuit analysis. Circuit laws and nomenclature, resistive circuits with DC sources, controlled sources, ideal operational amplifiers, natural and complete responses of first- and second-order circuits, steady-state sinusoidal analysis, power calculations, amplifiers, and three-phase circuits. MATH 275 is recommended. Transfer: CSU, UC.

**ENGR 261 CIRCUITS AND DEVICES LABORATORY**

*Units 1; Class Hours: Minimum of 48 lab hours/semester; Recommended: Eligibility for READ 836, and ENGL 836 or ESL 400; Prerequisite(s): MATH 252 and PHYS 260. Completion of, or concurrent enrollment in ENGR 260. Description:* Basic instruments and experimental techniques in electrical engineering. Oscilloscopes, function generators, and multiple-use meters. Measurement of voltage, current, frequency response, and transient response. Semiconductor devices, diodes, rectifiers, transistors, and integrated circuits. Circuit simulations using PSpice. MATH 275 is recommended. Transfer: CSU, UC.

**ENGR 270 MATERIALS SCIENCE (CAN ENGR 4)**

*Units 3; Class Hours: Minimum of 32 lecture/48 lab/16 by arrangement lab hours/semester; Recommended: Eligibility for READ 836, and ENGL 836 or ESL 400; Prerequisite(s): MATH 251 and CHEM 210. Description:* Application of basic principles of chemistry and physics to the mechanical, electrical, optical, thermal, magnetic and deteriorative properties of materials. Special emphasis is given to the 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: Minimum of 16 lecture/32 lab/32 by arrangement lab hours/semester; Recommended: Eligibility for READ 836, and ENGL 836 or ESL 400; Prerequisite(s): MATH 110 or 115. Description:* Introduces the engineering student to the basic principles of engineering graphics including computer-aided design and drafting (CADD), pictorial sketching, orthographic projections, dimensioning and tolerances, two- and three-dimensional construction techniques, and solid modeling. Transfer: CSU, UC\*.

**ENGR 413 DESIGNING WITH CAD**

*Units 1.5; Class Hours: 16 lecture/32 lab hours/semester; Recommended: Eligibility for READ 836, and ENGL 836 or ESL 400; Prerequisite(s): MATH 110 or 115. Description:* 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 provides students with opportunities to do practical engineering design projects, write technical reports, and prepare oral presentations. Transfer: CSU, UC\*.

## ENGINEERING TECHNOLOGY

### ETEC 400 SYSTEMS AND FACILITY MAINTENANCE ENGINEERING I

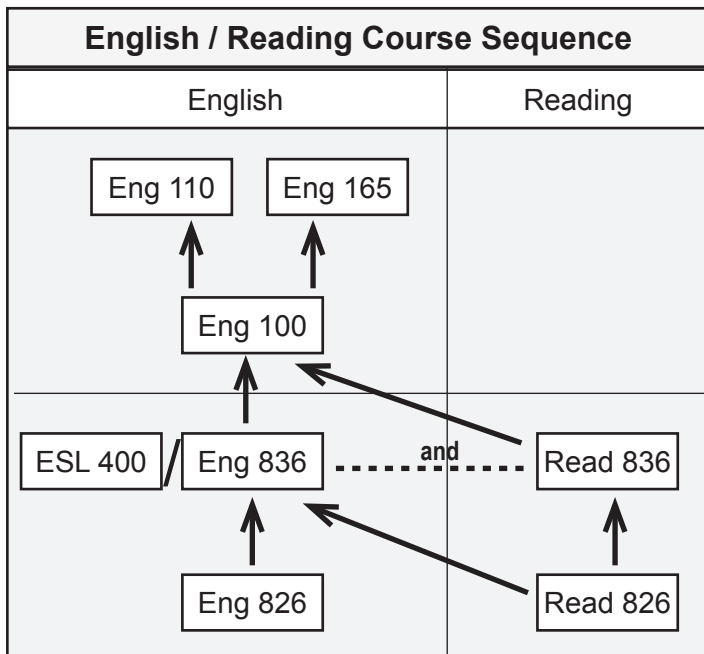
Units (Grade Option) 6.5; Class Hours: Minimum of 104 lecture hours/semester; Recommended: Eligibility for READ 836, and ENGL 836 or ESL 400; Prerequisite(s): None. **Description:** This course is an overview of facility maintenance engineering. Students analyze and apply essential skills needed in the 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: Minimum of 104 lecture/32 by arrangement lab hours/semester; Recommended: Eligibility for READ 836, and ENGL 836 or ESL 400; Prerequisite(s): ETEC 400. **Description:** Continuation of ETEC 400. This employment-oriented course provides 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, LITERATURE AND READING

A Cañada College English Placement Test or ESL Placement Test is required for enrollment in most English and English for non-native speakers (ESL) courses. The placement tests may be waived if a student has completed an English course with a grade of "C" or better at another accredited college in the United States and can provide transcripts indicating course completion. (See section on Assessment and Placement.)



\*With limitations. Refer to pages 53 and 54 or see your counselor.

## ENGLISH

### ENGL 100 READING AND COMPOSITION

(CAN ENGL 2) (CAN ENGL SEQ A = ENGL 100 + 110)

Units 3; Class Hours: Minimum of 48 lecture/16 by arrangement lab hours/semester; Prerequisite(s): ENGL 836 or ESL 400 OR eligibility for ENGL 100 on approved college English Placement Test and other measures as necessary AND READ 836 with Credit or a grade of "C" or better OR eligibility for 400-level Reading courses on approved college Reading Placement Test and other measures as necessary.

**Description:** An intensive reading and writing course based on the study of primarily non-fiction materials of culturally diverse writers. Course writing emphasizes the expository and the argumentative forms. Emphasis is placed on writing coherent, compelling essays demonstrating critical thinking skills and the basic elements of building a convincing argument. Transfer: CSU: A2, UC. (IGETC: 1A)

### ENGL 110 COMPOSITION, LITERATURE AND CRITICAL THINKING (CAN ENGL 4) (CAN ENGL SEQ A = ENGL 100 + 110)

Units 3; Class Hours: Minimum of 48 lecture/16 by arrangement lab hours/semester; Prerequisite(s): ENGL 100. **Description:** In this course students read and analyze works of fiction, poetry, and drama and write critical expository essays which demonstrate skills in analysis and critical thinking. Transfer: CSU: A3, C2, UC. (IGETC: 1B)

### ENGL 161 CREATIVE WRITING I

Units (Grade Option) 3; Class Hours: Minimum of 48 lecture hours/semester; 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: C2, UC.

### ENGL 162 CREATIVE WRITING II

Units (Grade Option) 3; Class Hours: Minimum of 48 lecture hours/semester; 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 164 CREATIVE NON-FICTION

Units (Grade Option) 3; Class Hours: Minimum of 48 lecture hours/semester; Prerequisite(s): ENGL 100. **Description:** The craft of writing the non-fiction genres, such as memoir, travel literature, biography, autobiography, and journal. Discussion and critiques of works by established authors. Workshop of students' own writing. Guidelines for submission for publication. Transfer: CSU: C2.

### ENGL 165 ADVANCED COMPOSITION

Units 3; Class Hours: Minimum of 48 lecture/16 by arrangement lab hours/semester; Prerequisite(s): ENGL 100. **Description:** This is an advanced course in non-fiction writing. Students are taught to read and think critically and to write nuanced arguments. Transfer: CSU: A3, UC. (IGETC: 1B)

**ENGL 200 INTRODUCTION TO LINGUISTICS: A SURVEY OF LANGUAGE**

*Units 3; Class Hours: Minimum of 48 lecture/16 by arrangement lab hours/semester; Recommended: Eligibility for READ 836, and ENGL 836 or ESL 400; Prerequisite(s): None. Description:* The origin and development of spoken and written languages, language acquisition, and the evolution of language are studied in this course. The basics of linguistics including systems of phonetics and phonology, semantics, morphology and syntax are also studied. There is also a strong focus on the grammar and sentence structure of standard written English. Transfer: CSU: DSI, UC. (IGETC 4)

**ENGL 400 COMPOSITION FOR NON-NATIVE SPEAKERS (Replaced by ESL 400)****ENGL 804 READING AND WRITING**

*Units 1-4; Class Hours: Minimum of 8-32 lecture/24-96 lab hours/semester; 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 826 BASIC READING/COMPOSITION**

*Units 4; Class Hours: Minimum of 64 lecture/16 by arrangement lab hours/semester; Basic Skills Level: Open Curriculum; Prerequisite(s): None; Corequisite(s): Concurrent enrollment in READ 826. Description:* This course improves reading and writing skills through reading non-fiction and short fiction, developing vocabulary, and writing paragraphs. Units do not apply toward AA/AS degree.

**ENGL 836 WRITING DEVELOPMENT**

*Units 4; Class Hours: Minimum of 64 lecture/16 by arrangement lab hours/semester; Prerequisite(s): Successful completion of ENGL 826 and READ 826, or Eligibility for READ 836, and ENGL 836 or ESL 400 based on scores on approved Cañada College assessment instruments (placement tests with multiple measures assessment), or \*successful completion of coursework at other colleges/universities equivalent to ENGL 826 and READ 826. Description:* Learn to plan, organize, compose and revise a college-level essay. Write text-based essays, and develop the ability to express ideas logically with detailed support. Review mechanics, grammar, and MLA documentation style. Develop the composition skills necessary to meet standards for entrance to English 100. Successful completion of BOTH English 836 and Reading 836 is required for entrance into English 100.

*\*Use the Office of Matriculation to approve course work completed at other colleges/universities to meet the prerequisite.*

**ENGL 875 GRAMMAR REVIEW**

*Units 3; Class Hours: Minimum of 48 lecture hours/semester; 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: Minimum of 48 lecture hours/semester; 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 College ESL Placement Test or a score of 8.0 or better on College Reading Test is recommended. Units do not apply toward AA/AS degree.

**LITERATURE****LIT. 101 MODERN LITERATURE**

*Units (Grade Option) 3; Class Hours: Minimum of 48 lecture hours/semester; 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: C2, UC. (IGETC: 3B)

**LIT. 111 THE SHORT STORY**

*Units (Grade Option) 3; Class Hours: Minimum of 48 lecture hours/semester; 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: C2, UC. (IGETC: 3B)

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

*Units (Grade Option) 3; Class Hours: Minimum of 48 lecture hours/semester; 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 are 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: C1, C2, UC. (IGETC: 3B)

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

*Units (Grade Option) 3; Class Hours: Minimum of 48 lecture hours/semester; 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 are 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: C1, C2, UC. (IGETC: 3B)

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

*Units (Grade Option) 3; Class Hours: Minimum of 48 lecture hours/semester; 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, is covered. Some



discussion of Shakespeare's life and times and some discussion of his poetry are included, although the plays are the main focus of the course. Transfer: CSU: C2, UC. (IGETC: 3B)

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

*Units (Grade Option) 3; Class Hours: Minimum of 48 lecture hours/semester; 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 is 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: C2, UC. (IGETC: 3B)

#### **LIT. 200 MAJOR FIGURES IN AMERICAN LITERATURE**

*Units (Grade Option) 3; Class Hours: Minimum of 48 lecture hours/semester; 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: C2, UC. (IGETC: 3B)

#### **LIT. 205 NEW VOICES IN WORLD LITERATURE**

*Units 3; Class Hours: Minimum of 48 lecture/16 by arrangement lab hours/semester; Recommended: Eligibility for READ 836, and ENGL 836 or ESL 400; Prerequisite(s): None. Description:* Students read, discuss, and write about contemporary work from many world cultures. Work includes fiction, poetry, drama, film, and performance arts from Native American, Asian, Pacific Islander, African American, Latino, Middle Eastern and other world cultures. Transfer: CSU, UC.

#### **LIT. 231 SURVEY OF ENGLISH LITERATURE I (CAN ENGL 8)**

*Units (Grade Option) 3; Class Hours: Minimum of 48 lecture hours/semester; 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: C2, UC. (IGETC: 3B)

#### **LIT. 232 SURVEY OF ENGLISH LITERATURE II (CAN ENGL 10)**

*Units (Grade Option) 3; Class Hours: Minimum of 48 lecture hours/semester; 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: C2, UC. (IGETC: 3B)

#### **LIT. 233 SURVEY OF ENGLISH LITERATURE III**

*Units (Grade Option) 3; Class Hours: Minimum of 48 lecture hours/semester; 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: C2, UC. (IGETC: 3B)

#### **LIT. 251 WOMEN IN LITERATURE**

*Units (Grade Option) 3; Class Hours: Minimum of 48 lecture hours/semester; 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: C2, UC. (IGETC: 3B)

#### **LIT. 252 WOMEN WRITERS: MULTICULTURAL PERSPECTIVES**

*Units (Grade Option) 3; Class Hours: Minimum of 48 lecture hours/semester; 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 is both on the written contributions as well as the social and political situations of American ethnic women writers. (Fulfills Associate degree Ethnic Studies requirement.) Transfer: CSU: C2, UC. (IGETC: 3B)

#### **LIT. 266 BLACK LITERATURE**

*Units (Grade Option) 3; Class Hours: Minimum of 48 lecture/16 by arrangement lab hours/semester; Recommended: Eligibility for READ 836, and ENGL 836 or ESL 400; Prerequisite(s): None. Description:* A survey of the influence of African Americans on American history through an examination of fiction and non-fiction. The literature sampled spans the history of African-Americans in America since 1619; explores the development of this ethnic group; analyzes the significance of African-Americans to the formation of this nation; and includes: autobiographical works, poetry, short stories, folk tales, novellas, films, music, and art. (Fulfills Associate degree Ethnic Studies requirement.) Transfer: CSU: C2, UC. (IGETC: 3B)

#### **LIT. 301 MASTERPIECES OF CLASSICAL AND EUROPEAN LITERATURE I**

*Units (Grade Option) 3; Class Hours: Minimum of 48 lecture hours/semester; Recommended: Eligibility for READ 420 and ENGL 100; Prerequisite(s): None. Description:* Selections from the literature of ancient Greece through Renaissance Europe are read, analyzed, discussed and enjoyed. Group work, oral reports, papers. Transfer: CSU: C2, UC. (IGETC: 3B)

#### **LIT. 370 READINGS IN LITERATURE OF THE LATINO IN THE UNITED STATES**

*Units 3; Class Hours: Minimum of 48 lecture hours/semester; 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 Associate degree Ethnic Studies requirement.) Transfer: CSU: C2, UC. (IGETC: 3B)

#### **LIT. 371 MEXICAN-AMERICAN LITERATURE**

*Units (Grade Option) 3; Class Hours: Minimum of 48 lecture hours/semester; Recommended: Eligibility for READ 836, and ENGL 836 or ESL 400; Prerequisite(s): None. Description:* Study of literature written in English by Mexican-Americans. Emphasis is placed upon contemporary stories, poems, and essays. (Fulfills Associate degree Ethnic Studies requirement.) Transfer: CSU: C2, UC. (IGETC: 3B)

**LIT. 372 MYTH AND FOLKLORE OF LA RAZA**

*Units (Grade Option) 3; Class Hours: Minimum of 48 lecture hours/semester; Recommended: Eligibility for READ 836, and ENGL 836 or ESL 400; 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 Associate degree Ethnic Studies requirement.) Transfer: CSU: C2, UC. (IGETC: 3B)

**LIT. 373 LATIN AMERICAN LITERATURE IN TRANSLATION**

*Units 3; Class Hours: Minimum of 48 lecture hours/semester; 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 in a variety of genres is presented. (Fulfills Associate degree Ethnic Studies requirement.) Transfer: CSU: C2, UC. (IGETC: 3B)

**LIT. 375 NATIVE-AMERICAN LITERATURE**

*Units (Grade Option) 3; Class Hours: Minimum of 48 lecture hours/semester; 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 Associate degree Ethnic Studies requirement.) Transfer: CSU: C2, UC. (IGETC: 3B)

**LIT. 441 FILM STUDY AND APPRECIATION I**

*Units (Grade Option) 3; Class Hours: Minimum of 48 lecture hours/semester; Recommended: Eligibility for READ 836, and ENGL 836 or ESL 400; 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: C1, C2, UC. (IGETC: 3A)

**LIT. 442 FILM STUDY AND APPRECIATION II**

*Units (Grade Option) 3; Class Hours: Minimum of 48 lecture hours/semester; Recommended: Eligibility for READ 836, and ENGL 836 or ESL 400; Prerequisite(s): None. Description:* Study of selected representative films (1940s to the present) from all over the world. Emphasis is 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: C1, C2, UC. (IGETC: 3A)

**LIT. 445 INTRODUCTION TO FILM STUDIES**

*Units (Grade Option) 3; Class Hours: Minimum of 48 lecture hours/semester; Prerequisite(s): ENGL 100. Description:* Introduction to Film Studies acquaints students with the major techniques and genres employed by national and international filmmakers. The language of film is studied and applied to a variety of classic narrative films. Transfer: CSU: C2.

**READING****READ 420 CRITICAL AND EFFECTIVE READING**

*Units (Grade Option) 3; Class Hours: Minimum of 48 lecture hours/semester; Basic Skills Level: Open Curriculum; Prerequisite(s): READ 836 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: Minimum of 24 lecture/16 lab hours/semester; Basic Skills Level: Open Curriculum; Prerequisite(s): READ 836 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 826 READING IMPROVEMENT**

*Units (Grade Option) 3; Class Hours: Minimum of 80 lecture/16 by arrangement lab hours/semester; Basic Skills Level: Open Curriculum; Prerequisite(s): None. Description:* By means of lecture, this course teaches efficient reading strategies and study techniques to improve word analysis, vocabulary, reading comprehension and study skills. Recommendation via College Placement Test. May be repeated once for credit. Units do not apply toward AA/AS degree.

**READ 836 ACADEMIC READING STRATEGIES**

*Units (Grade Option) 3; Class Hours: Minimum of 48 lecture/16 by arrangement lab hours/semester; Prerequisite(s): READ 826 or ESL 864, or eligibility for READ 836 on approved college Reading Placement Test and other measures as necessary. Description:* Learn efficient reading strategies to improve vocabulary, comprehension, reader reaction and study-techniques to prepare for college courses across the disciplines. Reading rate flexibility is introduced as well. The natural reading and writing connection is emphasized in assignments. Successful completion of BOTH READ 836 and ENGL 836 or ESL 400 is required for entrance into ENGL 100.

**ENGLISH AS A SECOND LANGUAGE****(INGLES COMO SEGUNDO IDIOMA)**

An intensive language development program that provides English as a Second Language instruction for students whose native language is not English. Students who wish to enroll in the program should have a knowledge of basic English equivalent to at least one year of previous study in programs such as Adult Basic Education and language schools, or previous language instruction in their native country. The ESL placement test is administered prior to the beginning of each semester in order to assess English ability for correct placement. For more information, stu-

dents should contact the English as a Second Language Office, Building 3, Room 205, or call 306-3412.

Un programa intensivo para el desarrollo del idioma que provee instrucción de Inglés como segundo idioma a los estudiantes cuyo idioma no es el Inglés. El estudiante que desee inscribirse en el programa, deberá tener un conocimiento básico del Inglés equivalente a por lo menos un año de estudio previo en un programa de Inglés como: Educación Básica para adultos, instituto de idiomas, o estudios previos en el país de origen. El examen de aptitud de Inglés como Segundo Idioma es administrado antes del comienzo de cada semestre. El resultado del examen colocará al estudiante en el nivel apropiado. Para más información pueden dirigirse a la oficina de Inglés como Segundo Idioma, localizada en el edificio 3, oficina 205, o pueden llamar al 306-3412.

#### **ESL 400 COMPOSITION FOR NON-NATIVE SPEAKERS (Replaced ENGL 400)**

*Units 5; Class Hours: Minimum of 80 lecture/16 by arrangement lab hours/semester; Prerequisite(s): ESL 844 or appropriate skill level as indicated by placement test score and other measures as needed.*

**Description:** In this course, students 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 review and follow the conventions of standard written English including punctuation, mechanics, grammar and sentence structure. Successful completion of BOTH ESL 400 AND READ 836 is required for entrance into ENGL 100. You may choose to enroll in ESL 400 and READ 836 concurrently. Transfer: CSU, UC.

#### **ESL 800 ESL PREPARATORY COURSE**

*Units 4; Class Hours: Minimum of 64 lecture hours/semester; Basic Skills Level: Open Curriculum.* **Description:** Beginning-level English-language instruction for speakers of other languages. Developmental practice in all language skills: grammar, vocabulary, listening, speaking, reading, and writing. Preparation for ESL Level I courses. One year of previous English language study, ESL 807 or placement by College ESL Placement Test is recommended. Units do not apply toward AA/AS degree.

#### **ESL 805 ADVANCED GRAMMAR REVIEW**

*Units 3; Class Hours: Minimum of 48 lecture hours/semester; Prerequisite(s): ESL 804 or 824, or placement by College ESL Placement Test.* **Description:** This course is primarily for students whose native language is other than English. Students review, practice and synthesize the grammar and sentence structure of standard written English in context. Selections from fiction and non-fiction are used as a basis for discussion and analysis of language. In addition, students react to the readings in writing and focus on editing what they have written. Special attention is paid to a review of verb tenses as well as basic and advanced sentence structure. Units do not apply toward AA/AS degree.

#### **ESL 807 ESL BASIC INTEGRATED SKILLS**

*Units (Grade Option) 4; Class Hours: Minimum of 64 lecture hours/semester; Basic Skills Level: Open Curriculum; Prerequisite(s): None.* **Description:** Introductory level English language instruction for speak-

ers of other languages. Development of all language skills: grammar, vocabulary, listening, speaking, reading, and writing. Preparation for ESL 800 course. Focus on language related survival/life skills, as needed for the community-based ESL programs. Units do not apply toward AA/AS degree.

#### **ESL 821 GRAMMAR I**

*Units 4; Class Hours: Minimum of 64 lecture hours/semester; Prerequisite(s): ESL 800, or placement by College ESL Placement Test.* **Description:** Introduces students to grammar skills at the high-beginning level. Special attention is paid to understanding grammar rules in context and applying these rules to student writing. Units do not apply toward AA/AS degree.

#### **ESL 822 GRAMMAR II**

*Units 4; Class Hours: Minimum of 64 lecture hours/semester; Prerequisite(s): ESL 801 or 821, or placement by College ESL Placement Test.* **Description:** Introduces students to grammar skills at the low-intermediate level. Special attention is paid to understanding grammar rules in context and applying these rules to student writing. Units do not apply toward AA/AS degree.

#### **ESL 823 GRAMMAR III**

*Units 4; Class Hours: Minimum of 64 lecture hours/semester; Prerequisite(s): ESL 802 or 822, or placement by College ESL Placement Test.* **Description:** Introduces students to grammar skills at the high-intermediate level. Special attention is paid to understanding grammar rules in context and applying these rules to student writing. Units do not apply toward AA/AS degree.

#### **ESL 824 GRAMMAR IV**

*Units 4; Class Hours: Minimum of 64 lecture hours/semester; Prerequisite(s): ESL 803 or 823, or placement by College ESL Placement Test.* **Description:** Introduces students to grammar skills at the advanced level. Special attention is paid to understanding grammar rules in context and applying these rules to student writing. Units do not apply toward AA/AS degree.

#### **ESL 831 LISTENING/SPEAKING I**

*Units 4; Class Hours: Minimum of 64 lecture hours/semester; Prerequisite(s): ESL 800 or placement by College ESL Placement Test.* **Description:** Introduces students to academic listening/speaking skills at the high-beginning level. Attention is paid to pronunciation and use of idiomatic expressions, plus practice in English conversation. Units do not apply toward AA/AS degree.

#### **ESL 832 LISTENING/SPEAKING II**

*Units 4; Class Hours: Minimum of 64 lecture hours/semester; Prerequisite(s): ESL 811 or 831, or placement by College ESL Placement Test.* **Description:** Introduces students to academic listening/speaking skills at the low-intermediate level. Units do not apply toward AA/AS degree.

**ESL 833 LISTENING/SPEAKING III**

*Units 4; Class Hours: Minimum of 64 lecture hours/semester; Prerequisite(s): ESL 812 or 832, or placement by College ESL Placement Test. Description:* Introduces students to academic listening/speaking skills at the high-intermediate level. Units do not apply toward AA/AS degree.

**ESL 834 LISTENING/SPEAKING IV**

*Units 4; Class Hours: Minimum of 64 lecture hours/semester; Prerequisite(s): ESL 813 or 833, or placement by College ESL Placement Test. Description:* Introduces students to academic listening/speaking skills at the advanced level. Units do not apply toward AA/AS degree.

**ESL 836 ENGLISH PRONUNCIATION**

*Units 2; Class Hours: Minimum of 32 lecture/16 by arrangement lab hours/semester; Prerequisite(s): None. Description:* This is a course for students whose native language is other than English. It is designed to ear train participants to American intonation and pronunciation. Units do not apply toward AA/AS degree.

**ESL 837 INTERMEDIATE VOCABULARY DEVELOPMENT**

*Units 2; Class Hours: Minimum of 32 lecture/16 by arrangement lab hours/semester; Prerequisite(s): ESL 801 or 811 or 821 or 831 or 841 or 851 or 861. Description:* In this course students learn to use word analysis skills to expand vocabulary, as well as to use strategies for understanding new words from contexts. There is additional attention to analysis of word parts and to expanding vocabulary via domains and concepts. Units do not apply toward AA/AS degree. May be repeated three times for credit.

**ESL 841 WRITING I**

*Units 4; Class Hours: Minimum of 64 lecture/16 by arrangement lab hours/semester; Prerequisite(s): ESL 800 or placement by College ESL Placement Test. Description:* Introduces students to high beginning academic writing in response to readings. Special attention is paid to the grammar and mechanics of written academic English. Comprehension and vocabulary development are also stressed. Units do not apply toward AA/AS degree.

**ESL 842 WRITING II**

*Units 4; Class Hours: Minimum of 64 lecture/16 by arrangement lab hours/semester; Prerequisite(s): ESL 841 or 851, or placement by College ESL Placement Test. Description:* Introduces students to low intermediate practice in writing in response to readings in English. Special attention is paid to the grammar and mechanics of written academic English. Comprehension and vocabulary development are also stressed. Units do not apply toward AA/AS degree.

**ESL 843 WRITING III**

*Units 4; Class Hours: Minimum of 64 lecture/16 by arrangement lab hours/semester; Prerequisite(s): ESL 842 or 852, or placement by College ESL Placement Test. Description:* Introduces students to writing in response to readings at the high-intermediate level. Special attention is paid to comprehension, the grammar and mechanics of

written academic English, vocabulary development and paragraph writing. Units do not apply toward AA/AS degree.

**ESL 844 WRITING IV**

*Units 4; Class Hours: Minimum of 64 lecture/16 by arrangement lab hours/semester; Prerequisite(s): ESL 843 or 853, or placement by College ESL Placement Test. Description:* Introduces students to advanced academic writing in response to readings. Special attention is paid to comprehension, vocabulary development, paragraph and essay writing, grammar and mechanics of written academic English. The course is designed to prepare students for college-entry courses. Units do not apply toward AA/AS degree.

**ESL 861 READING I**

*Units 4; Class Hours: Minimum of 64 lecture/16 by arrangement lab hours/semester; Prerequisite(s): ESL 800 or placement by College ESL Placement Test. Description:* Introduces students to advanced beginning practice in reading English. Special attention is paid to reading comprehension. Vocabulary development and the mechanics of academic English are also stressed. Units do not apply toward AA/AS degree.

**ESL 862 READING II**

*Units 4; Class Hours: Minimum of 64 lecture/16 by arrangement lab hours/semester; Prerequisite(s): ESL 851 or 861, or placement by College ESL Placement Test. Description:* Introduces students to low intermediate practice in reading in English. Special attention is paid to vocabulary and comprehension in academic English. Units do not apply toward AA/AS degree.

**ESL 863 READING III**

*Units 4; Class Hours: Minimum of 64 lecture/16 by arrangement lab hours/semester; Prerequisite(s): ESL 852 or 862, or placement by College ESL Placement Test. Description:* Introduces students to high intermediate practice in reading in English. Special attention is paid to vocabulary and reading comprehension in academic English. Units do not apply toward AA/AS degree.

**ESL 864 READING IV**

*Units 4; Class Hours: Minimum of 64 lecture/16 by arrangement lab hours/semester; Prerequisite(s): ESL 853 or 863, or placement by College ESL Placement Test. Description:* Introduces students to advanced practice in reading academic English. Special attention is paid to advanced vocabulary and comprehension of original authentic readings. The course is designed to prepare students for college-level 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**

**ECON 230 Economic History of the United States**

**HIST 242 African-American History**

**HIST 245 Race, Ethnicity and Immigration in the U.S.**

**HIST 246 History of Latinos in the U.S.**

**HIST 422 Modern Latin America**

**HIST 451 Far Eastern Civilization and Heritage I**

**HIST 452 Far Eastern Civilization and Heritage II**

**INTD 320 Asian Art for Interiors: China and Korea**

**INTD 321 Asian Art for Interiors: Japan and Southeast Asia**

**INTD 322 Asian Art for Interiors: Japan, India, and the Philippines**

**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 Prejudice and Discrimination**

**SOCI 141 Ethnicity and Race in Society**

**SPAN 161 Readings in Spanish Literature I**

**SPAN 162 Readings in Spanish Literature II**

## FASHION DESIGN

### FASH 100 PRINCIPLES OF DESIGN

*Units (Grade Option) 3; Class Hours: Minimum of 48 lecture hours/semester; Recommended: Eligibility for READ 836, and ENGL 836 or ESL 400; Prerequisite(s): None. Description:* 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: Minimum of 48 lecture/16 by arrangement lab hours/semester; Recommended: Eligibility for READ 836, and ENGL 836 or ESL 400; Prerequisite(s): None. Description:* Provides an overview of basic sewing techniques, sewing machine skills, and an understanding of fabrics and patterns. The focus is on clothing construction techniques for students with little or no sewing experience. Transfer: CSU.

### FASH 111 TECHNIQUES OF FIT

*Units (Grade Option) 3; Class Hours: Minimum of 48 lecture/16 by arrangement lab hours/semester; Recommended: Eligibility for READ 836, and ENGL 836 or ESL 400; Prerequisite(s): None. Description:* 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: Minimum of 48 lecture hours/semester; Recommended: Eligibility for READ 836, and ENGL 836 or ESL 400; Prerequisite(s): None. Description:* A study of natural and chemical fibers, yarns, weaving, finishing, and dyeing. Students also analyze methods used for purchasing and caring for clothing. Transfer: CSU, UC.

### FASH 115 INTERMEDIATE CLOTHING CONSTRUCTION

*Units (Grade Option) 3; Class Hours: Minimum of 48 lecture/16 by arrangement lab hours/semester; Recommended: Eligibility for READ 836, and ENGL 836 or ESL 400; Prerequisite(s): FASH 110 or 111, or equivalent. Description:* Provides an overview of intermediate sewing techniques for constructing collars, buttonholes, sleeves, hems, zippers, pockets, and other garment details. Transfer: CSU.

### FASH 116 TAILORING

*Units (Grade Option) 3; Class Hours: Minimum of 48 lecture/16 by arrangement lab hours/semester; Recommended: Eligibility for READ 836, and ENGL 836 or ESL 400; Prerequisite(s): None. Description:* An overview of techniques applied to the construction of suits and coats. Students analyze and adapt patterns for proper fit and evaluate and select fabrics for specific garments. Collars, sleeves, linings, welt pockets and bound buttonholes are covered. Transfer: CSU.

### FASH 118 FLAT PATTERN

*Units (Grade Option) 3; Class Hours: Minimum of 48 lecture/16 by arrangement lab hours/semester; Recommended: Eligibility for READ 836, and ENGL 836 or ESL 400; Prerequisite(s): None. Description:* An introduction to basic pattern-making to create garment designs. Students learn to manipulate darts and draft a variety of necklines, collars, sleeves, skirts and dresses from a master pattern. Students work with half scale, quarter scale and full scale patterns. Transfer: CSU.

### FASH 120 ADVANCED TECHNIQUES OF FIT

*Units (Grade Option) 3; Class Hours: Minimum of 48 lecture hours/semester; Recommended: Eligibility for READ 836, and ENGL 836 or ESL 400; Prerequisite(s): FASH 111 or 118 or equivalent. Description:* How to design or copy garments by combining and/or altering patterns. Other topics include the theory of pattern making and interpreting magazine sketches or pictures to make exact copies. Students are required to make three garments. Transfer: CSU.

### FASH 122 ADVANCED TAILORING

*Units (Grade Option) 3; Class Hours: Minimum of 48 lecture/16 by arrangement lab hours/semester; Recommended: Eligibility for READ 836, and ENGL 836 or ESL 400; Prerequisite(s): FASH 116. Description:* Advanced tailoring techniques for the construction of jackets and coats. Students demonstrate mastery of collars, lapels, pockets, bound buttonholes, welt pockets, sleeves, and linings for suits and coats. Garments are constructed from commercial patterns or the student's original design with pattern adaptation for good personal fit. Transfer: CSU.

**FASH 123 INTRODUCTION TO THE FASHION INDUSTRY**

*Units (Grade Option) 3; Class Hours: Minimum of 48 lecture hours/semester; Recommended: Eligibility for READ 836, and ENGL 836 or ESL 400; Prerequisite(s): None. Description:* Analysis of trends and manufacturing techniques and their implications for fashion. Terminology, careers, and job responsibilities applicable to the fashion industry are covered. Transfer: CSU.

**FASH 124 CREATIVE TECHNIQUES**

*Units (Grade Option) 3; Class Hours: Minimum of 48 lecture hours/semester; Recommended: Eligibility for READ 836, and ENGL 836 or ESL 400; Prerequisite(s): None. Description:* Techniques used for embellishing clothing using originality and creativity. Students learn techniques for decorative machine stitchery, fabric painting, piecing, applique, and beading. Transfer: CSU.

**FASH 128 DECORATING WITH FABRIC FOR THE SMALL BUSINESS**

*Units (Grade Option) 3; Class Hours: Minimum of 48 lecture/16 by arrangement lab hours/semester; Recommended: Eligibility for READ 836, and ENGL 836 or ESL 400; Prerequisite(s): FASH 110 or 115, or equivalent. Description:* Covers the basic techniques used to make custom curtains, draperies, pillows, bedspreads, table covers, and accessories. Emphasis is placed on how to select fabrics, determine yardage requirements, and handle large amounts of fabric. Transfer: CSU.

**FASH 129 CLOTHING CHOICES FOR ANY BODY**

*Units (Grade Option) 0.5; Class Hours: Minimum of 8 lecture hours/semester; Recommended: Eligibility for READ 836, and ENGL 836 or ESL 400; Prerequisite(s): None. Description:* Learn how to analyze your figure by choosing flattering lines and proportions, and by comparing it to standard pattern measurements, as well as ready-to-wear sizing. Lifestyle and personal style preferences as well as current fashion and fabric trends are discussed. The evaluation of patterns, fabric, and garments are also included while choosing those that fit and flatter. Transfer: CSU.

**FASH 131 FABRIC EMBELLISHMENT**

*Units (Grade Option) 1; Class Hours: Minimum of 16 lecture/8 by arrangement lab hours/semester; Recommended: Eligibility for READ 836, and ENGL 836 or ESL 400; Prerequisite(s): None. Description:* An in-depth study of embellishment techniques that can be used for clothing, home furnishings, and craft projects. Participation in hands-on, step by step demonstrations of different couture techniques and surface design work using diverse materials such as beads, satin cords, and trims are included. Transfer: CSU.

**FASH 132 TROUSER CONSTRUCTION**

*Units (Grade Option) 1; Class Hours: Minimum of 16 lecture/8 by arrangement lab hours/semester; Recommended: Eligibility for READ 836, and ENGL 836 or ESL 400; Prerequisite(s): None. Description:* Learn how to construct a classic trouser. Topics include fitting the trouser using a commercial pattern, pocket construction, button-fly front, classic and high faced waistbands, pleats, and lining. Transfer: CSU.

**FASH 133 COPYING READY-TO-WEAR**

*Units (Grade Option) 1; Class Hours: Minimum of 16 lecture/8 by arrangement lab hours/semester; Recommended: Eligibility for READ 836, and ENGL 836 or ESL 400; Prerequisite(s): None. Description:* Learn how to make a pattern from an existing garment without taking the garment apart. Through demonstration and hands-on experience, use the materials needed to generate this pattern from the existing garment, and make a muslin garment to test this pattern and refine it to ensure an exact duplicate of the original. Also included are facings, hem allowances, and other pertinent pattern drafting knowledge. Transfer: CSU.

**FASH 134 BEGINNING MILLINERY**

*Units (Grade Option) 1; Class Hours: Minimum of 16 lecture/8 by arrangement lab hours/semester; Recommended: Eligibility for READ 836, and ENGL 836 or ESL 400; Prerequisite(s): None. Description:* Introduction to the methods for designing and constructing millinery, millinery-blocking techniques and complete both a fabric covered buckram frame hat and a free form straw hat. Transfer: CSU.

**FASH 135 PRINCIPLES OF MANUFACTURING**

*Units (Grade Option) 0.5; Class Hours: Minimum of 8 lecture hours/semester; Recommended: Eligibility for READ 836, and ENGL 836 or ESL 400; Prerequisite(s): None. Description:* Learn the basic principles required to manufacture a sewn product. Topics covered include sourcing fabric and trims, costing, locating, and evaluating contractors for pattern making, cutting and sewing. Transfer: CSU.

**FASH 140 BASIC SERGING**

*Units (Grade Option) 1; Class Hours: Minimum of 16 lecture hours/semester; Recommended: Eligibility for READ 836, and ENGL 836 or ESL 400; 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 146 DESIGNER TECHNIQUES IN SEWING**

*Units (Grade Option) 3; Class Hours: Minimum of 48 lecture/16 by arrangement lab hours/semester; Recommended: Eligibility for READ 836, and ENGL 836 or ESL 400; Prerequisite(s): FASH 110. Description:* An overview of designers of the past and present and their influence on fashion. Students 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: Minimum of 48 lecture hours/semester; Recommended: Eligibility for READ 836, and ENGL 836 or ESL 400; Prerequisite(s): None. Description:* This course is a survey of fashions of Western Civilization from ancient cultures to the present day. Students analyze fashion trends and fads as influenced by industrial and political developments. Transfer: CSU.

**FASH 151 FASHION MERCHANDISING**

*Units (Grade Option) 3; Class Hours: Minimum of 48 lecture hours/semester; Recommended: Eligibility for READ 836, and ENGL 836 or ESL 400; Prerequisite(s): None. Description:* Examines the retail and

wholesale aspects of the fashion industry by studying trends, consumer behavior, direct fashion marketing, as well as internet fashion marketing. Globalization of the apparel industry, production cost, display, fashion promotion and advertising as well as career choices such as retail buyers, store managers, fashion directors, visual merchandisers, and sales associates are covered. Transfer: CSU.

### **FASH 162 ADVANCED FLAT PATTERN**

*Units (Grade Option) 3; Class Hours: Minimum of 48 lecture/16 by arrangement lab hours/semester; Recommended: Eligibility for READ 836, and ENGL 836 or ESL 400; Prerequisite(s): FASH 118. Description:* A comprehensive study of pattern making and the drafting techniques used for creating more advanced garment design. Students make patterns for and sew various full scale garments with many different necklines, collars, sleeves, skirts, and dresses. Transfer: CSU.

### **FASH 163 PATTERN GRADING**

*Units (Grade Option) 1; Class Hours: Minimum of 16 lecture hours/semester; Recommended: Eligibility for READ 836, and ENGL 836 or ESL 400; 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: Minimum of 48 lecture hours/semester; Recommended: Eligibility for READ 836, and ENGL 836 or ESL 400; Prerequisite(s): None. Description:* 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 are used to create fashion sketches. Transfer: CSU.

### **FASH 165 DESIGN INSPIRATION**

*Units (Credit/No Credit) 1; Class Hours: Minimum of 16 lecture hours/semester; Recommended: Eligibility for READ 836, and ENGL 836 or ESL 400; Prerequisite(s): None. Description:* An introductory, theoretical design course geared to familiarize students with the commonly recognized sources of inspiration for the modern-day designer. The course concentrates 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: Minimum of 48 lecture hours/semester; Recommended: Eligibility for READ 836, and ENGL 836 or ESL 400; Prerequisite(s): None. Description:* An overview of the fashion entrepreneurial opportunities in the apparel and sewn products industry. Establishing goals, record keeping, business promotion, and the advantages and disadvantages of self-employment are discussed. Individuals considering a small business relating to fashion, fabric, color, pattern work, and sewing profit from this course. Transfer: CSU.

### **FASH 167 THE CUSTOM DRESS FORM**

*Units (Grade Option) 1; Class Hours: Minimum of 16 lecture hours/semester; Recommended: Eligibility for READ 836, and ENGL 836*

*or ESL 400; Prerequisite(s): None. Description:* Students learn how to create a customized dress form used for design development and sewing construction. Students are fitted in customized covers, and foam dress forms are shaped to fit these covers. Information on ordering/purchasing dress forms is provided in the first class meeting. Transfer: CSU.

### **FASH 168 FASHION DRAPING**

*Units (Grade Option) 3; Class Hours: Minimum of 48 lecture hours/semester; Recommended: Eligibility for READ 836, and ENGL 836 or ESL 400; Prerequisite(s): None. Description:* An overview of designing clothing on a dressform; students learn to use this three-dimensional design process to create patterns for original designs. Includes the translation of fashion ideas from design principles, while draping with muslin, to finished garments. Transfer: CSU.

### **FASH 170 FRENCH PATTERN DRAFTING**

*Units (Grade Option) 2; Class Hours: Minimum of 32 lecture hours/semester; Recommended: Eligibility for READ 836, and ENGL 836 or ESL 400; Prerequisite(s): None. Description:* In this course, students 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 PANTS DRAFTING**

*Units (Grade Option) 2; Class Hours: Minimum of 32 lecture hours/semester; Recommended: Eligibility for READ 836, and ENGL 836 or ESL 400; Prerequisite(s): None. Description:* Learn techniques for measuring and drafting a basic pant sloper. The students then make the pattern in muslin and refine fit to produce a pattern that fits their own figures. From this basic block, students draft jean and dress pant slopers. Drafting pant details such as pockets, pleats, waistbands and fly-front zippers are discussed. Basic sewing skills recommended. Transfer: CSU.

### **FASH 172 BUSTIER**

*Units (Grade Option) 1; Class Hours: Minimum of 16 lecture hours/semester; Recommended: Eligibility for READ 836, and ENGL 836 or ESL 400; 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 175 ADVANCED ILLUSTRATION**

*Units (Grade Option) 3; Class Hours: Minimum of 48 lecture hours/semester; Recommended: Eligibility for READ 836, and ENGL 836 or ESL 400; Prerequisite(s): FASH 164. Description:* The purpose of this course is to develop advanced fashion rendering skills and figure styles using a variety of media and drawing techniques to create original fashion illustrations. Emphasis is on developing flair, movement and attitude in the fashion figure. Drawing flats, specs, floats and fabric renderings are also covered. Transfer: CSU.

**FASH 178 COMPUTERIZED PATTERN GRADING**

*Units (Grade Option) 1; Class Hours: Minimum of 16 lecture/32 by arrangement lab hours/semester; Recommended: Eligibility for READ 836, and ENGL 836 or ESL 400; Prerequisite(s): FASH 163.*

**Description:** In this course, students learn how to use the PAD system, a professional computerized pattern development system, to grade patterns into multiple sizes. Transfer: CSU.

**FASH 180 COMPUTERIZED PATTERN DESIGN**

*Units (Grade Option) 3; Class Hours: Minimum of 48 lecture/32 by arrangement lab hours/semester; Recommended: Eligibility for READ 836, and ENGL 836 or ESL 400; 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 have the opportunity to develop patterns as used in the apparel industry. Transfer: CSU.

**FASH 195 PORTFOLIO DEVELOPMENT**

*Units (Credit/No Credit) 0.5; Class Hours: Minimum of 8 lecture hours/semester; Recommended: Eligibility for READ 836, and ENGL 836 or ESL 400; Prerequisite(s): None.*

**Description:** An overview of portfolio assembly methods for Fashion Design, with emphasis on professional display techniques of student's original designs. Course covers presentation techniques, materials, content considerations, organization, and layout choices. Transfer: CSU.

**FASH 196 INTRODUCTION TO THE COSTUME INDUSTRY**

*Units 1; Class Hours: Minimum of 16 lecture hours/semester; Recommended: Eligibility for READ 836, and ENGL 836 or ESL 400; Prerequisite(s): None.*

**Description:** Introduction to the theater costuming industry as a profession. Students have the opportunity to visit costume shops throughout the Bay Area, learn the various jobs which are needed within a costume shop, and understand the process of designing theatrical costumes from concept to completion. Field trips and guest speakers are included. Transfer: CSU.

**FASH 197 PATTERN DESIGN FOR HISTORIC COSTUME**

*Units (Grade Option) 3; Class Hours: Minimum of 48 lecture/32 by arrangement lab hours/semester; Recommended: Eligibility for READ 836, and ENGL 836 or ESL 400; Prerequisite(s): FASH 118 or equivalent pattern experience.*

**Description:** Pattern development and construction of historical costumes, from the middle ages to the beginning of the twentieth century. Learn how to apply the principles of modern pattern making to various historical styles and use this knowledge to design and create historical costumes. The unique cut and construction of each historical period is covered, along with undergarments and accessories necessary for each period. Transfer: CSU.

**FASH 199 COSTUMING FOR THEATRICAL PRODUCTION**

*Units 3; Class Hours: Minimum of 48 lecture/32 by arrangement lab hours/semester; Recommended: Eligibility for READ 836, and ENGL 836 or ESL 400; Prerequisite(s): FASH 110 or equivalent sewing experience.*

**Description:** Learn to create costumes for an actual theatrical production. All aspects of theater costuming are utilized, including script analysis, design, pattern development, fitting, construction and alterations. Transfer: CSU.

**FASH 225 APPAREL ANALYSIS**

*Units (Grade Option) 3; Class Hours: Minimum of 48 lecture hours/semester; Recommended: Eligibility for READ 836, and ENGL 836 or ESL 400; Prerequisite(s): None.*

**Description:** Review of the processes used to determine how apparel products are designed, developed and produced. Analysis of the garment design and construction features that affect cost and quality. Concepts related to basic style features, manufacturing techniques and characteristic quality of ready-to-wear apparel in different price lines are discussed. An awareness of ethical and sustainable business practices integrated throughout. Transfer: CSU.

**FASH 226 VISUAL MERCHANDISING AND DISPLAY**

*Units (Grade Option) 3; Class Hours: Minimum of 48 lecture hours/semester; Recommended: Eligibility for READ 836, and ENGL 836 or ESL 400; Prerequisite(s): None.*

**Description:** Explores the visual merchandising and display methods used within the fashion and related industries and the role each method plays in these industries. Introduces the equipment, materials and techniques used to create dynamic visual displays. Students critique and create visual displays and visual merchandising materials. Transfer: CSU.

**FASH 228 FASHION SHOW PRODUCTION**

*Units (Grade Option) 3; Class Hours: Minimum of 48 lecture/16 by arrangement lab hours/semester; Recommended: Eligibility for READ 836, and ENGL 836 or ESL 400; Prerequisite(s): None.*

**Description:** Plan, prepare and present fashion information through a variety of methods including informal and formal runway shows and written communication. Become aware of the decision making necessary to produce small and large scale fashion events. Allows students to discuss and experience all aspects of a professional fashion show: set design, lighting, music, advertising and public relations, ticket sales and seating, organization of garments and accessories, choreography, models, judging, and hospitality. Transfer: CSU.

**FASH 230 MATH FOR MERCHANDISERS**

*Units 3; Class Hours: Minimum of 48 lecture hours/semester; Recommended: Eligibility for READ 836, and ENGL 836 or ESL 400; Prerequisite(s): BUS. 110 or MATH 811, or appropriate score on District math placement test and other measures as appropriate.*

**Description:** Solve problems that merchandisers and buyers encounter in the real world. Learn how to calculate fundamental math operations, pre-set industry formulas, and industry relevant reporting systems. Understand how these calculations are used as the foundation for good strategic merchandise planning, evaluation and measurement. Transfer: CSU.

**FILM****FILM 110 AMERICAN CINEMA**

*Telecourse: Units 3; Recommended: Eligibility for READ 836, and ENGL 836 or ESL 400; 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: C1.



## FRENCH

### **FREN 110 ELEMENTARY FRENCH (CAN FREN 2) (CAN FREN SEQ A = FREN 110 + 120)**

*Units 5; Class Hours: Minimum of 80 lecture/32 lab hours/semester; Recommended: Eligibility for READ 836, and ENGL 836 or ESL 400; 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: Minimum of 48 lecture/32 lab hours/semester; Recommended: Eligibility for READ 836, and ENGL 836 or ESL 400; 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. Transfer: CSU, UC\*.

### **FREN 112 ELEMENTARY FRENCH II**

*Units 3; Class Hours: Minimum of 48 lecture/32 lab hours/semester; Recommended: Eligibility for READ 836, and ENGL 836 or ESL 400; 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. Transfer: CSU, UC\*.

### **FREN 120 ADVANCED ELEMENTARY FRENCH (CAN FREN 4) (CAN FREN SEQ A = FREN 110 + 120)**

*Units 5; Class Hours: Minimum of 80 lecture/32 lab hours/semester; Recommended: Eligibility for READ 836, and ENGL 836 or ESL 400; 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. Transfer: CSU, UC. (IGETC: 6)

### **FREN 121 ADVANCED ELEMENTARY FRENCH I**

*Units 3; Class Hours: Minimum of 48 lecture/32 lab hours/semester; Recommended: Eligibility for READ 836, and ENGL 836 or ESL 400; 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. Transfer: CSU, UC\*.

### **FREN 122 ADVANCED ELEMENTARY FRENCH II**

*Units 3; Class Hours: Minimum of 48 lecture/32 lab hours/semester; Recommended: Eligibility for READ 836, and ENGL 836 or ESL 400; 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. Transfer: CSU, UC\*. (IGETC: 6)

### **FREN 130 INTERMEDIATE FRENCH (CAN FREN 8) (CAN FREN SEQ B = FREN 130 + 140)**

*Units 5; Class Hours: Minimum of 80 lecture/32 lab hours/semester; Recommended: Eligibility for READ 836, and ENGL 836 or ESL 400; Prerequisite(s): FREN 120 or equivalent. Description:* Reading of short stories, plays or novels, review of grammar, conversation, composition, and dictation. The student is urged to make extensive use of the listening facilities in the language laboratory. Transfer: CSU: C2, UC. (IGETC: 3B, 6)

### **FREN 140 ADVANCED INTERMEDIATE FRENCH (CAN FREN 10) (CAN FREN SEQ B = FREN 130 + 140)**

*Units 3; Class Hours: Minimum of 48 lecture hours/semester; Recommended: Eligibility for READ 836, and ENGL 836 or ESL 400; 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: C2, UC. (IGETC: 3B, 6)

### **FREN 161 READINGS IN FRENCH LITERATURE I**

*Units 3; Class Hours: Minimum of 48 lecture hours/semester; Recommended: Eligibility for READ 836, and ENGL 836 or ESL 400; Prerequisite(s): FREN 140. Description:* Reading and discussion of works of French literature. Continued review of principles of grammar. Transfer: CSU: C2, UC. (IGETC: 3B)

### **FREN 162 READINGS IN FRENCH LITERATURE II**

*Units 3; Class Hours: Minimum of 48 lecture hours/semester; Recommended: Eligibility for READ 836, and ENGL 836 or ESL 400; Prerequisite(s): FREN 161. Description:* Further reading and discussion of works of French literature. Continued review of principles of grammar. Transfer: CSU: C2, UC. (IGETC: 3B)

### **FREN 196 FRENCH LANGUAGE LABORATORY**

*Units (Credit/No Credit) 0.5-1; Class Hours: Minimum of 24-48 lab hours/semester; Recommended: Eligibility for READ 836, and ENGL 836 or ESL 400; 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: Minimum of 48 lecture hours/semester; Recommended: Eligibility for READ 836, and ENGL 836 or ESL 400; 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: Minimum of 48 lecture hours/semester; 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 does 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: Minimum of 48 lecture hours/semester; 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 does not fulfill language requirement at California State Universities 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: Minimum of 48 lecture hours/semester; 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 does not fulfill language requirement at California State Universities 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: Minimum of 48 lecture hours/semester; 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 does not fulfill language requirement at California State Universities or at the University of California.) Units do not apply toward AA/AS degree.

## GEOGRAPHY

**GEOG 100 PHYSICAL GEOGRAPHY (CAN GEOG 2)**

*Units (Grade Option) 3; Class Hours: Minimum of 48 lecture hours/semester; Recommended: Eligibility for READ 836, and ENGL 836 or ESL 400; Prerequisite(s): None.*

**Description:** 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 is studied in the regional framework of the entire earth's surface. Transfer: CSU: B1, UC. (IGETC: 5A)

**GEOG 110 CULTURAL GEOGRAPHY (CAN GEOG 4)**

*Units (Grade Option) 3; Class Hours: Minimum of 48 lecture hours/semester; Recommended: Eligibility for READ 836, and ENGL 836 or*

*ESL 400; Prerequisite(s): None.* **Description:** Cultural geography studies the spatial interactions amongst nature, society, and culture. Course topics include the influence of environmental factors on human settlement and population change; human modifications of the environment through agriculture and industry; the role of technological and social change on the human experience of space and environment; and the role of factors including race, gender, and religion on how people organize and experience space. Transfer: CSU: DSI, UC. (IGETC: 4)

**GEOG 301 INTRODUCTION TO MAP READING FOR GIS**

*Units (Grade Option) 1; Class Hours: Minimum of 16 lecture/16 lab/16 by arrangement lab hours/semester; Recommended: Eligibility for READ 836, and ENGL 836 or ESL 400; 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: Minimum of 16 lecture/16 lab/16 by arrangement lab hours/semester; Recommended: Eligibility for READ 836, and ENGL 836 or ESL 400; 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: Minimum of 16 lecture/16 lab/16 by arrangement lab hours/semester; Recommended: Eligibility for READ 836, and ENGL 836 or ESL 400; Prerequisite(s): GEOG 302.*

**Description:** Applications of ArcView GIS software. Students complete projects in an area of their choice. Transfer: CSU.

## GEOLOGY

**GEOLOG 100 SURVEY OF GEOLOGY**

*Units (Grade Option) 3; Class Hours: Minimum of 32 lecture/48 lab hours/semester; Recommended: Eligibility for READ 836, and ENGL 836 or ESL 400; Prerequisite(s): None.*

**Description:** A study of the structure of the Earth, including minerals; and igneous, sedimentary and metamorphic rocks. Also discussed are plate tectonics and its relationship to volcanoes, earthquakes and mountain building. The work of rivers, glaciers, and landslides in forming our present landscape is investigated. Field trips may be required. Transfer: CSU: B1, B3 (if taken on campus), UC. (IGETC: 5A)

**GEOLOG 110 GEOLOGICAL HAZARDS**

*Units (Grade Option) 3; Class Hours: Minimum of 48 lecture hours/semester; 2 five-hour field trips/semester; Recommended: Eligibility for READ 836, ENGL 836 or ESL 400, and MATH 110 or 111; Prerequisite(s): None.*

**Description:** A study of the geological hazards in California and especially in the San Francisco Bay area and how these hazards affect man's social and economic well-being. Topics include earthquakes, landslides and volcanoes. Extensive rock and map studies are included. Two field trips are taken along the San Mateo County coast. Transfer: CSU: B1, UC.

## HEALTH SCIENCE

### HSCI 100 GENERAL HEALTH SCIENCE

**Telecourse:** Units 2; Class Hours: Minimum of 32 lecture hours/semester; Basic Skills Level: Open Curriculum; 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: E1, UC.

**Regular Course:** Units 3; Class Hours: Minimum of 48 lecture/16 by arrangement lab hours/semester; Recommended: Eligibility for READ 836, and ENGL 836 or ESL 400; Prerequisite(s): None. **Description:** Introduction to basic concepts of personal health with emphasis on promotion of physical and emotional well-being. Analysis of contemporary health issues with a focus on detection, treatment, and prevention of health problems. Physiological, social and psychological factors influencing the healthy well-being of individuals throughout the life span. Transfer: CSU: E1, UC.

### HSCI 104 NUTRITION AND PHYSICAL FITNESS

Units 1; Class Hours: Minimum of 16 lecture/8 by arrangement lab hours/semester; Recommended: Eligibility for READ 836, ENGL 836 or ESL 400, and MATH 110 or 111; Prerequisite(s): None. **Description:** A comprehensive overview of nutritional components and how they relate to athletic performance and health. Basic physiology and its relationship to diet, muscular performance and total health is explained. Each student completes a comprehensive evaluation of their current diet. Transfer: CSU: E1.

### HSCI 105 COMMUNICABLE DISEASE

Units 1; Class Hours: Minimum of 16 lecture/8 by arrangement lab hours/semester; Recommended: Eligibility for READ 836, and ENGL 836 or ESL 400; Prerequisite(s): None. **Description:** A comprehensive overview of the cause, transmission, symptoms and prevention of major communicable diseases. Student increase their awareness by taking responsibility for their own health. Transfer: CSU: E1.

### HSCI 108 WOMEN'S HEALTH ISSUES

Units (Grade Option) 1; Class Hours: Minimum of 16 lecture hours/semester; Recommended: Eligibility for READ 836, ENGL 836 or ESL 400, and MATH 110 or 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, physical fitness, and the female menstrual cycle are studied. Transfer: CSU: E1.

### HSCI 115 INTRODUCTION TO HEALTH CARE AND THE HEALTH PROFESSIONS

Units 3; Class Hours: Minimum of 48 lecture hours/semester; Recommended: Eligibility for READ 836, and ENGL 836 or ESL 400; Prerequisite(s): None. **Description:** This course explores the practice and politics of health care within the United States. It examines trends and opportunities within healthcare services and surveys the diversity of health professions. The course is ideally suited for students considering a career in the health professions. Transfer: CSU.

### HSCI 430 FIRST AID

Units (Grade Option) 0.5; Class Hours: Minimum of 8 lecture hours/semester; Recommended: Eligibility for READ 836, and ENGL 836 or ESL 400; Prerequisite(s): None. **Description:** This course provides training in basic first aid skills. Upon completion, student may obtain Red Cross First Aid certification. Transfer: CSU: E1, UC\*.

### HSCI 432 CPR: ADULT, CHILD, INFANT

Units (Grade Option) 0.5; Class Hours: Minimum of 8 lecture hours/semester; Recommended: Eligibility for READ 836, and ENGL 836 or ESL 400; Prerequisite(s): None. **Description:** This course qualifies students with CPR certification for health care providers. Includes instruction pertinent to adult, child and infant CPR. Automated External Defibrillator training is also included. Upon completion student may obtain Red Cross CPR Certification. Transfer: CSU, UC\*.

### HSCI 665 SPECIAL TOPICS IN HEALTH SCIENCE

Units (Grade Option) 0.5-2; Class Hours: Minimum of 8-32 lecture hours/semester; Recommended: Eligibility for READ 836, and ENGL 836 or ESL 400; Prerequisite(s): None. **Description:** This course explores contemporary selected topics or themes as they relate to the health of individuals and society. 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: Minimum of 48 lecture hours/semester; Recommended: Eligibility for READ 836, and ENGL 836 or ESL 400; Prerequisite(s): None. **Description:** This course surveys the civilizations of Europe and the Mediterranean Region in the ancient, medieval and early modern eras. Topics include: the Mesopotamians, Ancient Egypt, the Hebrews, Greece, Rome, the development and spread of Christianity, Europe during the medieval, Renaissance and Reformation periods, and the Age of Exploration. Transfer: CSU: C2, UC. (IGETC: 3B)

### HIST 101 HISTORY OF WESTERN CIVILIZATION II (CAN HIST 4) (CAN HIST SEQ A = HIST 100 + 101)

Units (Grade Option) 3; Class Hours: Minimum of 48 lecture hours/semester; Recommended: Eligibility for READ 836, and ENGL 836 or ESL 400; Prerequisite(s): None. **Description:** Survey of the history of the Western world from the 1500s until today. Topics include the creation of modern nation states, the development of modern political philosophies and economic systems, wars, and major religious, artistic and intellectual movements. Provides a strong foundation for understanding contemporary global issues. Transfer: CSU: C2, UC. (IGETC: 3B)

**HIST 201 U.S. HISTORY THROUGH 1877 (CAN HIST 8) (CAN HIST SEQ B = HIST 201 + 202)**

*Units (Grade Option) 3; Class Hours: Minimum of 48 lecture hours/semester; Recommended: Eligibility for READ 836, and ENGL 836 or ESL 400; Prerequisite(s): None.* **Description:** A survey of U.S. History from pre-Columbian times to 1877. Topics covered include indigenous cultures, European exploration and colonization, the American Revolution and development of the Constitution, slavery, the creation of U.S. political, economic and social institutions, the Civil War, and Reconstruction. Transfer: CSU: DUS-1 & DUS-2, UC. (IGETC: 3B, IGETC: 4)

**HIST 202 U.S. HISTORY FROM 1877 TO THE PRESENT (CAN HIST 10) (CAN HIST SEQ B = HIST 201 + 202)**

*Units (Grade Option) 3; Class Hours: Minimum of 48 lecture hours/semester; Recommended: Eligibility for READ 836, and ENGL 836 or ESL 400; Prerequisite(s): None.* **Description:** U.S. History from 1877 until today. The Gilded Age, the Western Frontier, the Roaring 20s, the Great Depression, the World Wars, the Cold War, Vietnam, the Sixties, Watergate, Presidents Carter, Reagan, Clinton and Bush, recent events. Examination of diverse communities and political, economic, intellectual, artistic and social trends. Transfer: CSU: DUS-1, DUS-2 & DSI, UC. (IGETC: 3B, IGETC: 4)

**HIST 242 AFRICAN-AMERICAN HISTORY**

*Units (Grade Option) 3; Class Hours: Minimum of 48 lecture hours/semester; Recommended: Eligibility for READ 836, and ENGL 836 or ESL 400; Prerequisite(s): None.* **Description:** Explores and analyzes the experiences of African Americans in U.S. history. Subjects include: African societies, the slave trade, the evolution of a raced-based slave system in America, the evolution of African American culture, abolitionism, the Civil War and Reconstruction, segregation, the Harlem Renaissance, the civil rights movement, and current issues. (Fulfills Associate degree Ethnic Studies requirement.) Transfer: CSU: DSI, UC. (IGETC: 3B, IGETC: 4)

**HIST 245 RACE, ETHNICITY AND IMMIGRATION IN THE U.S.**

*Units (Grade Option) 3; Class Hours: Minimum of 48 lecture hours/semester; Recommended: Eligibility for READ 836, and ENGL 836 or ESL 400; Prerequisite(s): None.* **Description:** Examines and analyzes the experiences of racial, ethnic, and cultural groups in U.S. history. Subjects include: Native Americans, European Americans, African Americans, Latino Americans, Asian Americans, Pacific Islanders, multi-ethnic modern America, race and culture, race and identity, race and gender/class/sexual orientation, interaction between groups, and current issues. (Fulfills Associate degree Ethnic Studies requirement.) Transfer: CSU: C2 & DSI, UC. (IGETC: 3B, IGETC: 4)

**HIST 246 HISTORY OF LATINOS IN THE U.S.**

*Units (Grade Option) 3; Class Hours: Minimum of 48 lecture hours/semester; Recommended: Eligibility for READ 836, and ENGL 836 or ESL 400; Prerequisite(s): None.* **Description:** Explores and analyzes the experiences of Latinos in U.S. history. Subjects covered include: the formation of Latino communities and identities in the U.S.; American foreign policy; the struggle for civil rights; Latino contributions to the social, economic, political, intellectual, and cultural development of

the U.S.; immigration; and current issues. (Fulfills Associate degree Ethnic Studies requirement.) Transfer: CSU: C2 & DSI, UC. (IGETC: 3B, IGETC: 4)

**HIST 247 WOMEN IN U.S. HISTORY**

*Units (Grade Option) 3; Class Hours: Minimum of 48 lecture hours/semester; Recommended: Eligibility for READ 836, and ENGL 836 or ESL 400; Prerequisite(s): None.* **Description:** Explores and analyzes the experiences of women in U.S. History. Subjects covered include: women's rights, feminism, and the struggle to achieve equality; women's contributions to the social, political, economic, and cultural development of the U.S.; the impact of race, ethnicity, class, and sexuality on women's identities; and current issues. Transfer: CSU: C2 & DSI, UC. (IGETC: 3B, IGETC: 4)

**HIST 315 HISTORY OF SAN MATEO COUNTY**

*Units (Grade Option) 3; Class Hours: Minimum of 48 lecture hours/semester; Recommended: Eligibility for READ 836, and ENGL 836 or ESL 400; Prerequisite(s): None.* **Description:** 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: DSI.

**HIST 422 MODERN LATIN AMERICA**

*Units (Grade Option) 3; Class Hours: Minimum of 48 lecture hours/semester; Recommended: Eligibility for READ 836, and ENGL 836 or ESL 400; Prerequisite(s): None.* **Description:** Explores and analyzes the history of Latin America from independence to the present. Subjects covered include: the social, political, economic and cultural development of Latin America; the impact of globalization; race, ethnicity, gender, class, and sexual orientation in Latin America, and the relationship between the United States and Latin America. (Fulfills Associate degree Ethnic Studies requirement.) Transfer: CSU: DSI, UC. (IGETC: 3B, IGETC: 4)

**HIST 451 FAR EASTERN CIVILIZATION AND HERITAGE I**

*Units (Grade Option) 3; Class Hours: Minimum of 48 lecture hours/semester; Recommended: Eligibility for READ 836, and ENGL 836 or ESL 400; Prerequisite(s): None.* **Description:** A broad survey of the historical and cultural development of China and Japan from the beginning to the 13th century. Emphasis is on the philosophical and cultural development of these countries within the historical context and how, within their resilient traditions, these countries meet the challenge of their respective historical development. Attention is also given to how Asian-Americans in the United States adjust and identify with their cultural legacy. (Fulfills Associate degree Ethnic Studies requirement.) Transfer: CSU: C2, UC. (IGETC: 3B)

**HIST 452 FAR EASTERN CIVILIZATION AND HERITAGE II**

*Units (Grade Option) 3; Class Hours: Minimum of 48 lecture hours/semester; Recommended: Eligibility for READ 836, and ENGL 836*

or ESL 400; Prerequisite(s): None. **Description:** A continuation of a broad survey of the historical and cultural development of China and Japan from the 13th century to the present. Emphasis is on the cultural development during this period and how the respective countries deal with foreign intrusions and intended colonialism. Modernization, emergence of new political organizations, ideology, and nationalism in these countries and the ramifications on contemporary Asian-Americans are examined. (Fulfills Associate degree Ethnic Studies requirement.) Transfer: CSU: C2, UC. (IGETC: 3B)

## HUMAN SERVICES

### HMSV 100 INTRODUCTION TO HUMAN SERVICES

Units 3; Class Hours: Minimum of 48 lecture hours/semester; Recommended: Eligibility for READ 836, and ENGL 836 or ESL 400; Prerequisite(s): None. **Description:** 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: Minimum of 48 lecture hours/semester; Recommended: Eligibility for READ 836, and ENGL 836 or ESL 400; 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: Minimum of 48 lecture hours/semester; Recommended: Eligibility for READ 836, and ENGL 836 or ESL 400; Prerequisite(s): None. **Description:** Basic concepts and skills of case management. Course covers philosophy, ethics, concepts, assessment, documentation, record keeping, 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: Minimum of 16 lecture hours/semester; Recommended: Eligibility for READ 836, and ENGL 836 or ESL 400; Prerequisite(s): None. **Description:** 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 are studied and evaluated and their implications for self-sufficiency examined. Students gain a working knowledge of the various benefit programs available to persons including eligibility requirements, determination and duration. Transfer: CSU.

### HMSV 150 REHABILITATION AND RECOVERY

Units 3; Class Hours: Minimum of 48 lecture hours/semester; Recommended: Eligibility for READ 836, and ENGL 836 or ESL 400; 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: Minimum of 48 lecture hours/semester; Recommended: Eligibility for READ 836, and ENGL 836 or ESL 400; 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.

### HMSV 160 SERVING DIVERSE POPULATIONS

Units 3; Class Hours: Minimum of 48 lecture hours/semester; Recommended: Eligibility for READ 836, and ENGL 836 or ESL 400; Prerequisite(s): None. **Description:** A study of how ethnic and cultural differences impact service delivery in the field of Human Services. Focuses on understanding people in the context of their own cultural and ethnic worldview. Provides students with the knowledge, skills and insight necessary to be culturally competent providers. Transfer: CSU.

### HMSV 161 INFORMATION AND REFERRAL: UNDERSTANDING COMMUNITY RESOURCES

Units 1; Class Hours: Minimum of 16 lecture hours/semester; Recommended: Eligibility for READ 836, and ENGL 836 or ESL 400; Prerequisite(s): None. **Description:** An overview of key Human Services resources in San Mateo County. Covers the following resources: emergency, alcohol and drug, children's youth, disabilities, education, employment and training, financial assistance, food programs, health, housing, immigration, legal, seniors, recreation and mental health. Access, eligibility, funding, referral and assessment techniques are examined. May be repeated once for credit. Transfer: CSU.

### HMSV 262 INTRODUCTION TO FAMILY SUPPORT: BUILDING RESPECTFUL PARTNERSHIPS (Also ECE. 262)

Units 3; Class Hours: Minimum of 48 lecture/8 by arrangement lab hours/semester; Recommended: Eligibility for READ 836, and ENGL 836 or ESL 400; Prerequisite(s): None. **Description:** Overview of Family Support programs within Early Childhood Education. Included is a historical perspective, Family Support principles, and effective communication guides between families, childcare providers, teachers, and community agencies. This course is one of two (HMSV 264, other course) for a specialization for Master Teacher on the Child Development Permit matrix. Transfer: CSU.

**HMSV 264 THE LIFE CYCLE OF THE FAMILY (Also ECE. 264)**

*Units 3; Class Hours: Minimum of 48 lecture/8 by arrangement lab hours/semester; Recommended: Eligibility for READ 836, and ENGL 836 or ESL 400; Prerequisite(s): None. Description:* The life cycle of the family bridging individual and family development with cultural and social perspectives. The emphasis is on the diversity within contemporary families and the establishment of family support programs. This course is one of two (HMSV 262, other course) for a specialization for Master Teacher on the Child Development Permit Matrix. Transfer: CSU: DSI.

**HMSV 265 FAMILY DEVELOPMENT PORTFOLIO, PART I**

*Units 1.5; Class Hours: Minimum of 24 lecture/16 by arrangement lab hours/semester; Recommended: Eligibility for READ 836, and ENGL 836 or ESL 400; Prerequisite(s): None. Description:* Students create a portfolio demonstrating skills in the following areas: a sustainable route to healthy self reliance, worker self-empowerment, building mutually respectful relationships, communication, and cultural competence. Recommended to be taken in conjunction with HMSV 262.

**HMSV 266 FAMILY DEVELOPMENT PORTFOLIO, PART II**

*Units 1.5; Class Hours: Minimum of 24 lecture/16 by arrangement lab hours/semester; Recommended: Eligibility for READ 836, and ENGL 836 or ESL 400; Prerequisite(s): HMSV 265. Description:* Continuation of HMSV 265. Students create a portfolio demonstrating skills in the following areas: ongoing assessment, home visiting, helping families access specialized services, facilitating family conferences, support groups, community meetings, and collaboration. Recommended to be taken in conjunction with HMSV 264.

**HMSV 366 PRACTICUM IN EARLY CHILDHOOD EDUCATION (Also ECE. 366)**

*Units 3; Class Hours: Minimum of 16 lecture/96 by arrangement lab hours/semester; Recommended: Eligibility for READ 836, and ENGL 836 or ESL 400; Prerequisite(s): 12 units of ECE. or HMSV, approved sites only. Description:* This supervised field experience course focuses on the methods and principles of teaching in early childhood classrooms. Emphasis is on the role of the teacher in a developmentally appropriate setting. This course allows students to gain practical, verifiable experience working with children under the supervision of an experienced teacher. Transfer: CSU.

## INTERIOR DESIGN

**INTD 115 INTRODUCTION TO INTERIOR DESIGN**

*Units (Grade Option) 3; Class Hours: Minimum of 48 lecture hours/semester; Recommended: Eligibility for READ 836, and ENGL 836 or ESL 400; Prerequisite(s): None. Description:* An examination of the built environment with emphasis on residential design. The elements and principles of design are examined as they relate to the functional and aesthetic aspects of interior spaces. Students develop skills in critical analysis of interiors and create individual solutions through design projects. Transfer: CSU.

**INTD 126 CRITICAL THINKING FOR INTERIOR DESIGNERS**

*Units (Grade Option) 3; Class Hours: Minimum of 48 lecture/24 by arrangement lab hours/semester; Recommended: Eligibility for READ 836, and ENGL 836 or ESL 400; Prerequisite(s): None. Description:* Introduces 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 PRESENTATION TECHNIQUES I**

*Units (Grade Option) 3; Class Hours: Minimum of 48 lecture/24 by arrangement lab hours/semester; Recommended: Eligibility for READ 836, and ENGL 836 or ESL 400; Prerequisite(s): ARCH 110. Description:* Learn the necessary oral and visual presentation skills needed in the interior design profession. Students explore specialized two dimensional design techniques, including basic and quick sketch, paraline drawings, and one, two, and three point perspectives. Transfer: CSU.

**INTD 129 PRESENTATION TECHNIQUES II (Replaced INTD 146)**

*Units (Grade Option) 3; Class Hours: Minimum of 48 lecture/24 by arrangement lab hours/semester; Recommended: Eligibility for READ 836, and ENGL 836 or ESL 400; Prerequisite(s): INTD 128. Description:* Course focuses on the oral and visual presentation skills students need in the interior design profession. Students explore basic rendering techniques for floor plans, elevations, and perspectives, as well as color rendering of hand drawn and digital images, including a variety of materials and entourage. The oral, visual and written presentation techniques designers use are also included. Transfer: CSU.

**INTD 130 BEGINNING SPACE PLANNING**

*Units (Grade Option) 3; Class Hours: Minimum of 48 lecture/24 by arrangement lab hours/semester; Recommended: Eligibility for READ 836, and ENGL 836 or ESL 400; Prerequisite(s): ARCH 110. Description:* Residential space planning and programming techniques are covered as students master architectural drawing techniques. Emphasis is on the needs of individuals, families, and special groups in the residential setting. Transfer: CSU.

**INTD 147 ADVANCED SPACE PLANNING**

*Units (Grade Option) 3; Class Hours: Minimum of 48 lecture/24 by arrangement lab hours/semester; Recommended: Eligibility for READ 836, and ENGL 836 or ESL 400; Prerequisite(s): INTD 115, 130 and ARCH 110. Description:* Course includes further development of programming, space planning, design development, and problem-solving skills for specialized residential and small non-residential spaces. Human dimensions and special needs of clients are also included. Transfer: CSU.

**INTD 148 COLOR FOR INTERIORS**

*Units (Grade Option) 3; Class Hours: Minimum of 48 lecture/24 by arrangement lab hours/semester; Recommended: Eligibility for READ 836, and ENGL 836 or ESL 400; Prerequisite(s): None. Description:* Color and design theories are considered and studied in depth; basic visual elements and principles of design, their properties and relation-

ships; developing sensitivity to, and judgment of, design. Students apply these theories to the use of color in interiors. Transfer: CSU.

### **INTD 150 HISTORY OF INTERIORS**

*Units (Grade Option) 3; Class Hours: Minimum of 48 lecture hours/semester; Recommended: Eligibility for READ 836, and ENGL 836 or ESL 400; Prerequisite(s): None.* **Description:** The history and design of Western homes, public buildings, churches, interiors, and furniture from ancient Egypt up to the present day are studied. Other topics include awareness of structural and architectural design and the influence of historical periods in today's design. Transfer: CSU: C1.

### **INTD 250 PROFESSIONAL PRACTICES**

*Units (Grade Option) 3; Class Hours: Minimum of 48 lecture hours/semester; Recommended: Eligibility for READ 836, and ENGL 836 or ESL 400; Prerequisite(s): INTD 115.* **Description:** This course focuses on 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) 3; Class Hours: Minimum of 48 lecture hours/semester; Recommended: Eligibility for READ 836, and ENGL 836 or ESL 400; Prerequisite(s): None.* **Description:** An overview study of interior lighting as it relates to residential and commercial industry including terminology, lamps, fixtures, lighting, plans, design techniques, codes and energy efficient lighting practices and regulations. Transfer: CSU.

### **INTD 270 KITCHEN DESIGN**

*Units (Grade Option) 3; Class Hours: Minimum of 48 lecture/24 by arrangement lab hours/semester; Recommended: Eligibility for READ 836, and ENGL 836 or ESL 400; Prerequisite(s): ARCH 110.* **Description:** An overview of the basic principles of kitchen design and space layout, including drawing floor plans and elevations to scale. Selection and evaluation of current product and materials are made based on client survey. Cabinetry, appliances, finish materials, barrier free design, and changing family patterns as applicable to today's kitchen are covered. Transfer: CSU.

### **INTD 271 BATH DESIGN**

*Units (Grade Option) 3; Class Hours: Minimum of 48 lecture/24 by arrangement lab hours/semester; Recommended: Eligibility for READ 836, and ENGL 836 or ESL 400; Prerequisite(s): ARCH 110.* **Description:** An overview of the basic principles of bath design, including scale floor plans and elevations, bath design concepts, products, and barrier free design. Transfer: CSU.

### **INTD 276 ADVANCED KITCHEN AND BATH DESIGN**

*Units (Grade Option) 3; Class Hours: Minimum of 48 lecture/24 by arrangement lab hours/semester; Recommended: Eligibility for READ 836, and ENGL 836 or ESL 400; Prerequisite(s): INTD 270 and 271 and ARCH 110.* **Description:** Course covers kitchen and bath design in greater depth, including theme, universal design, and auxiliary spaces. Students prepare construction documents that include technical information required for the design and submittal of plans for proposed kitchen and bath remodels. Transfer: CSU.

### **INTD 278 MARKETING AND SALESMANSHIP FOR INTERIOR DESIGN**

*Units (Grade Option) 3; Class Hours: Minimum of 48 lecture hours/semester; Recommended: Eligibility for READ 836, and ENGL 836 or ESL 400; Prerequisite(s): None.* **Description:** Basic principles of marketing and selling the total design project from inception to completion for presentation to the client. Techniques of approaching a client through all the steps of a design project in sequence and detail is covered with emphasis on how to overcome objections and close a sale. Transfer: CSU.

### **INTD 320 ASIAN ART FOR INTERIORS: CHINA AND KOREA (Also ART 125)**

*Units (Grade Option) 1; Class Hours: Minimum of 16 lecture hours/semester; Recommended: Eligibility for READ 836, and ENGL 836 or ESL 400; Prerequisite(s): None.* **Description:** Broad survey of historic and contemporary Asian art from China and Korea, including the influence of art design from China and Korea, the transfer to the United States and the contribution to interior design from these countries to the United States. (Partially fulfills Associate degree Ethnic Studies requirement.) Transfer: CSU: C1.

### **INTD 321 ASIAN ART FOR INTERIORS: JAPAN AND SOUTHEAST ASIA (Also ART 126)**

*Units (Grade Option) 1; Class Hours: Minimum of 16 lecture hours/semester; Recommended: Eligibility for READ 836, and ENGL 836 or ESL 400; Prerequisite(s): None.* **Description:** Broad survey of historic and contemporary Asian art from Japan and Southeast Asia, including 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 Associate degree Ethnic Studies requirement.) Transfer: CSU: C1.

### **INTD 322 ASIAN ART FOR INTERIORS: JAPAN, INDIA, AND THE PHILIPPINES (Also ART 127)**

*Units (Grade Option) 1; Class Hours: Minimum of 16 lecture hours/semester; Recommended: Eligibility for READ 836, and ENGL 836 or ESL 400; Prerequisite(s): None.* **Description:** Broad survey of historic and contemporary Asian art from Japan continued, India, the Philippines, and Persia, including 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 Associate degree Ethnic Studies requirement.) Transfer: CSU: C1.

**INTD 340 FURNITURE, CASEWORK, AND INTERIOR DETAILING**

*Units (Grade Option) 3; Class Hours: Minimum of 48 lecture hours/semester; Recommended: Eligibility for READ 836, and ENGL 836 or ESL 400; Prerequisite(s): ARCH 110, INTD 126, 128, and 130.*

**Description:** 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 are discussed with emphasis on detailing procedures and techniques. Transfer: CSU.

**INTD 350 COMMERCIAL DESIGN I**

*Units (Grade Option) 3; Class Hours: Minimum of 48 lecture hours/semester; Recommended: Eligibility for READ 836, and ENGL 836 or ESL 400; Prerequisite(s): INTD 147.*

**Description:** In this course students learn how to design multiple-unit commercial spaces such as offices or medical complexes (these designs 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. Concurrent enrollment in INTD 260 or 356 is recommended. Transfer: CSU.

**INTD 356 RESIDENTIAL AND COMMERCIAL CONSTRUCTION**

*Units (Grade Option) 3; Class Hours: Minimum of 48 lecture/24 by arrangement lab hours/semester; Recommended: Eligibility for READ 836, and ENGL 836 or ESL 400; Prerequisite(s): INTD 147.*

**Description:** Develop an understanding of basic construction systems and how they relate to interior planning. Building codes, historic preservation, and handicapped restrictions are examined as well as environmental concerns and adaptive reuse. Technical knowledge of building systems (HVAC, plumbing, electrical, etc.) and structure are analyzed also. Transfer: CSU.

**INTD 360 CAD APPLICATIONS FOR INTERIOR DESIGNERS**

*Units (Grade Option) 3; Class Hours: Minimum of 48 lecture/24 by arrangement lab hours/semester; Recommended: Eligibility for READ 836, and ENGL 836 or ESL 400; Prerequisite(s): ARCH 110 and INTD 362.*

**Description:** AutoCad software is used to develop skills for completing drawings used by interior designers in accordance with industry standards, principles, and techniques. Transfer: CSU.

**INTD 362 COMPUTER-ASSISTED DRAFTING (CAD) FOR INTERIOR DESIGNERS - ARCHITECTURAL DRAWINGS**

*Units (Grade Option) 1; Class Hours: Minimum of 16 lecture/16 by arrangement lab hours/semester; Recommended: Eligibility for READ 836, and ENGL 836 or ESL 400; Prerequisite(s): None.*

**Description:** Students use 3D Home Architecture software to create: floor plans, interior elevations, exterior elevations, perspectives, isometric overviews, roof plans, house sections, and multiple levels. Concurrent enrollment in CBOT 430 is recommended. Transfer: CSU.

**INTD 363 COMPUTER-ASSISTED DRAFTING (CAD) FOR INTERIOR DESIGNERS - INTERIOR DESIGN DRAWINGS**

*Units (Grade Option) 1; Class Hours: Minimum of 16 lecture/16 by arrangement lab hours/semester; Recommended: Eligibility for READ 836, and ENGL 836 or ESL 400; Prerequisite(s): None.*

**Description:** Students use 3D Home Interiors software to create interior designs of various surface covers, furnishings, fixtures, and appliances. Transfer: CSU.

**INTD 370 CONSTRUCTION ESTIMATING AND RENOVATION**

*Units (Grade Option) 3; Class Hours: Minimum of 48 lecture hours/semester; Recommended: Eligibility for READ 836, ENGL 836 or ESL 400, and MATH 110 or 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. Transfer: CSU.

**INTD 400 GREEN/SUSTAINABLE DESIGN CONCEPTS**

*Units (Grade Option) 2; Class Hours: Minimum of 32 lecture hours/semester; Recommended: Eligibility for READ 836, and ENGL 836 or ESL 400; Prerequisite(s): None.*

**Description:** An overview of the environmentally responsible design, building practices and systems, and materials with an emphasis on residential construction and interiors. Transfer: CSU.

**INTD 450 MATERIALS AND FINISHES**

*Units (Grade Option) 3; Class Hours: Minimum of 48 lecture/24 by arrangement lab hours/semester; Recommended: Eligibility for READ 836, and ENGL 836 or ESL 400; 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 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 for properties and uses are also covered. Transfer: CSU.

**INTD 464 CODES: FIRE, SAFETY, AND BARRIER-FREE DESIGN**

*Units (Grade Option) 1; Class Hours: Minimum of 16 lecture hours/semester; Recommended: Eligibility for READ 836, and ENGL 836 or ESL 400; 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.

**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: Minimum of 48 lecture/32 lab hours/semester; Recommended: Eligibility for READ 836, and ENGL 836 or ESL 400; 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: Minimum of 48 lecture/32 lab hours/semester; Recommended: Eligibility for READ 836, and ENGL 836 or ESL 400; 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: Minimum of 48 lecture/32 lab hours/semester; Recommended: Eligibility for READ 836, and ENGL 836 or ESL 400; Prerequisite(s): ITAL 112 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: Minimum of 48 lecture/32 lab hours/semester; Recommended: Eligibility for READ 836, and ENGL 836 or ESL 400; 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\*. (IGETC: 6)

**ITAL 801 CONVERSATIONAL ITALIAN I**

*Units (Grade Option) 2; Class Hours: Minimum of 48 lecture hours/semester; Basic Skills Level: Open Curriculum; Prerequisite(s): None. Description:* A basic course in conversational Italian, with attention to pronunciation. (This course does not fulfill language requirement at California State Universities or at the University of California.) Units do not apply toward AA/AS degree.

**ITAL 802 CONVERSATIONAL ITALIAN II**

*Units (Grade Option) 2; Class Hours: Minimum of 48 lecture hours/semester; Basic Skills Level: Open Curriculum; Prerequisite(s): ITAL 801. Description:* Further work in basic grammar idioms, and pronunciation. (This course does not fulfill language requirement at California State Universities or at the University of California.) Units do not apply toward AA/AS degree.

**ITAL 803 CONVERSATIONAL ITALIAN III**

*Units (Grade Option) 2; Class Hours: Minimum of 48 lecture hours/semester; 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 does not fulfill

language requirement at California State Universities or at the University of California.) Units do not apply toward AA/AS degree.

**ITAL 804 CONVERSATIONAL ITALIAN IV**

*Units (Grade Option) 2; Class Hours: Minimum of 48 lecture hours/semester; Basic Skills Level: Open Curriculum; Prerequisite(s): ITAL 803. Description:* Further advanced work with dialect and variation in Italian by means of drill, recitation, and reading. (This course does not fulfill language requirement at California State Universities or at the University of California.) Units do not apply toward AA/AS degree.

## JAPANESE

**JAPN 111 ELEMENTARY JAPANESE I**

*Units 3; Class Hours: Minimum of 48 lecture/16 by arrangement lab hours/semester; Recommended: Eligibility for READ 836, and ENGL 836 or ESL 400; Prerequisite(s): None. Description:* This course presents a study of the basic patterns of Japanese in oral expression, reading, and written forms. Transfer: CSU.

## LEARNING CENTER

The Learning Center offers self-paced courses and integrates technological resources and learning assistance services in the Tutorial Center, the Computer Center, the Math, Writing and ESL Multi-Media Skills Center, the MESA program and the Learning Achievement Center. The self-paced courses, many of which utilize computer-assisted and individualized instruction, focus on the improvement of specific skills, and can be completed whenever the Center is open. For more information, please visit the Learning Center in Building 5, Room 105, below the cafeteria, or call (650) 306-3348.

**LCTR 100 EFFECTIVE TUTORING**

*Units (Grade Option) 0.5; Class Hours: Minimum of 8 lecture/16 by arrangement lab hours/semester; Recommended: Eligibility for READ 836, and ENGL 836 or ESL 400; Prerequisite(s): None. Description:* This course explores a variety of strategies for improving peer tutoring. Assignments 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 110 TEACHING/TUTORING PRACTICUM**

*Units (Credit/No Credit) 1-3; Class Hours: Minimum of 48-144 by arrangement lab hours/semester; Recommended: Eligibility for READ 420 and ENGL 100; Prerequisite(s): LCTR 100, or comparable training and experience. Description:* This course provides supervised teaching/tutoring experience for students interested in pursuing education as a profession or in enhancing their teaching/tutoring experience. Students explore in depth teaching/tutoring strategies, including mentoring, for providing instruction/supplemental instruction in individual/small group learning environments in the Learning Center or in a community service context. May be repeated for credit up to 3 times. Transfer: CSU.

**LCTR 120 LITERACY TUTORING IN THE COMMUNITY**

*Units (Credit/No Credit) 1; Class Hours: Minimum of 12 lecture/24 by arrangement lab hours/semester; Recommended: Eligibility for READ 420 and ENGL 100; Prerequisite(s): None.* **Description:** This course explores a variety of strategies for developing and implementing literacy tutoring in the community working with adults, youths, children and families. Discussion and practice focuses on communication skills, specific tutoring techniques and strategies for working with individuals from diverse cultural backgrounds, as well as with students who are academically "at risk." Transfer: CSU.

**LCTR 138 FUNDAMENTALS OF THE RESEARCH PAPER**

*Units 1; Class Hours: Minimum of 48 by arrangement lab hours/semester; Recommended: Eligibility for READ 836, and ENGL 836 or ESL 400; Prerequisite(s): None.* **Description:** This Macintosh-based course guides 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: Minimum of 96 by arrangement lab hours/semester; Recommended: Eligibility for READ 836, and ENGL 836 or ESL 400; Prerequisite(s): None.* **Description:** This Macintosh-based course guides 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: Minimum of 96 by arrangement lab hours/semester; Recommended: Eligibility for READ 420 and ENGL 100; Prerequisite(s): None.* **Description:** This Macintosh-based course gives 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: Minimum of 48 by arrangement lab hours/semester; Recommended: Eligibility for READ 836, and ENGL 836 or ESL 400; 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 1 unit per semester); Class Hours: Minimum of 24-48 by arrangement lab hours/semester; 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 698 SUPERVISED TUTORING/ACADEMIC ASSISTANCE**

*Units 0; Class Hours: By arrangement; Prerequisite(s): Concurrent enrollment in course in which tutorial assistance is being provided.* **Description:** Under the supervision of the Director the Learning Center, students receive academic assistance such as tutoring or computerized supplemental instruction in areas of academic need. Students receive computerized supplemental instruction in assignments or tutoring by tutors who have demonstrated competence in specific subject, skill and/or discipline and who have successfully completed a tutor training course. Units do not apply toward AA/AS degree.

**LCTR 806 SELF-PACED ESL**

*Units (Credit/No Credit) 1-3; Class Hours: Minimum of 8-24 lecture/24-72 lab hours/semester; 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 3 units.

**LCTR 807 ENGLISH SKILLS FOR THE WORKPLACE**

*Units (Credit/No Credit) 1-6; Class Hours: Minimum of 48-288 lab hours/semester; 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 learns 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.

**LCTR 808 ENGLISH SKILLS FOR OCCUPATIONAL TRAINING**

*Units (Credit/No Credit) 1-4; Class Hours: Minimum of 48-192 lab hours/semester; 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 learns 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.

**LCTR 810 STUDY SKILLS**

*Units (Credit/No Credit) 1; Class Hours: Minimum of 48 by arrangement lab hours/semester; Basic Skills Level: Open Curriculum; Prerequisite(s): None. Description:* Through the use of computer programs, students 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: Minimum of 48 by arrangement lab hours/semester; 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: Minimum of 48 by arrangement lab hours/semester; 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: Minimum of 48 by arrangement lab hours/semester; Basic Skills Level: Open Curriculum; Prerequisite(s): None. Description:* This Macintosh-based course helps 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: Minimum of 48 by arrangement lab hours/semester; Basic Skills Level: Open Curriculum; Prerequisite(s): None. Description:* This Macintosh-based course helps students develop their ability to write clear, correctly punctuated sentences. While suitable for ENGL 826 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: Minimum of 48 by arrangement lab hours/semester; Basic Skills Level: Open Curriculum; Prerequisite(s): None. Description:* This Macintosh-based course helps students write well organized and well developed paragraphs. The course takes the student through eleven paragraph types, cover-

ing 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 840, 841, 842, 843 VOCABULARY IMPROVEMENT I, II, III, IV**

*Units (Credit/No Credit) 1; Class Hours: Minimum of 48 by arrangement lab hours/semester; Basic Skills Level: Open Curriculum; Prerequisite(s): None. Description:* This workbook-based series of four vocabulary courses helps students build and improve 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. Prior to enrolling, students should take a short pre-test at the Learning Center to determine course in which to enroll. Units do not apply toward AA/AS degree.

**LCTR 850 READING AND WRITING FOR THE WORKPLACE**

*Units (Credit/No Credit) 1; Class Hours: Minimum of 48 by arrangement lab hours/semester; 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.

**LIBRARY SCIENCE****LIBR 100 INTRODUCTION TO INFORMATION RESEARCH**

*Units (Grade Option) 1; Class Hours: 48 lab hours/semester; Recommended: Eligibility for READ 420 and ENGL 100; Prerequisite(s): None. Description:* This one unit self-paced course offers an introduction to the basic concepts and tools used in information research. Techniques for approaching the research process using critical thinking and information competence skills are presented. Prepares students in any major for information research at four-year colleges and universities. Transfer: CSU, UC\*.

**LIBR 120 INFORMATION COMPETENCY**

*Units (Grade Option) 1; Class Hours: Minimum of 48 lab hours/semester; 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 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, UC\*.

## LITERATURE

(See courses under *English, Literature and Reading*)

## MANAGEMENT

### MGMT 100 INTRODUCTION TO BUSINESS MANAGEMENT

*Telecourse: Units 3; Class Hours: Minimum of 48 lecture hours/semester; Recommended: Eligibility for READ 836, and ENGL 836 or ESL 400; 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: Minimum of 48 lecture hours/semester; Recommended: Eligibility for READ 836, and ENGL 836 or ESL 400; Prerequisite(s): None. Description:* Study 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: Minimum of 32 lecture hours/semester; Recommended: Eligibility for READ 836, and ENGL 836 or ESL 400; Prerequisite(s): None. Description:* 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: Minimum of 32 lecture hours/semester; Recommended: Eligibility for READ 836, and ENGL 836 or ESL 400; 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 215 MANAGEMENT OF HUMAN RESOURCES

*Units (Grade Option) 3; Class Hours: Minimum of 48 lecture hours/semester; Recommended: Eligibility for READ 836, and ENGL 836 or ESL 400; Prerequisite(s): None. Description:* Introductory course on the personnel function. Topics include selection and placement, wage and salary procedures, affirmative action programs, performance appraisals, training, and staff development. Transfer: CSU.

### MGMT 220 ORGANIZATIONAL BEHAVIOR

*Units (Grade Option) 3; Class Hours: Minimum of 48 lecture hours/semester; Recommended: Eligibility for READ 836, and ENGL 836 or ESL 400; 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 organi-

zational conflict, organization change, impact of computer technology, and international aspects of organization behavior. Transfer: CSU.

### MGMT 222 FINANCIAL BUDGETING AND CONTROL

*Units (Grade Option) 1; Class Hours: Minimum of 16 lecture hours/semester; Recommended: Eligibility for READ 836, ENGL 836 or ESL 400, and MATH 110 or 111; Prerequisite(s): None. Description:* An introduction to financial budgeting for managers. Budgetary planning topics include program budgeting, forecasting, purchasing/materials management, capital planning, program appraisal, and decision-making. Activity-based budgeting and a step-by-step guide to budget preparation are also included. Transfer: CSU.

### MGMT 235 TECHNIQUES OF SUPERVISION

*Units (Grade Option) 3; Class Hours: Minimum of 48 lecture hours/semester; Recommended: Eligibility for READ 836, and ENGL 836 or ESL 400; Prerequisite(s): None. Description:* Introduction to effective techniques of supervision in the work place. Topics 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: Minimum of 48 lecture hours/semester; Recommended: Eligibility for READ 836, and ENGL 836 or ESL 400; Prerequisite(s): None. Description:* Study 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 shown in the diagram below. 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.

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 5; Class Hours: Minimum of 80 lecture/16 by arrangement lab hours/semester; Recommended: Eligibility for READ 836, and ENGL 836 or ESL 400; Prerequisite(s): MATH 811, or appropriate score on District math placement test and other measures as appropriate.*

**Description:** This is the first course in a 2-part series covering elementary and intermediate algebra. Topics include the real number system, linear equations, linear inequalities, graphing, systems of equations, integer exponents, polynomials, factoring, proportions, rational expres-

sions, and problem solving. Students who complete this course with a C or better are advised to enroll in MATH 120.

**MATH 111 ELEMENTARY ALGEBRA I**

Units 3; Class Hours: Minimum of 48 lecture/16 by arrangement lab hours/semester; Recommended: Eligibility for READ 836, and ENGL 836 or ESL 400; Prerequisite(s): 3 units of MATH 811, or appropriate score on District math placement test and other measures as appropriate. **Description:** This course is equivalent to the first half of MATH 110. Topics include the real number system, linear equations, linear inequalities, graphing, and systems of equations. Students who complete this course with a C or better are advised to enroll in MATH 112.

**MATH 112 ELEMENTARY ALGEBRA II**

Units 3; Class Hours: Minimum of 48 lecture/16 by arrangement lab hours/semester; Recommended: Eligibility for READ 836, and ENGL 836 or ESL 400; Prerequisite(s): MATH 111. **Description:** This course is equivalent to the second half of MATH 110 and is a continuation of MATH 111. Topics include integer exponents, polynomials, factoring, proportions, and rational expressions. Students who complete this course with a C or better are advised to enroll in MATH 122.

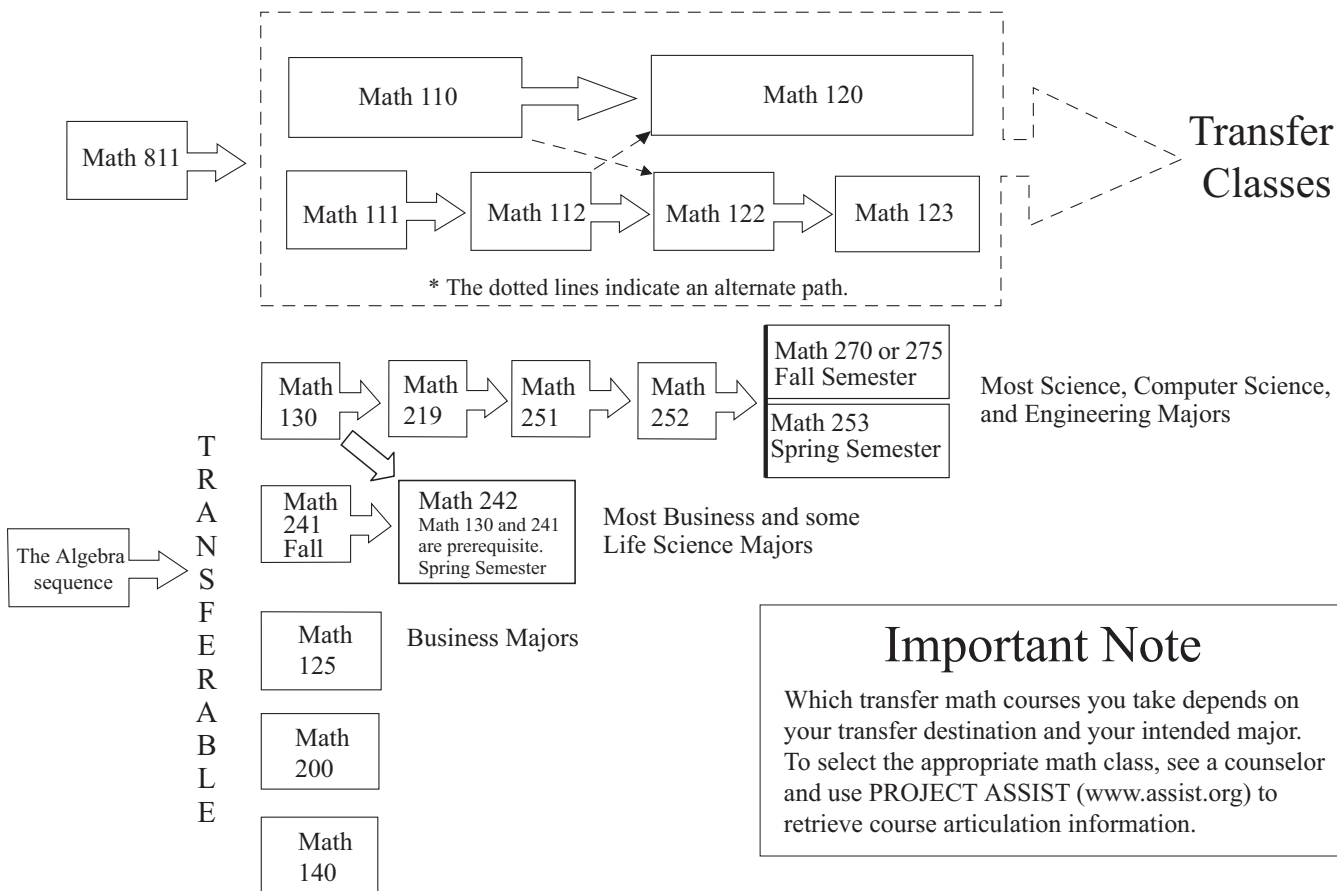
**MATH 115 GEOMETRY**

Units 5; Class Hours: Minimum of 80 lecture/16 by arrangement lab hours/semester; Recommended: Eligibility for READ 836, and ENGL 836 or ESL 400; Prerequisite(s): MATH 110 or 112, or appropriate score on District math placement test and other measures as appropriate. **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: Minimum of 80 lecture/16 by arrangement lab hours/semester; Recommended: Eligibility for READ 836, and ENGL 836 or ESL 400; Prerequisite(s): MATH 110 or 112, or appropriate score on District math placement test and other measures as appropriate. **Description:** This is the second course in a 2-part series covering elementary and intermediate algebra and is a continuation of MATH 110. Topics include a review of equations, absolute value, lines and graphs, functions, rational exponents, radical expressions and equations, quadratic equations and graphs, exponential functions, and logarithmic functions. Additional topics may include conic sections and systems of equations.

## The Algebra Sequence



\*With limitations. Refer to pages 53 and 54 or see your counselor.

**MATH 122 INTERMEDIATE ALGEBRA I**

*Units 3; Class Hours: Minimum of 48 lecture/16 by arrangement lab hours/semester; Recommended: Eligibility for READ 836, and ENGL 836 or ESL 400; Prerequisite(s): MATH 110 or 112, or appropriate score on District math placement test and other measures as appropriate. Description:* This is the third course in a 4 part series covering elementary and intermediate algebra and is a continuation of MATH 112. Topics include a review of equations, absolute value, lines and graphs, functions, rational exponents, radical expressions and equations, and complex numbers. Students who complete this course with a C or better should enroll in MATH 123.

**MATH 123 INTERMEDIATE ALGEBRA II**

*Units 3; Class Hours: Minimum of 48 lecture/16 by arrangement lab hours/semester; Recommended: Eligibility for READ 836, and ENGL 836 or ESL 400; Prerequisite(s): MATH 122. Description:* This is the last course in a 4 part series covering elementary and intermediate algebra and is a continuation of MATH 122. Topics include quadratic equations, inverse functions, exponential functions, and logarithmic functions. Optional topics include the conic sections and nonlinear systems.

**MATH 125 ELEMENTARY FINITE MATHEMATICS**

*Units 3; Class Hours: Minimum of 48 lecture/16 by arrangement lab hours/semester; Recommended: Eligibility for READ 836, and ENGL 836 or ESL 400; Prerequisite(s): MATH 120 or 121 or 123, or appropriate score on District math placement test and other measures as appropriate. 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: B4, UC. (IGETC: 2)

**MATH 130 ANALYTICAL TRIGONOMETRY (CAN MATH 8)**

*Units 3; Class Hours: Minimum of 48 lecture/16 by arrangement lab hours/semester; Recommended: Eligibility for READ 836, and ENGL 836 or ESL 400; Prerequisite(s): MATH 115, and 120 or 121 or 123, or appropriate score on District math placement test and other measures as appropriate. 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: B4.

**MATH 140 MATHEMATICS FOR GENERAL EDUCATION (CAN MATH 2)**

*Units 3; Class Hours: Minimum of 48 lecture/16 by arrangement lab hours/semester; Recommended: Eligibility for READ 836, and ENGL 836 or ESL 400; Prerequisite(s): MATH 120 or 121 or 123, or appropriate score on District math placement test and other measures as appropriate. 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 and utility of mathematics. Topics can include logic, problem solving, probability, statistics, geometry, math-

ematics of finance, systems of numeration, mathematical modeling, and computers. Transfer: CSU: B4, UC.

**MATH 150 MATHEMATICS FOR ELEMENTARY SCHOOL TEACHERS**

*Units 3; Class Hours: Minimum of 48 lecture/16 by arrangement lab hours/semester; Recommended: Eligibility for READ 836, and ENGL 836 or ESL 400; Prerequisite(s): MATH 115 and 120. Description:* This course is intended for future elementary school teachers. Topics covered include elementary set theory, numeration, number systems and operations, and elementary number theory, with emphasis on problem solving. Transfer: CSU, UC.

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

*Units 4; Class Hours: Minimum of 64 lecture/16 by arrangement lab hours/semester; Recommended: Eligibility for READ 836, and ENGL 836 or ESL 400; Prerequisite(s): MATH 120 or 121 or 123, or appropriate score on District math placement test and other measures as appropriate. 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: B4, UC. (IGETC: 2)

**MATH 219 PRE-CALCULUS COLLEGE ALGEBRA/TRIGONOMETRY (CAN MATH 16)**

*Units 5; Class Hours: Minimum of 80 lecture/16 by arrangement lab hours/semester; Recommended: Eligibility for READ 836, and ENGL 836 or ESL 400; Prerequisite(s): MATH 130, or appropriate score on District math placement test and other measures as appropriate. Description:* Unification of college algebra and analytical trigonometry based on the function concept. Topics include: properties of the real number system, inequalities, theory of equations, complex numbers, logarithmic and exponential functions, matrices, binomial theorem, sequence inverse functions. Transfer: CSU: B4, UC\*. (IGETC: 2)

**MATH 241 APPLIED CALCULUS I (CAN MATH 30) (CAN MATH SEQ D = MATH 241 + 242)**

*Units 5; Class Hours: Minimum of 80 lecture/16 by arrangement lab hours/semester; Recommended: Eligibility for READ 836, and ENGL 836 or ESL 400; Prerequisite(s): MATH 120 or 123, or appropriate score on District math placement test and other measures as appropriate. Description:* The first class in a two semester calculus sequence designed for business, social science, technology, and life science majors. Topics include a review of functions, the derivative, applications of the derivative, and an introduction to the integral. Transfer: CSU: B4, UC\*. (IGETC: 2)

**MATH 242 APPLIED CALCULUS II (CAN MATH 32) (CAN MATH SEQ D = MATH 241 + 242)**

*Units 3; Class Hours: Minimum of 48 lecture/16 by arrangement lab hours/semester; Recommended: Eligibility for READ 836, and ENGL 836 or ESL 400; Prerequisite(s): MATH 130 and 241. Description:*

The second half of a two-semester calculus sequence designed for business, social sciences, technology, and life sciences majors. Topics include the integral, techniques of integration, multivariable calculus, and differential equations. Transfer: CSU, UC\*. (IGETC: 2)

**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: Minimum of 80 lecture/16 by arrangement lab hours/semester; Recommended: Eligibility for READ 836, and ENGL 836 or ESL 400; Prerequisite(s): MATH 219 or appropriate score on District math placement test and other measures as appropriate.*

**Description:** This course is an introduction to calculus and analytic geometry including limits, continuity of functions, definition of differentiation, derivation of formulas, applications, anti-differentiation and the fundamental theorem of calculus. Transfer: CSU: B4, UC\*. (IGETC: 2)

**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: Minimum of 80 lecture/16 by arrangement lab hours/semester; Recommended: Eligibility for READ 420 and ENGL 100; Prerequisite(s): MATH 251. Description:* This course is the second in a series of calculus and analytic geometry. This course covers the Fundamental Theorem of Calculus, antiderivatives, integral applications and techniques, power series and infinite series topics such as series testing and analysis of Taylor and power series. Transfer: CSU, UC\*. (IGETC: 2)

**MATH 253 ANALYTICAL GEOMETRY AND CALCULUS III  
(CAN MATH 22) (CAN MATH SEQ C = MATH 251 + 252 + 253)**

*Units 5; Class Hours: Minimum of 80 lecture/16 by arrangement lab hours/semester; Recommended: Eligibility for READ 420 and ENGL 100; Prerequisite(s): MATH 252. Description:* This course is the third in a series of calculus and analytic geometry. This is the calculus of multivariable functions. The course covers topics in vectors, partial derivatives, double and triple integrals, line integrals and vector analysis theory such as Green's, Stokes', and Gauss' Theorems. Transfer: CSU, UC. (IGETC: 2)

**MATH 268 DISCRETE MATHEMATICS**

*Units (Grade Option) 4; Class Hours: Minimum of 64 lecture hours/semester; Basic Skills Level: Open Curriculum; Prerequisite(s): MATH 251. Description:* Covers topics in discrete mathematics with particular emphasis on computer science applications. Includes logic, sets, functions and relations mathematical induction, recursion, Boolean algebra, elementary number theory, probability, algebraic structures, statistics, graphs, counting and combinatorics. Transfer: CSU, UC.

**MATH 270 LINEAR ALGEBRA**

*Units 3; Class Hours: Minimum of 48 lecture/16 by arrangement lab hours/semester; Recommended: Eligibility for READ 836, and ENGL 836 or ESL 400; Prerequisite(s): MATH 252. Description:* Application of vectors and matrices to systems of linear equations, linear transformations, eigenvectors and eigenvalues, vector spaces and inner products. Transfer: CSU, UC. (IGETC: 2)

**MATH 275 ORDINARY DIFFERENTIAL EQUATIONS (CAN MATH 24)**

*Units 3; Class Hours: Minimum of 48 lecture/16 by arrangement lab hours/semester; Recommended: Eligibility for READ 420 and ENGL 100; Prerequisite(s): MATH 252. Description:* Applications involving differential equations and analytical, graphical and numerical solutions of linear differential equations and systems of linear differential equations, power-series solutions of nonlinear differential equations, and solution of linear differential equations with constant coefficients by Laplace Transforms. Transfer: CSU, UC. (IGETC: 2)

**MATH 811 PRE-ALGEBRA**

*Units (Grade Option) 1-3; Class Hours: Minimum of 48 lecture/32 by arrangement lab hours/semester; Basic Skills Level: Open Curriculum; Prerequisite(s): None. Description:* Covers the fundamental processes in arithmetic: reading mathematical notation, translating words into symbols, and properties of the real number system. Introduction to geometry and algebra. May be repeated for credit up to 3 units. Units do not apply toward AA/AS degree.

## MEDICAL ASSISTING

**MEDA 100 INTRODUCTION TO MEDICAL ASSISTING**

*Units 3; Class Hours: Minimum of 48 lecture hours/semester; Recommended: Eligibility for READ 836, and ENGL 836 or ESL 400; Prerequisite(s): None. Description:* Duties and responsibilities of a medical assistant, transcriptionist, and billing specialist in a physician's office, clinic, hospital or other medical facility. Emphasizes desirable personality traits and human relationships as well as medical ethics, specialties in the medical field, and office maintenance. Transfer: CSU.

**MEDA 110 BASIC MEDICAL TERMINOLOGY I**

*Units 3; Class Hours: Minimum of 48 lecture hours/semester; Recommended: Eligibility for READ 836, and ENGL 836 or ESL 400; Prerequisite(s): None. Description:* Introduction to the development of a medical vocabulary that includes medical abbreviations and symbols through the study of the principles of word construction and word analysis, with emphasis on spelling and pronunciation. Transfer: CSU.

**MEDA 111 BASIC MEDICAL TERMINOLOGY II**

*Units 3; Class Hours: Minimum of 48 lecture hours/semester; Recommended: Eligibility for READ 836, and ENGL 836 or ESL 400; Prerequisite(s): MEDA 110. Description:* Continuation of MEDA 110. Intermediate development of medical vocabulary through the study of the principles of word construction and word analysis, with emphasis on spelling/pronunciation, diagnosis, disease process, pathology and their interrelationship with body systems. Transfer: CSU.

**MEDA 115 MEDICAL WORD PROCESSING**

*Units 3; Class Hours: Minimum of 48 lecture/32 by arrangement lab hours/semester; Recommended: Eligibility for READ 836, and ENGL 836 or ESL 400; Prerequisite(s): CBOT 415 or equivalent skill level. Description:* Training in production typing of medical letters, reports, and forms using the computer. Transfer: CSU.

**MEDA 120 CLINICAL PROCEDURES I**

*Units 4; Class Hours: Minimum of 48 lecture/48 lab hours/semester; Recommended: Eligibility for READ 836, and ENGL 836 or ESL 400; Prerequisite(s): BIOL 130 and MEDA 110. Description:* Examination room techniques, asepsis and sterilization procedures, laboratory procedures and specimen collection, and electrocardiograms (Extra supplies may be required). Transfer: CSU.

**MEDA 121 CLINICAL PROCEDURES II**

*Units 4; Class Hours: Minimum of 48 lecture/48 lab hours/semester; Recommended: Eligibility for READ 836, and ENGL 836 or ESL 400; Prerequisite(s): MEDA 120. Description:* Administering medications, injections and venipuncture, eye and ear lavage, electroencephalograms, removal of sutures and staples, bandaging and dressings, and other examination and clinical procedures. (Extra supplies may be required). Transfer: CSU.

**MEDA 140 MEDICAL TRANSCRIPTION: BASIC**

*Units 3; Class Hours: Minimum of 48 lecture/32 by arrangement lab hours/semester; Recommended: Eligibility for READ 836, and ENGL 836 or ESL 400; Prerequisite(s): MEDA 110 and 115. Description:* Machine transcription of patient medical chart progress notes, history and physicals, letters, consultations, surgical and autopsy reports, and discharge summaries utilizing computers. Course includes analyzing, editing, proper documentation, and compliance requirements. BIOL 130 is recommended. Transfer: CSU.

**MEDA 141 MEDICAL TRANSCRIPTION: ADVANCED**

*Units 3; Class Hours: Minimum of 48 lecture/32 by arrangement lab hours/semester; Recommended: Eligibility for READ 836, and ENGL 836 or ESL 400; Prerequisite(s): MEDA 140. Description:* Intensive transcription using computers, of hospital-type medical reports including history and physical examinations, surgeries, discharge summaries, and radiologic and nuclear medicine reports. MEDA 190 and BIOL 130 are recommended. Transfer: CSU.

**MEDA 150 MEDICAL OFFICE PROCEDURES**

*Units 3; Class Hours: Minimum of 48 lecture/32 by arrangement lab hours/semester; Recommended: Eligibility for READ 836, and ENGL 836 or ESL 400; Prerequisite(s): completion of or concurrent enrollment in MEDA 100 and 110. Description:* Fundamental office procedures applied to the medical field. Decision-making, setting priorities, finding information, coping with interruptions, and producing under pressure in medical office simulations. Transfer: CSU.

**MEDA 160 MEDICAL INSURANCE PROCEDURES**

*Units 3; Class Hours: Minimum of 48 lecture/32 by arrangement lab hours/semester; Recommended: Eligibility for READ 836, and ENGL 836 or ESL 400; Prerequisite(s): CBOT 415 or equivalent. Description:* Covers Blue Cross, Blue Shield, Medicare, Medi-Cal, Worker's Compensation and other insurance programs. Coding resources used in claims preparation. Billing and bookkeeping methods using the computer. Transfer: CSU.

**MEDA 161 ICD (International Classification of Diseases)-9-CM (Clinical Modification) BEGINNING CODING**

*Units (Grade Option) 1; Class Hours: Minimum of 16 lecture hours/semester; Recommended: Eligibility for READ 836, and ENGL 836 or ESL 400; Prerequisite(s): None. Description:* Development of nomenclature and classification of diseases. Basic coding principles of diseases and symptoms according to ICD-9-CM with emphasis on the coding of medical records. Use of indexes, sequencing of code numbers, and preparation of documents to increase competency. May be repeated once for credit. Transfer: CSU.

**MEDA 162 ICD (International Classification of Diseases)-9-CM (Clinical Modification) INTERMEDIATE CODING**

*Units (Grade Option) 1; Class Hours: Minimum of 16 lecture hours/semester; Recommended: Eligibility for READ 836, and ENGL 836 or ESL 400; Prerequisite(s): MEDA 161. Description:* Intermediate principles and philosophy of coding logic according to ICD-9-CM. Emphasizes the use of UHDDS, source documents, multiple coding, sequencing, V codes, tables, neoplasms, and mental disorders. Transfer: CSU.

**MEDA 163 ICD (International Classification of Diseases)-9-CM (Clinical Modification) ADVANCED CODING**

*Units (Grade Option) 1; Class Hours: Minimum of 16 lecture hours/semester; Recommended: Eligibility for READ 836, and ENGL 836 or ESL 400; Prerequisite(s): MEDA 162. Description:* Advanced principles and philosophy of coding logic according to ICD-9-CM. Emphasizes diseases by body systems, complications, injuries, and adverse effects of drugs. Transfer: CSU.

**MEDA 164 CPT (Current Procedural Terminology) BEGINNING CODING**

*Units (Grade Option) 1; Class Hours: Minimum of 16 lecture hours/semester; Recommended: Eligibility for READ 836, and ENGL 836 or ESL 400; Prerequisite(s): None. Description:* Basic coding principles of medical procedures according to Current Procedural Terminology (CPT). Use of CPT, modifiers, appendices, and preparation of documents. Transfer: CSU.

**MEDA 165 CPT (Current Procedural Terminology) INTERMEDIATE CODING**

*Units (Grade Option) 1; Class Hours: Minimum of 16 lecture hours/semester; Recommended: Eligibility for READ 836, and ENGL 836 or ESL 400; Prerequisite(s): MEDA 164. Description:* Continuation of MEDA 164. Intermediate principles and philosophy of coding logic according to CPT (Current Procedural Terminology). Emphasizes the understanding of terms and processes. Transfer: CSU.

**MEDA 166 CPT (Current Procedural Terminology) ADVANCED CODING**

*Units (Grade Option) 1; Class Hours: Minimum of 16 lecture hours/semester; Recommended: Eligibility for READ 836, and ENGL 836 or ESL 400; Prerequisite(s): MEDA 165. Description:* Continuation of MEDA 165. Advanced principles and philosophy of coding logic according to CPT (Current Procedural terminology). Emphasizes the understanding of terms and process. Transfer: CSU.



**MEDA 190 INTRODUCTION TO PHARMACOLOGY**

*Units 3; Class Hours: Minimum of 48 lecture hours/semester; Recommended: Eligibility for READ 836, and ENGL 836 or ESL 400; Prerequisite(s): None. Description:* Designed for medical assistants, medical transcribers and other allied health professionals includes recognition and identification of commonly used drugs; classification of drugs according to action; modes of administration of drugs; and care and storage of drugs according to regulations of the Food and Drug Administration (FDA). Transfer: CSU.

**MEDA 801 COMPUTERIZED MEDICAL BILLING/MEDICAL ASSISTING EXAM PREPARATION**

*Units (Grade Option) 1; Class Hours: Minimum of 48 lab hours/semester; Recommended: Eligibility for READ 836, and ENGL 836 or ESL 400; Prerequisite(s): None. Description:* Preparation for Medisoft or Medical Manager, or UB 92, or Medical Assisting certification testing offered by various organizations. May be repeated twice for credit.

**MULTIMEDIA**

*(Previously listed under ART)*

**MART 314 INTRODUCTION TO COMPUTER GRAPHICS**

*Units (Grade Option) 3; Class Hours: Minimum of 48 lecture/32 by arrangement lab hours/semester; Recommended: Eligibility for READ 836, and ENGL 836 or ESL 400; Prerequisite(s): None. Description:* State of the art computer graphics software are introduced with respect to print, web and motion graphics. Introduction to typography graphic layout/design fundamentals, as well as web design skills and other computer graphics software applications. As this is a fine arts course, students generate their own creative content for publication. Transfer: CSU, UC.

**MART 325 DIGITAL PAINTING**

*Units (Grade Option) 3; Class Hours: Minimum of 48 lecture/48 by arrangement lab hours/semester; Recommended: Eligibility for READ 836, and ENGL 836 or ESL 400; Prerequisite(s): None. Description:* Using Procreate's Painter software and digital painting tablets, students use digital tools for the artistic expression of the concepts and techniques of traditional painting. Some painting and computer knowledge desirable. May be repeated twice for credit. Transfer: CSU.

**MART 361 DIGITAL VIDEO**

*Units (Grade Option) 3; Class Hours: Minimum of 32 lecture/16 lab/32 by arrangement lab hours/semester; Recommended: Eligibility for READ 836, and ENGL 836 or ESL 400; Prerequisite(s): None. Description:* This course covers the creation of short videos utilizing desktop video software. Techniques for the effective use of transitions, titles, story line, and artistic creativity are covered. Also covered are video file formats, digital video cameras, and digitizing analog video. The student is expected to produce a short video piece as a final project for transferring to VHS tape, compact disk, or publishing on the WEB. Transfer: CSU.

**MART 362 DIGITAL PHOTOGRAPHY I**

*Units (Grade Option) 3; Class Hours: Minimum of 48 lecture/32 by arrangement lab hours/semester; Recommended: Eligibility for READ 836, and ENGL 836 or ESL 400; Prerequisite(s): None. Description:* An introduction to the theory and technology of digital photography. Exploration of the digital camera in both professional and consumer use. Techniques of taking a photograph, types of storage, transferring of images, image editing, and optimizing final output are evaluated. May be repeated once for credit. Transfer: CSU, UC\*.

**MART 363 DIGITAL PHOTOGRAPHY II**

*Units (Grade Option) 3; Class Hours: Minimum of 48 lecture/32 by arrangement lab hours/semester; Recommended: Eligibility for READ 836, and ENGL 836 or ESL 400; Prerequisite(s): MART 362. Description:* Intermediate photographic technologies covering the complete cycle of production from image setup to output. Emphasis is placed on developing skill in creating digital photographic imagery for creative, cultural and professional expression. May be repeated once for credit. Transfer: CSU.

**MART 365 PHOTOGRAPHIC RETOUCHING AND RESTORATION**

*Units (Grade Option) 3; Class Hours: Minimum of 48 lecture/32 by arrangement lab hours/semester; Recommended: Eligibility for READ 836, and ENGL 836 or ESL 400; Prerequisite(s): MART 376 or equivalent. Description:* Understand the theory and learn the skills necessary for restoration and retouching both vintage and problem photographs. Assess photographs for image, tone, exposure, and color cast correction. Successfully remove dust, mold and texture: rebuild, refine and polish photographs. Transfer: CSU.

**MART 366 COLOR MANAGEMENT AND DIGITAL PRINTING**

*Units (Grade Option) 1.5; Class Hours: Minimum of 24 lecture/16 by arrangement lab hours/semester; Recommended: Eligibility for READ 836, and ENGL 836 or ESL 400; Prerequisite(s): MART 376 or equivalent. Description:* Create a successful color management workflow from digital image to digital print. Understand and use color, calibration, and create profiles to get the desired color output. Topics include pre-press file management, RGB to 4-color ink, paper, output, proofing, and industry standards. Transfer: CSU.

**MART 368 WEB DESIGN I**

*Units (Grade Option) 3; Class Hours: Minimum of 48 lecture/32 by arrangement lab hours/semester; Recommended: Eligibility for READ 836, and ENGL 836 or ESL 400; Prerequisite(s): None. Description:* This course teaches the fundamentals of creating a website through a mixture of hands-on exercises, lecture, and demonstration. Topics include site layout principles, a discussion of HTML, color and image preparation, for the web, browser compatibility, graphic user interface design, usability and internet ethics and copyright issues. Students build a basic website following accepted design layout standards. The class focuses on Dreamweaver®, but also uses Adobe Photoshop®, ImageReady® and a basic demonstration of Flash®. Transfer: CSU.

**MART 369 WEB DESIGN II**

*Units (Grade Option) 3; Class Hours: Minimum of 48 lecture/32 by arrangement lab hours/semester; Recommended: Eligibility for READ 836, and ENGL 836 or ESL 400; Prerequisite(s): MART 368. Description:* Students learn advanced concepts and techniques to create elaborate and visually appealing websites. User centered design, graphic user interface customization, Internet ethics, and copyright issues are taught as well as a review of basic color, layout and typography theory and practice. Some HTML, JavaScript, and CGI concepts are demonstrated to incorporate some basic interactivity. This course is taught using Macromedia Dreamweaver®, Adobe Photoshop® and ImageReady®. Other software may be utilized. Transfer: CSU.

**MART 372 DIGITAL ILLUSTRATION**

*Units (Grade Option) 3; Class Hours: Minimum of 48 lecture/32 by arrangement lab hours/semester; Recommended: Eligibility for READ 836, and ENGL 836 or ESL 400; Prerequisite(s): None. Description:* This course teaches the fundamentals of digital illustration with Adobe Illustrator, through a mixture of hands on exercises, lecture, and demonstration. Topics include design, layout, typography, and color principles, vector graphics versus raster graphics and project preparation for print. By the end of the class the student finishes at least five different kinds of projects ranging from promotional posters and business cards, to bottle labels and restaurant menus. Transfer: CSU.

**MART 373 DIGITAL AUDIO I**

*Units (Grade Option) 1; Class Hours: Minimum of 16 lecture/16 by arrangement lab hours/semester; Recommended: Eligibility for READ 836, and ENGL 836 or ESL 400; Prerequisite(s): None. Description:* Introduction to digital audio production utilizing Digidesign's Pro Tools to familiarize students with diverse production techniques, most common file formats, and compression methods used in multimedia applications. The course focuses on digital audio for the web, CD-ROM based productions, and digital video projects. The fundamentals of digital audio theory, digital sound recording, editing, mixing, and encoding sound files are also covered. May be repeated once for credit. Transfer: CSU.

**MART 376 DIGITAL IMAGING I**

*Units (Grade Option) 3; Class Hours: Minimum of 48 lecture/32 by arrangement lab hours/semester; Recommended: Eligibility for READ 836, and ENGL 836 or ESL 400; Prerequisite(s): None. Description:* An introduction to the theory and technology of digital imaging. Students work with digital images using Adobe Photoshop®. Students work with image correction tools and learn the toolset necessary to create and manipulate digital photographs, scanned images, and those files created directly in the computer. Students' images become part of a basic portfolio. Transfer: CSU, UC\*.

**MART 377 DIGITAL IMAGING II**

*Units (Grade Option) 3; Class Hours: Minimum of 48 lecture/32 by arrangement lab hours/semester; Recommended: Eligibility for READ 836, and ENGL 836 or ESL 400; Prerequisite(s): MART 376. Description:* Using Adobe Photoshop® and other digital design software, students develop strategies for content development, visual cohesiveness and graphic production techniques. Topics include design,

layout, typography, and color principles, vector graphics versus raster graphics and project preparation for print. The student creates projects ranging from promotional posters and business cards, to bottle labels and restaurant menus. Transfer: CSU.

**MART 378 DIGITAL PAGE LAYOUT**

*Units (Grade Option) 3; Class Hours: Minimum of 48 lecture/32 by arrangement lab hours/semester; Recommended: Eligibility for READ 836, and ENGL 836 or ESL 400; Prerequisite(s): None. Description:* This is an introductory course in page layout for graphic design, using computers to design and layout text and graphics for publication. Through projects and assignments, students integrate sound design principles and desktop publishing skills. Both Macintosh and Windows environments are supported. Transfer: CSU.

**MART 379 DIGITAL ANIMATION I: FLASH®**

*Units (Grade Option) 3; Class Hours: Minimum of 48 lecture/32 by arrangement lab hours/semester; Recommended: Eligibility for READ 836, and ENGL 836 or ESL 400; Prerequisite(s): None. Description:* A project-based course in which both traditional and digital animation techniques such as storyboarding and frame-by-frame animation are explored through the use of Macromedia Flash® as a medium for the development of creative computer-based animations. Other topics included in this course deal with the implementation of successful graphic user interface solutions for web design and stand-alone applications using the scripting capabilities of the software. Transfer: CSU.

**MART 380 DIGITAL ANIMATION II: FLASH®**

*Units (Grade Option) 3; Class Hours: Minimum of 48 lecture/32 by arrangement lab hours/semester; Recommended: Eligibility for READ 836, and ENGL 836 or ESL 400; Prerequisite(s): MART 379 or equivalent. Description:* This course utilizes Macromedia Flash® as a medium for the development and exploration of computer-based cinematic animations, advanced interactive projects as well as the application of basic scripting principles. The class is project-based and geared towards the creation of interactive, self-contained and optimized Flash® applications, both for a web media and CD-ROM presentations. Student projects are developed through the integration of rich media such as audio and video with ActionScript and advanced animation techniques. Further independent instruction is encouraged through a wide range of sources such as internet tutorials, books and experimentation. May be repeated twice for credit. Transfer: CSU.

**MART 389 MULTIMEDIA CAREERS**

*Units (Grade Option) 1.5; Class Hours: Minimum of 24 lecture/16 by arrangement lab hours/semester; Recommended: Eligibility for READ 420 and ENGL 100; Prerequisite(s): None. Description:* Introduction to the multimedia job market and employment niches. The class describes multimedia and the varied work environments including full time and contract opportunities, as well as job search techniques, resume and cover letter writing skills. Transfer: CSU.

**MART 390 PORTFOLIO CREATION**

*Units (Grade Option) 1.5; Class Hours: Minimum of 24 lecture/16 by arrangement lab hours/semester; Recommended: Eligibility for READ 836, and ENGL 836 or ESL 400; Prerequisite(s): None. Description:* Portfolio creation is the culminating course for those students interested in the various Certificates of Completion, Certificates of Proficiency, and Associate of Arts Degree in Multimedia. Students develop a portfolio consisting of work accomplished to date. The portfolio may be print based, web based or on CD following a format appropriate with the student's career/academic goals. The students also include a résumé that is appropriate for their field of interest and learn the skills necessary to conduct a successful job interview. May be repeated once for credit. Transfer: CSU.

**MART 400 MOTION GRAPHICS**

*Units (Grade Option) 1.5; Class Hours: Minimum of 24 lecture/16 by arrangement lab hours/semester; Recommended: Eligibility for READ 836, and ENGL 836 or ESL 400; Prerequisite(s): None. Description:* Digital integration of audio, video and motion graphics through the creation of experimental short narrative scenes. Covers preproduction and production techniques, emphasizing editing and compression methods for web, CD-ROM or DVD delivery. Successful story-telling through the use of story boarding, camera composition and scene sequencing techniques. May be repeated once for credit. Transfer: CSU.

**MART 405 STORYBOARD DEVELOPMENT FOR ANIMATION AND INTERACTIVE MEDIA**

*Units (Grade Option) 3; Class Hours: Minimum of 48 lecture/32 by arrangement lab hours/semester; Recommended: Eligibility for READ 836, and ENGL 836 or ESL 400; Prerequisite(s): None. Description:* Introduction to storyboarding and the planning processes of visual storytelling. Translation of concepts such as shot types, continuity, pacing, transitions and sequencing into a visual narrative. Exploration of cinematic vocabulary and story board technique in the creation of both personal and professional expression. Transfer: CSU.

**MART 420 3D MODELING AND ANIMATION I**

*Units (Grade Option) 3; Class Hours: Minimum of 48 lecture/32 by arrangement lab hours/semester; Recommended: Eligibility for READ 836, and ENGL 836 or ESL 400; Prerequisite(s): MART 376 or equivalent. Description:* Basic concepts of 3D modeling and animation using Alias' Maya including the production of three-dimensional computer animations and the different approaches to modeling in a 3D environment. Familiarization with both the interface and the production process of 3D animation. Texture mapping, lighting and rendering of simple animations and environments. May be repeated once for credit. Transfer: CSU.

**MART 421 3D MODELING AND ANIMATION II**

*Units (Grade Option) 3; Class Hours: Minimum of 48 lecture/32 by arrangement lab hours/semester; Recommended: Eligibility for READ 836, and ENGL 836 or ESL 400; Prerequisite(s): MART 420 or equivalent. Description:* Continuation of MART 420. Further development of concepts and techniques introduced in MART 420 to establish a solid foundation in storytelling, modeling, animation, texture creation

and lighting. Rendering professional final scenes state-of-the-art 3D animation software such as Alias' Maya. Also covered is the production process and pipeline used in video game companies and animation studios and the final delivery of projects created for various media. May be repeated once for credit. Transfer: CSU.

**MART 430 3D CHARACTER CREATION AND ANIMATION**

*Units (Grade Option) 3; Class Hours: Minimum of 48 lecture/32 by arrangement lab hours/semester; Recommended: Eligibility for READ 836, and ENGL 836 or ESL 400; Prerequisite(s): MART 420 or equivalent. Description:* Character animation concepts including character thinking, changes of emotion, speaking (lip-sync animation) and walking cycles. Cartooning effects such as squash and stretch as well as using Alias' Maya controls to create a more humanistic character animation. Basic concepts dealing with character planning and character sheets. Character rigging and the effect of weight and gravity when animating biped, quadruped or any anthropomorphic character. May be repeated once for credit. Transfer: CSU.

**MART 431 SPECIAL EFFECTS AND COMPOSITING IN 3D**

*Units (Grade Option) 1.5; Class Hours: Minimum of 24 lecture/16 by arrangement lab hours/semester; Recommended: Eligibility for READ 836, and ENGL 836 or ESL 400; Prerequisite(s): MART 377 and 420 or equivalent. Description:* Techniques for the creation of special effects and 3D graphics through digital compositing for film and video. Merging original 2D images such as photographs or other still images generated in Photoshop or Corel Painter with 3D models created in Alias' Maya program. Different output formats and uses for these compositing techniques in diverse industries. May be repeated once for credit. Transfer: CSU.

**MART 432 3D ENVIRONMENTS AND HARD SURFACE MODELING**

*Units (Grade Option) 1.5; Class Hours: Minimum of 24 lecture/16 by arrangement lab hours/semester; Recommended: Eligibility for READ 836, and ENGL 836 or ESL 400; Prerequisite(s): MART 377 and 420 or equivalent. Description:* Course covers the creation of 3D worlds and modeling of non-organic forms such as vehicles, surroundings, architecture and mechanical devices as well as developing the look and feel of 3D environments where characters interact. Students learn to use different reference materials and research inspirational resources when generating a world concept. Various rendering techniques and the creative presentation of final work are also covered. May be repeated once for credit. Transfer: CSU.

**MART 440 VIDEO GAME 3D PRODUCTION TECHNIQUES**

*Units (Grade Option) 1.5; Class Hours: Minimum of 24 lecture/16 by arrangement lab hours/semester; Recommended: Eligibility for READ 836, and ENGL 836 or ESL 400; Prerequisite(s): MART 377 and 420 or equivalent. Description:* Video game art-specific production techniques, asset delivery, and workflow. Texture, bump, specular, and alpha maps to create the illusion of complexity in models. Focus on low polygon modeling techniques, tiling, photorealistic textures, and character animation loops. Basic Mel scripting, workflow and asset delivery methods to increase productivity and efficiency when generating game graphics. May be repeated once for credit. Transfer: CSU.

## MUSIC

### MUS. 100 FUNDAMENTALS OF MUSIC

*Units (Grade Option) 3; Class Hours: Minimum of 48 lecture/16 by arrangement lab hours/semester; Recommended: Eligibility for READ 836, and ENGL 836 or ESL 400; Prerequisite(s): None. Description:* Learn basic musical skills: reading music notation, sight-singing and ear training, using scales, chords and key signatures to harmonize simple melodies. Students develop listening techniques and explore musical styles. Does not satisfy requirements for the music major degree. Transfer: CSU: C1, UC\*. (IGETC: 3A)

### MUS. 101 MUSICIANSHIP I

*Units (Grade Option) 1; Class Hours: Minimum of 32 lab/16 by arrangement lab hours/semester; Recommended: Eligibility for READ 836, and ENGL 836 or ESL 400; Prerequisite(s): MUS. 100 or demonstrated ability to read music notation. Corequisite(s): Completion of or concurrent enrollment in MUS. 131. Description:* This course reviews fundamentals of aural skills for theory basics and then explores major and minor triads and their functions in diatonic harmony, culminating in the use of the dominant seventh chord. Transfer: CSU, UC.

### MUS. 102, 103, 104 MUSICIANSHIP II, III, IV

*Units (Grade Option) 3; Class Hours: Minimum of 48 lecture/16 lab hours/semester; Recommended: Eligibility for READ 836, and ENGL 836 or ESL 400; Prerequisite(s): MUS. 102, 103 and 104 require the previous level. Description:* This series of courses covers music notation, keys, key signatures, intervals, sight reading and ear training from beginning through advanced levels. Transfer: CSU, UC.

### MUS. 115 ART, MUSIC AND IDEAS

*Units (Grade Option) 3; Class Hours: Minimum of 48 lecture hours/semester; Recommended: Eligibility for READ 836, and ENGL 836 or ESL 400; Prerequisite(s): None. Description:* An introduction to the understanding and appreciation of art and music, especially in the context of European history. An investigation into the elements of art and music equip the student to see and hear with greater discrimination, as well as recognize how these elements relate to changes in society. Lectures are illustrated with slides, recordings, films, etc., attendance at a live performance and a museum visit required. Transfer: CSU: C1, UC. (IGETC: 3A)

### MUS. 131 HARMONY I

*Units (Grade Option) 3; Class Hours: Minimum of 48 lecture/16 by arrangement lab hours/semester; Recommended: Eligibility for READ 836, and ENGL 836 or ESL 400; Prerequisite(s): MUS. 100 or demonstrated ability to read music notation. Corequisite(s): Completion of or concurrent enrollment in MUS. 101. Description:* This course reviews fundamentals of notation and theory basics and then explores major and minor triads and their functions in diatonic harmony, culminating in the use of the dominant seventh chord. Transfer: CSU: C1, UC. (IGETC: 3A)

### MUS. 132 HARMONY II

*Units (Grade Option) 3; Class Hours: Minimum of 48 lecture/16 by arrangement lab hours/semester; Recommended: Eligibility for READ 836, and ENGL 836 or ESL 400; Prerequisite(s): MUS. 131.*

*Corequisite(s): Completion of or concurrent enrollment in MUS. 102.*

**Description:** This course explores major and minor triads and their functions in chromatic harmony, including issues such as secondary dominants, modal mixture, extended and altered chords, and modulation. Transfer: CSU, UC.

### MUS. 202 MUSIC APPRECIATION (CAN MUS 8)

*Units (Grade Option) 3; Class Hours: Minimum of 48 lecture/16 by arrangement lab hours/semester; Recommended: Eligibility for READ 836, and ENGL 836 or ESL 400; Prerequisite(s): None. Description:* Learn about musical terms and ideas and apply that knowledge to many types of music such as popular, classical, jazz, and other forms of music from around the world. Consider different ways of listening to music and learn about the different meanings music can have in entertainment, history, ritual, film and other contexts. Concert attendance required. Transfer: CSU: C1, UC. (IGETC: 3A)

### MUS. 240 MUSIC OF THE AMERICAS

*Units 3; Class Hours: Minimum of 48 lecture/16 by arrangement lab hours/semester; Recommended: Eligibility for READ 836, and ENGL 836 or ESL 400; Prerequisite(s): None. Description:* Learn about the rhythms and varieties of music in Latin America and the cultural roots that nurture this exciting form of expression. Music from the Caribbean and South, Central and North America is covered, including genres such as corridos, son, rumba, and tangos. Concert attendance is required. Transfer: CSU: C1.

### MUS. 250 WORLD MUSIC

*Units 3; Class Hours: Minimum of 48 lecture hours/semester; Recommended: Eligibility for READ 836, and ENGL 836 or ESL 400; Prerequisite(s): None. Description:* Survey of selected listening and readings about cultures such as India, China, Japan, Indonesia, Europe, North and South America, and Africa. Students learn to use basic musical terminology in describing that music, and to relate music behaviors to the cultural contexts that surround them. Equal emphasis is placed on music and culture. Concert attendance is required. Transfer: CSU: C1, UC. (IGETC: 3A)

### MUS. 301, 302, 303, 304 PIANO I, II, III, IV

*Units (Grade Option) 2; Class Hours: Minimum of 32 lecture/16 lab/48 by arrangement lab hours/semester; Recommended: Eligibility for READ 836, and ENGL 836 or ESL 400; Prerequisite(s): MUS. 302, 303 and 304 require the previous level. Description:* These applied music courses stress the basics of piano playing from beginning through advanced levels. Students are taught the foundations of piano technique, to read music, to play musically, and to expand their repertoire. For those with no music literacy, concurrent or previous enrollment in MUS. 100 is recommended if enrolling in level I. MUS. 304 may be repeated for credit. Transfer: CSU, UC.

### MUS. 305, 306, 307, 308 KEYBOARD HARMONY I, II, III, IV

*Units (Grade Option) 2; Class Hours: Minimum of 48 lecture hours/semester; Recommended: Eligibility for READ 836, and ENGL 836 or ESL 400; Prerequisite(s): MUS. 306, 307 and 308 require the previous level. Description:* This series of beginning through advanced courses gives students hands-on keyboard proficiency in performing the harmonic

theory studied in MUS. 131, 132, 133, and 134. The courses reinforce their aural perception of harmonic progressions, provide instruction for transposition, and lay the foundation for improvisation at the keyboard. Some pianistic ability is desirable for level I. Transfer: CSU, UC.

### **MUS. 371, 372, 373, 374 GUITAR I, II, III, IV**

*Units (Grade Option) 1; Class Hours: Minimum of 48 lecture/lab hours/semester; Recommended: Eligibility for READ 836, and ENGL 836 or ESL 400; Prerequisite(s): Possession of a guitar. MUS. 372, 373 and 374 require the previous level. Description:* These courses cover basic techniques of playing the guitar from beginning through advanced levels. Group and individual attention are included. Transfer: CSU, UC.

### **MUS. 450 JAZZ BAND**

*Units 1; Class Hours: Minimum of 48 lab hours/semester; Recommended: Eligibility for READ 836, and ENGL 836 or ESL 400; 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, 462, 463, 464 INSTRUMENTAL ENSEMBLE I, II, III, IV**

*Units 1; Class Hours: Minimum of 48 lecture hours/semester; Recommended: Eligibility for READ 836, and ENGL 836 or ESL 400; Prerequisite(s): MUS. 461 requires demonstration of ability by audition. MUS. 462, 463 and 464 require the previous level. Description:* These course are a Brass, String, and Woodwind ensemble. Performance is required. Transfer: CSU, UC.

### **MUS. 476 CHOIR**

*Units (Grade Option) 1; Class Hours: Minimum of 48 lab hours/semester; Recommended: Eligibility for READ 836, and ENGL 836 or ESL 400; 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: Minimum of 80 lab hours/semester; Recommended: Eligibility for READ 836, and ENGL 836 or ESL 400; 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: Minimum of 48 lecture hours/semester; Recommended: Eligibility for READ 836, and ENGL 836 or ESL 400; 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: Minimum of 24 lab hours/semester; Recommended: Eligibility for READ 836, and ENGL 836 or ESL 400; Prerequisite(s): Previous choral experience and ability demonstrated by audition. Description:* This course focuses on rehearsal and performance of oratorios and other choral literature at a more advanced level than MUS. 490. Participation in performances is required. May be repeated for credit up to 3 times. Transfer: CSU, UC.

## **NATURAL SCIENCES**

### **NSCI 100 INTRODUCTION TO NATURAL SCIENCES**

*Units (Grade Option) 3; Class Hours: Minimum of 48 lecture hours/semester; Recommended: Eligibility for READ 836, and ENGL 836 or ESL 400; 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: B1, B2, UC\*. (IGETC: 5A, 5B)

## **OCEANOGRAPHY**

### **OCEN 100 OCEANOGRAPHY**

*Units (Grade Option) 3; Class Hours: Minimum of 48 lecture hours/semester; Recommended: Eligibility for READ 836, and ENGL 836 or ESL 400; 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: B1, UC. (IGETC: 5A)

### **OCEN 101 OCEANOGRAPHY LAB**

*Units 1; Class Hours: Minimum of 48 lab hours/semester; Recommended: Eligibility for READ 836, and ENGL 836 or ESL 400; Prerequisite(s): None. Corequisite(s): Completion of, or concurrent enrollment in OCEN 100. Description:* Introductory laboratory exercises in plate tectonics; the geography and sediments of the seafloor; the cause and effect of weather, waves, and currents; the physics and chemistry of seawater; marine life forms; marine resources, and the effect of humans on the sea. A field trip is required. Transfer: CSU: B3 (only if OCEN 100 is successfully completed prior to or concurrently with OCEN 101).

## PALEONTOLOGY

### **PALN 110 ANCIENT LIFE AND PAST ENVIRONMENTS**

*Units 3; Class Hours: Minimum of 48 lecture hours/semester; Recommended: Eligibility for READ 836, and ENGL 836 or ESL 400; Prerequisite(s): None. Description:* An introductory ecological approach to the changing parade of life and ancient environments through the past 3.5 billion years of Earth history. Included are collecting, preparing, analyzing and interpreting a fossil marine fauna. Transfer: CSU: B2, UC. (IGETC: 5B)

## PARALEGAL

### **LEGL 249 INTRODUCTION TO THE LEGAL SYSTEM**

*Units 3; Class Hours: Minimum of 48 lecture hours/semester; Recommended: Eligibility for READ 420 and ENGL 100; Prerequisite(s): None. Description:* 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 3; Class Hours: Minimum of 48 lecture hours/semester; 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 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: Minimum of 48 lecture hours/semester; Recommended: Eligibility for READ 420 and ENGL 100; Prerequisite(s): LEGL 249. Description:* 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 3; Class Hours: Minimum of 48 lecture hours/semester; Recommended: Eligibility for READ 420 and ENGL 100; Prerequisite(s): LEGL 249. Description:* Introduction to the basis of trial practice and civil litigation procedures. Students 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: Minimum of 48 lecture hours/semester; Recommended: Eligibility for READ 420 and ENGL 100; Prerequisite(s): LEGL 249. Description:* 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 included also. Transfer: CSU.

### **LEGL 254 FAMILY LAW**

*Units (Grade Option) 3; Class Hours: Minimum of 48 lecture hours/semester; Recommended: Eligibility for READ 420 and ENGL 100; Prerequisite(s): LEGL 249, or concurrent enrollment in LEGL 249 or equivalent. Description:* Student learns legal principles and practical matters on starting a family law case, dissolving marital status, the court process, child and spousal support, child custody and visitation, and the characterization and division of marital property. Students prepare several family law pleadings used in a family law case. Course is combined with lectures and projects. Transfer: CSU.

### **LEGL 255 CORPORATIONS AND BUSINESS ENTITIES**

*Units (Grade Option) 3; Class Hours: Minimum of 48 lecture hours/semester; Recommended: Eligibility for READ 420 and ENGL 100; Prerequisite(s): LEGL 249 or concurrent enrollment in LEGL 249. Description:* 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: Minimum of 48 lecture hours/semester; 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 discussed. Transfer: CSU.

### **LEGL 257 BANKRUPTCY**

*Units (Grade Option) 3; Class Hours: Minimum of 48 lecture hours/semester; Recommended: Eligibility for READ 420 and ENGL 100; Prerequisite(s): LEGL 249 or concurrent enrollment in LEGL 249. Description:* Overview of the bankruptcy court, administration of bankrupt estates by receivers and trustees, and the preparation of voluntary cases. Students learn to apply the analytical skills needed to assist attorneys in preparing bankruptcy petitions and other documents. Transfer: CSU.

### **LEGL 260 ADVANCED LEGAL RESEARCH AND WRITING**

*Units (Grade Option) 3; Class Hours: Minimum of 48 lecture hours/semester; Recommended: Eligibility for READ 420 and ENGL 100; Prerequisite(s): LEGL 249 and 250. Description:* Students develop and refine legal research and writing skills by preparing a series of projects which include legal documents for court cases filed by attorneys. Included is the efficient use of law libraries. Transfer: CSU.

**LEGL 262 PARALEGALISM AND STUDY OF LEGAL ETHICS**

*Units 3; Class Hours: Minimum of 48 lecture hours/semester; Recommended: Eligibility for ENGL 110; Prerequisite(s): LEGL 249. Description:* 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: Minimum of 48 lecture hours/semester; Recommended: Eligibility for READ 420 and ENGL 100; Prerequisite(s): LEGL 249. Description:* Study of the theory and practice of contract law. Students learn to create contracts and identify contract breaches provided for by law. Transfer: CSU.

**LEGL 268 ADMINISTRATIVE LAW**

*Units (Grade Option) 3; Class Hours: Minimum of 48 lecture hours/semester; Recommended: Eligibility for READ 420 and ENGL 100; Prerequisite(s): LEGL 249. Description:* 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 are examined also. Transfer: CSU.

**LEGL 274 ADVANCED FAMILY LAW PROJECTS**

*Units (Grade Option) 3; Class Hours: Minimum of 48 lecture hours/semester; Recommended: Eligibility for ENGL 110; Prerequisite(s): LEGL 254. Description:* 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) 2; Class Hours: Minimum of 32 lecture/16 by arrangement lab hours/semester; Recommended: Eligibility for READ 420 and ENGL 100; Prerequisite(s): None. Description:* This survey course provides an overview of the ways in which law firms and libraries increasingly use the Internet as an integral part of their daily work. The primary emphasis is on the legal information and research sources available through the World Wide Web. Other topics include transactional use of the Internet, as in corporate registrations and securities filings, and law firm intranets. Transfer: CSU.

**PHILOSOPHY****PHIL 100 INTRODUCTION TO PHILOSOPHY (CAN PHIL 2)**

*Units (Grade Option) 3; Class Hours: Minimum of 48 lecture hours/semester; Recommended: Eligibility for READ 420 and ENGL 100; Prerequisite(s): None. Description:* An introductory course in the examination of some of the classical philosophical problems in the areas of ethics, metaphysics, epistemology, and social and political philosophy. Selected philosophers of the respective areas are exam-

ined, analyzed, compared, and contrasted. The aim of this course is to study the ideas and theories of these areas, think critically, and observe the relevancy of these ideas in everyday life. A multicultural perspective is also integrated. Transfer: CSU: C2, UC. (IGETC: 3B)

**PHIL 103 CRITICAL THINKING**

*Units (Grade Option) 3; Class Hours: Minimum of 48 lecture hours/semester; Recommended: Eligibility for READ 420 and ENGL 100; Prerequisite(s): None. Description:* A general overview of the principles and methods of reasoning skills is examined. Methods and techniques are introduced to identify arguments from various types of discourse. Students develop the skills to analyze the structure of an argument, types of argument; informal fallacies and evaluation of arguments. Some formal logic is introduced to facilitate understanding of logical reasoning. Students develop skills of constructing valid/sound argument in argumentative essays. Transfer: CSU: A3, UC.

**PHIL 160 HISTORY OF PHILOSOPHY: ANCIENT AND MEDIEVAL (CAN PHIL 8)**

*Units (Grade Option) 3; Class Hours: Minimum of 48 lecture hours/semester; Recommended: Eligibility for READ 836, and ENGL 836 or ESL 400; 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—are studied. Analysis of attempts to resolve fundamental metaphysical, epistemological, and ethical questions is also included. Transfer: CSU: C2, UC. (IGETC: 3B)

**PHIL 190 CONTEMPORARY PHILOSOPHY**

*Units (Grade Option) 3; Class Hours: Minimum of 48 lecture hours/semester; Recommended: Eligibility for READ 836, and ENGL 836 or ESL 400; Prerequisite(s): None. Description:* A general survey of the philosophical developments in the 19th and 20th centuries and their ramifications on social, political, moral, and religious movements. Traditions of Idealism, existentialism, Marxism, logical positivism, pragmatism, utilitarianism, and linguistic analysis are examined. Transfer: CSU: C2, UC. (IGETC: 3B)

**PHIL 200 INTRODUCTION TO LOGIC (CAN PHIL 6)**

*Units (Grade Option) 3; Class Hours: Minimum of 48 lecture hours/semester; Recommended: Eligibility for READ 836, and ENGL 836 or ESL 400; Prerequisite(s): None. Description:* This is an introductory course in the study of formal logic which includes the following: argument and types of arguments; language: meaning and definition; informal fallacies; syllogism; propositional logic; predicate logic; and induction. Also included is the critical study of the conditions of meaningful statements, analysis, and evaluation of arguments, skills in performing logical deduction and constructing logical proofs. Transfer: CSU: A3, UC.

**PHIL 240 INTRODUCTION TO ETHICS (CAN PHIL 4)**

*Units (Grade Option) 3; Class Hours: Minimum of 48 lecture hours/semester; Recommended: Eligibility for READ 836, and ENGL 836 or ESL 400; Prerequisite(s): None. Description:* This course discusses the major ethical principles and theories in the world. How these principles apply to one's ethical decision making and moral responsibility is examined. Classical and contemporary deontological and teleological theories and existential theory and others are studied. Contemporary ethical issues, abortion, euthanasia, homosexuality, feminism, and terrorism are also examined. Transfer: CSU: C2, UC. (IGETC: 3B)

**PHIL 246 ETHICS IN AMERICA**

*Telecourse: Units (Grade Option) 3; Recommended: Eligibility for READ 836, and ENGL 836 or ESL 400; 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: C2.

**PHIL 300 INTRODUCTION TO WORLD RELIGIONS**

*Units (Grade Option) 3; Class Hours: Minimum of 48 lecture hours/semester; Recommended: Eligibility for READ 836, and ENGL 836 or ESL 400; Prerequisite(s): None. Description:* An introduction to the study of great world religions; their religious and spiritual teachings; their rituals and literatures; their impact on the respective world views and culture; and finally their influence on the meaningfulness of human existence and their meaning in relation to the Transcendent. Transfer: CSU: C2, UC. (IGETC: 3B)

**PHIL 320 ASIAN PHILOSOPHY**

*Units (Grade Option) 3; Class Hours: Minimum of 48 lecture hours/semester; Recommended: Eligibility for READ 836, and ENGL 836 or ESL 400; 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 are compared and evaluated. The philosophical impact on Asian perspective of purpose and meaningfulness of existence, human destiny, ethical, and meta-physical views is examined. Transfer: CSU: C2, UC. (IGETC: 3B)

**PHYSICAL EDUCATION****ADAPTIVE**

*Adaptive Physical Education courses are offered primarily for students with physical limitations. Physician's verification of limiting condition on file is recommended.*

**ADAP 310 ADAPTIVE P. E. FITNESS PROFILE**

*Units (Grade Option) 0.5-1; Class Hours: Minimum of 24-48 lab hours/semester; Basic Skills Level: Open Curriculum; Prerequisite(s): None. Description:* Students' physical fitness levels are assessed to demonstrate measurable progress as a result of participating in an Adaptive P.E. class. Students set realistic, individual goals for improvement of their fitness and mobility. May be repeated for credit up to 3 times. Transfer: CSU: E2, UC\*.

**ADAP 320 ADAPTIVE FUNCTIONAL FITNESS**

*Units (Grade Option) 0.5-1; Class Hours: Minimum of 24-48 by arrangement lab hours/semester; Basic Skills Level: Open Curriculum; Prerequisite(s): None. Description:* Exercises to improve the activities of daily living for physically limited individuals with emphasis on proper body mechanics, posture, and movement patterns leading to greater safety and independence. 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: Minimum of 24-48 lab hours/semester; 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: E2, UC\*.

**ADAP 351 ADAPTIVE STRENGTH TRAINING**

*Units (Grade Option) 0.5-1; Class Hours: Minimum of 24-48 lab hours/semester; 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: E2, UC\*.

**ADAP 361 BALANCE AND COORDINATION ACTIVITIES**

*Units (Grade Option) 0.5-1; Class Hours: Minimum of 24-48 lab hours/semester; Basic Skills Level: Open Curriculum; Prerequisite(s): None. Description:* A variety of techniques are taught to develop better balance and coordination for more efficient movement throughout daily living activities. Transfer: CSU: E2, UC\*.

**ADAP 362 ADAPTIVE LIFELONG WELLNESS**

*Units (Grade Option) 0.5-1.5; Class Hours: Minimum of 24-72 lab hours/semester; Basic Skills Level: Open Curriculum; Prerequisite(s): None. Description:* Comprehensive development of a lifetime fitness and wellness plan, emphasizing preparation for home-based and alternative community-sponsored activity programs. May be repeated for credit up to 3 times for a maximum of 6 units. Transfer: CSU, UC\*.

**COMBATIVES****COMB 401 SELF DEFENSE**

*Units (Grade Option) 0.5-1; Class Hours: Minimum of 24-48 lab hours/semester; Basic Skills Level: Open Curriculum; Prerequisite(s): None. Description:* This course is designed for students to gain knowledge about basic self-defense. Areas covered are mental preparation, avoidance of areas conducive to violent action; front and rear grasp releases, and ground tactics are stressed. Both violent and non-violent techniques are 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: E2, UC\*.



**COMB 410 BEGINNING KARATE**

*Units (Grade Option) 0.5-1; Class Hours: Minimum of 24-48 lab hours/semester; 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: E2, UC\*.

**DANCE****DANC 125 BEGINNING SALSA**

*Units (Grade Option) 1; Class Hours: Minimum of 48 lab hours/semester; Basic Skills Level: Open Curriculum; Prerequisite(s): None.* **Description:** Beginning techniques of partner salsa dancing for men and women. Proper body placement, lead and follow techniques, and stylization applied to dance patterns. Shine steps are covered. Strong emphasis on dance etiquette and understanding of the rhythms of the music. May be repeated for credit up to 3 times. Transfer: CSU: E2, UC.

**DANC 126 INTERMEDIATE SALSA**

*Units (Grade Option) 1; Class Hours: Minimum of 48 lab hours/semester; Basic Skills Level: Open Curriculum; Prerequisite(s): DANC 125, or demonstrated skill.* **Description:** Continuation of DANC 125. A thorough review of Beginning Salsa is provided. Then more complex turns and patterns are demonstrated and practiced. There is greater emphasis on the development of dance stylization and timing and emphasis on proper partner dance etiquette and safety. May be repeated for credit up to 3 times. Transfer: CSU: E2, UC.

**DANC 127 ADVANCED SALSA**

*Units (Grade Option) 0.5; Class Hours: Minimum of 24 lab hours/semester; Basic Skills Level: Open Curriculum; Prerequisite(s): DANC 126, or demonstrated skill.* **Description:** This course is designed for the more advanced student who has already demonstrated advanced ability in lead/follow technique, dance pattern complexity and proper timing. Longer and more difficult dance combinations are covered without introduction or emphasis of the basics. May be repeated for credit up to 3 times. Transfer: CSU: E2, UC.

**DANC 140 BALLET**

*Units (Grade Option) 1; Class Hours: Minimum of 48 lab hours/semester; 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: E2, UC.

**DANC 205 BEGINNING JAZZ**

*Units (Grade Option) 0.5-1; Class Hours: Minimum of 24-48 lab hours/semester; 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 are learned using basic jazz techniques. Emphasis on locomotive movements. May be repeated for credit up to 3 times. Transfer: CSU: E2, UC.

**DANC 210 BEGINNING/INTERMEDIATE JAZZ**

*Units (Grade Option) 0.5-1; Class Hours: Minimum of 24-48 lab hours/semester; Basic Skills Level: Open Curriculum; Prerequisite(s): DANC 205 or equivalent.* **Description:** Continuation DANC 205. Emphasis is placed on single and double turns, longer combinations, and more complex techniques. There is opportunity to perform in groups in classroom demonstrations. May be repeated for credit up to 3 times. Transfer: CSU: E2, UC.

**DANC 215 INTERMEDIATE JAZZ**

*Units (Grade Option) 0.5-1; Class Hours: Minimum of 24-48 lab hours/semester; 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 are encouraged. May be repeated for credit up to 3 times. Transfer: CSU: E2, UC.

**DANC 220 CONDITIONING FOR DANCE TECHNIQUE**

*Units (Grade Option) 1; Class Hours: Minimum of 48 lab hours/semester; 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 are used. Concepts of nutrition, prevention and care of injury, yoga, ballet, and body alignment are covered in detail. The history of dance and comparison of various dance styles is discussed. May be repeated for credit up to 3 times. Transfer: CSU: E2, UC\*.

**DANC 230 BODY MOVEMENT**

*Units (Grade Option) 0.5; Class Hours: Minimum of 24 lab hours/semester; 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: E2, UC.

**DANC 350 DANCE AEROBICS**

*Units (Grade Option) 0.5-1; Class Hours: Minimum of 24-48 lab hours/semester; 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: E2, UC\*.

**DANC 400 DANCE PRODUCTION**

*Units (Grade Option) 1; Class Hours: Minimum of 48 lab hours/semester; Basic Skills Level: Open Curriculum; Prerequisite(s): None.* **Description:** Includes techniques and composition of actual dance performance productions. Choreography, music, make-up, costumes, lighting and staging are included. Course culminates in dance production. May be repeated for credit up to 3 times. Transfer: CSU: E2, UC.

## FITNESS

### **FITN 117 FITNESS ASSESSMENT AND CONDITIONING**

*Units (Grade Option) 0.5-1; Class Hours: Minimum of 16-32 lab/8-16 by arrangement lab hours/semester; Basic Skills Level: Open Curriculum; Prerequisite(s): None. Description:* Increase quality of life by adopting and maintaining daily physical activity. Apply motivational and behavior modification techniques that aid in the adherence to a lifetime fitness and wellness program. Students assess health-related components of fitness, then set personal fitness/wellness goals and monitor progression. Special emphasis is paid to the design and execution of a personalized exercise prescription. Successful completion enables students and athletes to work independently in a fitness environment. May be repeated for credit up to 3 times. Transfer: CSU, UC\*.

### **FITN 118 BEGINNING FITNESS CENTER (Replaced FITN 121 effective Spring 2007)**

*Units (Credit/No Credit) 0.5-2; Class Hours: Minimum of 16-64 lab/8-32 by arrangement lab hours/semester; Basic Skills Level: Open Curriculum; Prerequisite(s): FITN 117. Description:* A self paced strength training program for the beginning student through the use of free weights, functional training apparatus, selected machines and aerobic conditioning equipment for lifelong health and wellness. Empowers students and athletes to optimize their fitness capabilities, achieving excellence through the promotion of a healthy lifestyle, providing opportunities to improve personal wellness and applying fundamentally sound principles. Includes orientation, goal setting and assessment. Transfer: CSU: E2, UC\*.

### **FITN 119 INTERMEDIATE FITNESS CENTER**

*Units (Credit/No Credit) 0.5-2; Class Hours: Minimum of 16-64 lab/8-32 by arrangement lab hours/semester; Basic Skills Level: Open Curriculum; Prerequisite(s): FITN 118 or 121. Description:* Continuation of FITN 118. A self paced strength training program for the intermediate level student that incorporates free weights, functional training apparatus, selected machines and aerobic conditioning equipment for lifelong health and wellness. Empowers students and athletes to optimize their fitness capabilities, achieving excellence through the promotion of a healthy lifestyle, providing opportunities to improve personal wellness and applying fundamentally sound principles. Examines goal setting, fitness assessment and fitness program design. May be repeated for credit up to 2 times. Transfer: CSU, UC\*.

### **FITN 122 LIFELONG FITNESS**

*Units (Grade Option) 2; Class Hours: Minimum of 96 lab hours/semester; Basic Skills Level: Open Curriculum; Prerequisite(s): None. Description:* A comprehensive group activity course designed for all ages to improve cardiorespiratory function, upper and lower body muscular strength, muscular endurance, flexibility and body composition with additional emphasis on posture, coordination, agility and balance without use of special equipment. May be repeated for credit up to 3 times. Transfer: CSU: E2, UC\*.

### **FITN 123 CARDIO PUMP FITNESS**

*Units (Grade Option) 1; Class Hours: Minimum of 48 lab hours/semester; Basic Skills Level: Open Curriculum; Prerequisite(s): None. Description:* A total fitness class for men and women that is designed

to improve cardiovascular endurance, muscular strength, flexibility, balance and coordination, posture and body mechanics. The use of free weights and exercubes is incorporated in class. May be repeated for credit up to 3 times. Transfer: CSU: E2, UC\*.

### **FITN 124 PILATES TRAINING**

*Units (Grade Option) 0.5-1; Class Hours: Minimum of 24-48 lab hours/semester; Basic Skills Level: Open Curriculum; Prerequisite(s): None. Description:* Students learn to perform controlled, focused exercises based on the work of Joseph Pilates designed to increase strength and awareness of the body's core muscles. This course includes discussion of optimal musculoskeletal functioning for postural stability that enhance performance in everyday work and play, athletics and dance. Exercise mat required. May be repeated for credit up to 3 times. Transfer: CSU: E2, UC\*.

### **FITN 128 GET ON THE BALL EXERCISING**

*Units (Grade Option) 1-2; Class Hours: Minimum of 48-96 lab hours/semester; Basic Skills Level: Open Curriculum; Prerequisite(s): None. Description:* Exercising on a stability ball to achieve functional movement, abdominal and lower-back strength, while increasing whole-body strength, flexibility, stabilization, balance, and coordination. This foundation course is suitable for all age groups and prepares body for all levels of activity – athletic to everyday movement. May be repeated for credit up to 3 times. Transfer: CSU: E2, UC\*.

### **FITN 140 EXERCISE APPRECIATION I**

*Units (Grade Option) 0.5-1; Class Hours: Minimum of 24-48 lab hours/semester; 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: E2, UC\*.

### **FITN 151 BEGINNING STEP AEROBICS**

*Units (Grade Option) 1; Class Hours: Minimum of 48 lab hours/semester; 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: E2, UC\*.

### **FITN 153 SOCCER CONDITIONING**

*Units (Grade Option) 1; Class Hours: Minimum of 48 lab hours/semester; Basic Skills Level: Open Curriculum; Prerequisite(s): None. Description:* A comprehensive group activity course designed to improve the total fitness level of the competitive intercollegiate community college soccer athlete. Course emphasizes cardiovascular fitness, strength, speed, balance and agility with and without the ball. Assessments of the students' fitness levels are made through a series of fitness tests. May be repeated for credit up to 3 times. Transfer: CSU: E2, UC\*.

**FITN 154 VOLLEYBALL CONDITIONING**

*Units (Grade Option) 1; Class Hours: Minimum of 48 lab hours/semester; Basic Skills Level: Open Curriculum; Prerequisite(s): None.* **Description:** A comprehensive group activity course designed to improve the total fitness level of the competitive intercollegiate community college volleyball athlete. Course emphasizes cardiovascular fitness, strength, speed, balance and agility with and without the ball. Assessments of the students' fitness levels are made through a series of fitness tests. May be repeated for credit up to 3 times. Transfer: CSU: E2, UC\*.

**FITN 210 VARSITY WEIGHT CONDITIONING**

*Units (Grade Option) 1; Class Hours: Minimum of 48 lab hours/semester; Basic Skills Level: Open Curriculum; Prerequisite(s): Concurrent enrollment in a team sport or demonstrated skill in athletic competition.* **Description:** Designed for students in varsity or team sport 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: E2, UC\*.

**FITN 240 VOCABULARY OF EXERCISE PHYSIOLOGY**

*Units 1; Class Hours: Minimum of 16 lecture hours/semester; Recommended: Eligibility for READ 836, and ENGL 836 or ESL 400; Prerequisite(s): FITN 250 or concurrent enrollment.* **Description:** Learn the terminology used by fitness professionals to accurately describe movement, location and positions of the body. The basic vocabulary required for analyzing fitness and exercise literature is covered, including the anatomical planes of motion, axes of rotation, joint action, anatomical locations, and positions. This vocabulary will form a basis for communicating and learning about exercise. Transfer: CSU.

**FITN 245 PRINCIPLES AND TECHNIQUES OF RESISTANCE TRAINING**

*Units 2; Class Hours: Minimum of 32 lecture hours/semester; Recommended: Eligibility for READ 836, and ENGL 836 or ESL 400; Prerequisite(s): FITN 250.* **Description:** Learn basic resistive training principles, acute program variables and proper spotting techniques. Body mechanics of various exercises stressing proper form on machines, free weights, tubes and balls. Students assess how to position clients for the exercise to get the proper anatomical positioning throughout the exercise. Transfer: CSU.

**FITN 250 PERSONAL TRAINER PREPARATION: ANATOMY AND PHYSIOLOGY**

*Units 3; Class Hours: Minimum of 48 lecture hours/semester; Recommended: Eligibility for READ 836, and ENGL 836 or ESL 400; Prerequisite(s): None.* **Description:** Comprehensive coverage of functional anatomy, exercise physiology, nutrition and weight management, and cardiovascular pathology and related risk factors. Successful completion of this course assists 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: Minimum of 48 lecture hours/semester; Recommended: Eligibility for READ 836, ENGL 836 or ESL 400, and MATH 110 or 111; Prerequisite(s): None.* **Description:** 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 assists 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: Minimum of 48 lab hours/semester; 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 are covered. Techniques of striding, race walking and nutrition, as it relates to overall fitness, are introduced. Areas conducive to safe walking, both in the community and in local parks, are used as well as the campus. May be repeated for credit up to 3 times. Transfer: CSU: E2, UC\*.

**FITN 320 AEROBIC FITNESS**

*Units (Grade Option) 0.5-1; Class Hours: Minimum of 24-48 lab hours/semester; 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: E2, UC\*.

**FITN 332 FLEXIBILITY AND STRETCHING**

*Units (Grade Option) 1; Class Hours: Minimum of 48 lab hours/semester; 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: E2, UC\*.

**FITN 334 YOGA**

*Units (Grade Option) 0.5-1; Class Hours: Minimum of 24-48 lab hours/semester; Basic Skills Level: Open Curriculum; Prerequisite(s): None.* **Description:** Introduction to basic yoga, breath work, and meditation. Specific poses, "asanas", movement modalities and yogi styles are practiced. Develop strength, relaxation and a sense of well being. Techniques of breathing are incorporated into each pose. Each class session ends with a variety of meditation techniques. May be repeated for credit up to 3 times. Transfer: CSU: E2, UC\*.

**FITN 340 AEROBIC CYCLING**

*Units (Grade Option) 1; Class Hours: Minimum of 48 lab hours/semester; 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: E2, UC\*.

**INDIVIDUAL SPORTS****INDV 120 BADMINTON**

*Units (Grade Option) 1; Class Hours: Minimum of 48 lab hours/semester; Basic Skills Level: Open Curriculum; Prerequisite(s): None.*

**Description:** Instruction in the basic fundamentals of the game of badminton including techniques of singles and doubles play, rules of the game, and basic strategy. May be repeated for credit up to 3 times. Transfer: CSU: E2, UC\*.

**INDV 161 BEGINNING GOLF**

*Units (Grade Option) 0.5-1; Class Hours: Minimum of 24-48 lab hours/semester; Basic Skills Level: Open Curriculum; Prerequisite(s): None.*

**Description:** 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 are held on campus, some activity may be scheduled for local courses and driving ranges. May not be repeated. Transfer: CSU: E2, UC\*.

**INDV 164 INTERMEDIATE/ADVANCED GOLF**

*Units (Grade Option) 0.5-1; Class Hours: Minimum of 24-48 lab hours/semester; Basic Skills Level: Open Curriculum; Prerequisite(s): Demonstrated ability.*

**Description:** 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: E2, UC\*.

**INDV 166 EXPERT GOLF TRAINING**

*Units (Grade Option) 1-2; Class Hours: Minimum of 48-96 lab hours/semester; 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 is 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: E2, UC\*.

**INDV 251 BEGINNING TENNIS**

*Units (Grade Option) 0.5-1; Class Hours: Minimum of 24-48 lab hours/semester; 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: E2, UC\*.

**INDV 252 BEGINNING/INTERMEDIATE TENNIS**

*Units (Grade Option) 0.5-1; Class Hours: Minimum of 24-48 lab hours/semester; Basic Skills Level: Open Curriculum; Prerequisite(s): INDV 251 or equivalent.*

**Description:** 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: E2, UC\*.

**INDV 254 INTERMEDIATE/ADVANCED TENNIS**

*Units (Grade Option) 0.5-1; Class Hours: Minimum of 24-48 lab hours/semester; Basic Skills Level: Open Curriculum; Prerequisite(s): INDV 252 or equivalent.*

**Description:** 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: E2, UC\*.

**INDV 256 EXPERT TENNIS TRAINING**

*Units (Grade Option) 2; Class Hours: Minimum of 96 lab hours/semester; Basic Skills Level: Open Curriculum; Prerequisite(s): Demonstrated skill.*

**Description:** Designed for men and women of expert tennis ability who wish to develop their tennis skills. Students are instructed in the fundamentals as needed and put through many drills designed to improve their tennis skills. Conditioning and strategy is a major part of this course. May be repeated for credit up to 3 times. Transfer: CSU: E2, UC\*.

**THEORY****P.E. 115 INTRODUCTION TO ADAPTIVE PHYSICAL EDUCATION**

*Units (Grade Option) 2; Class Hours: Minimum of 32 lecture hours/semester; 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: E2.

**P.E. 116 ASSISTING IN ADAPTIVE PHYSICAL EDUCATION**

*Units (Grade Option) 0.5-3; Class Hours: Minimum of 24-96 lab hours/semester; Basic Skills Level: Open Curriculum; Prerequisite(s): None.*

**Description:** In this course students 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: E2.

**P.E. 118 INTRODUCTION TO FUNCTIONAL FITNESS MEASURES**

*Units (Grade Option) 0.5-3; Class Hours: Minimum of 24-144 by arrangement lab hours/semester; Basic Skills Level: Open Curricu-*

*lum; Prerequisite(s): None. Description:* Introduction to the current testing measures used in the field of adaptive physical education and rehabilitation. This course material is relevant for individuals pursuing a career in physical therapy or a related field, as well as for persons working in any capacity with adults with special needs. Students learn and have an opportunity to practice a variety of testing protocols, as well as to evaluate the outcomes of a functional fitness program. Open entry/Open Exit. May be repeated for credit up to 3 times for a maximum of 3 units. Transfer: CSU.

### **P.E. 305 THEORY OF BASKETBALL**

*Units (Grade Option) 3; Class Hours: Minimum of 48 lecture hours/semester; Recommended: Eligibility for READ 836, and ENGL 836 or ESL 400; Prerequisite(s): None. Description:* This course presents the techniques, strategies, history, and philosophy of the game of basketball. High school, college, and professional guest speakers participate in the course. Transfer: CSU, UC\*.

### **P.E. 306 THEORY OF COACHING SOCCER**

*Units (Grade Option) 3; Class Hours: Minimum of 48 lecture hours/semester; Recommended: Eligibility for READ 836, and ENGL 836 or ESL 400; 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 are discussed. Transfer: CSU, UC\*.

### **P.E. 308 PREVENTION AND CARE OF ATHLETIC INJURIES**

*Units 2; Class Hours: Minimum of 24 lecture/24 lab hours/semester; Recommended: Eligibility for READ 836, and ENGL 836 or ESL 400; Prerequisite(s): BIOL 250 or FITN 250. Description:* Introduction to the basic principles of prevention, assessment, treatment, and rehabilitation of athletic related injuries. Includes basic anatomical and physiological aspects, evaluation and assessment, as well as considerations and overview of injuries with treatment protocols. Transfer: CSU.

## **TEAM SPORTS**

### **TEAM 105 ADVANCED BASEBALL**

*Units (Grade Option) 2; Class Hours: Minimum of 96 lab hours/semester; 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 are offered. Evaluation devices are geared to advanced skill in performance. May be repeated for credit once. Transfer: CSU: E2, UC\*.

### **TEAM 111 BEGINNING BASKETBALL**

*Units (Grade Option) 0.5-1; Class Hours: Minimum of 24-48 lab hours/semester; 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 are stressed through written and practical examinations. Skill testing is emphasized. A round robin schedule is provided. May not be repeated. Transfer: CSU: E2, UC\*.

### **TEAM 115 ADVANCED BASKETBALL**

*Units (Grade Option) 1-1.5; Class Hours: Minimum of 48-72 lab hours/semester; Basic Skills Level: Open Curriculum; Prerequisite(s): TEAM 111 or demonstrated skill. Description:* Advanced aspects of team offense and defense. Emphasis is placed on team play through the medium of round robin schedules and tournaments. Evaluation is conducted through written and practical examinations on rules and skills taught. May be repeated for credit up to 2 times. Transfer: CSU: E2, UC\*.

### **TEAM 141 BEGINNING SOCCER**

*Units (Grade Option) 0.5-1; Class Hours: Minimum of 24-48 lab hours/semester; 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 are combined with conditioning drills preparing one for competition. The rules of the game are taught for a thorough understanding of team play. Tests of basic skills and game laws are conducted. May not be repeated. Transfer: CSU: E2, UC\*.

### **TEAM 143 ADVANCED SOCCER**

*Units (Grade Option) 1-1.5; Class Hours: Minimum of 48-72 lab hours/semester; Basic Skills Level: Open Curriculum; Prerequisite(s): Demonstrated skill. Description:* Competitive team play is stressed with advanced strategies employed. Tactics are emphasized that require advanced skills and conditioning. Tests are conducted to measure the degree of proficiency. May be repeated for credit up to 2 times. Transfer: CSU: E2, UC\*.

### **TEAM 148 INDOOR SOCCER**

*Units (Grade Option) 1; Class Hours: Minimum of 48 lab hours/semester; 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: E2, UC\*.

### **TEAM 151 BEGINNING SOFTBALL**

*Units (Grade Option) 0.5-1; Class Hours: Minimum of 24-48 lab hours/semester; 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: E2, UC\*.

### **TEAM 171 BEGINNING VOLLEYBALL**

*Units (Grade Option) 0.5-1; Class Hours: Minimum of 24-48 lab hours/semester; Basic Skills Level: Open Curriculum; Prerequisite(s): None. Description:* Instruction and practice of the fundamentals of the game including serving, passing, setting, spiking, and the basic defensive and offensive strategies. Emphasis is placed on the rules and etiquette of the game. Round robin play is included. May not be repeated for credit. Transfer: CSU: E2, UC\*.

**TEAM 174 INTERMEDIATE/ADVANCED VOLLEYBALL**

*Units (Grade Option) 0.5-1; Class Hours: Minimum of 24-48 lab hours/semester; Basic Skills Level: Open Curriculum; Prerequisite(s): TEAM 171 or demonstrated skill. Description:* Continuation of TEAM 171. 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: E2, UC\*.

**TEAM 180 COMPETITION VOLLEYBALL I**

*Units (Grade Option) 0.5-2; Class Hours: Minimum of 24-96 lab/8-32 by arrangement lab hours/semester; Basic Skills Level: Open Curriculum; Prerequisite(s): TEAM 174 or equivalent skill level. Description:* Designed for the intermediate to advanced volleyball student with an emphasis on team offensive/defensive strategies. Includes participation in organized round-robin competition preceded by a brief period of appropriate warm-up activities. Transfer: CSU: E2, UC\*.

**TEAM 181 COMPETITION VOLLEYBALL II**

*Units (Grade Option) 0.5-2; Class Hours: Minimum of 24-96 lab/8-32 by arrangement lab hours/semester; Basic Skills Level: Open Curriculum; Prerequisite(s): TEAM 180 or equivalent skill level. Description:* Designed for the expert volleyball student with an emphasis on the 6-2 and 5-1 team offensive/defensive systems and strategies. Includes participation in organized round-robin competition preceded by a brief period of appropriate warm-up activities. May be repeated for credit up to two times for a maximum of 6 units. Transfer: CSU: E2, UC\*.

**TEAM 185 EXPERT VOLLEYBALL TRAINING**

*Units (Grade Option) 1-2; Class Hours: Minimum of 48-96 lab hours/semester; Basic Skills Level: Open Curriculum; Prerequisite(s): TEAM 180 or demonstrated skill level. Description:* Designed for advanced and expert level volleyball players who wish to further develop technique, enhance their individual skills and team strategies. This course emphasizes individual and team training in order to prepare players for game play and/or competition. Course includes an introduction to, and use of, advanced offensive and defensive systems using international rules. May be repeated for credit up to 3 times. Transfer: CSU: E2, UC\*.

**INTERCOLLEGIATE SPORTS****VARS 104 VARSITY BASEBALL**

*Units 3; Class Hours: Minimum of 160 lab hours/semester; 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: E2, UC\*.

**VARS 114 VARSITY BASKETBALL**

*Units 1.5; Class Hours: Minimum of 80 lab hours/semester; 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: E2, UC\*.

**VARS 140 VARSITY GOLF**

*Units 3; Class Hours: Minimum of 160 lab hours/semester; 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 also participate in the Northern California and State C.C. Championships when qualified. May be repeated for credit up to 3 times. Transfer: CSU: E2, UC\*.

**VARS 154 VARSITY SOCCER**

*Units 3; Class Hours: Minimum of 160 lab hours/semester; 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: E2, UC\*.

**VARS 170 VARSITY TENNIS**

*Units 3; Class Hours: Minimum of 160 lab hours/semester; 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: E2, UC\*.

**VARS 340 VARSITY WOMEN'S VOLLEYBALL**

*Units 3; Class Hours: Minimum of 160 lab hours/semester; Basic Skills Level: Open Curriculum; Prerequisite(s): Demonstrated ability. Athlete must be enrolled in 12 units. Description:* Intercollegiate competition in the Coast Conference and NorCal and State CC championships when qualified. May be repeated for credit up to 3 times. Transfer: CSU: E2, UC\*.

**PHYSICS****PHYS 210 GENERAL PHYSICS I (CAN PHYS 2) (CAN PHYS SEQ A = PHYS 210 + 220)**

*Units 4; Class Hours: Minimum of 48 lecture/48 lab/32 by arrangement lab hours/semester; Recommended: Eligibility for READ 836, and ENGL 836 or ESL 400; Prerequisite(s): MATH 130 or equivalent. Description:* Covers 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: B1, B3, UC\*. (IGETC: 5A\*)

**PHYS 220 GENERAL PHYSICS II (CAN PHYS 4) (CAN PHYS SEQ A = PHYS 210 + 220)**

*Units 4; Class Hours: Minimum of 48 lecture/48 lab/32 by arrangement lab hours/semester; Recommended: Eligibility for READ 836, and ENGL 836 or ESL 400; Prerequisite(s): PHYS 210. Description:* 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\*. (IGETC: 5A)

**PHYS 250 PHYSICS WITH CALCULUS I (CAN PHYS 8) (CAN PHYS SEQ B = PHYS 250 + 260 + 270)**

*Units 4; Class Hours: Minimum of 48 lecture/48 lab hours/semester; Recommended: Eligibility for READ 836, and ENGL 836 or ESL 400; Prerequisite(s): 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 to students majoring in engineering or the physical sciences. Topics include classical mechanics, fluids, and wave motion. Transfer: CSU: B1, B3, UC\*. (IGETC: 5A\*)

**PHYS 260 PHYSICS WITH CALCULUS II (CAN PHYS 12) (CAN PHYS SEQ B = PHYS 250 + 260 + 270)**

*Units 4; Class Hours: Minimum of 48 lecture/48 lab hours/semester; Recommended: Eligibility for READ 836, and ENGL 836 or ESL 400; Prerequisite(s): PHYS 250; and MATH 252 or equivalent. Description:* This course is the second in three-semester series designed to provide a thorough foundation in the fundamentals of physics to students majoring in engineering or the physical sciences. Topics include thermodynamics, electricity and magnetism. Transfer: CSU: B1, B3, UC\*. (IGETC: 5A\*)

**PHYS 270 PHYSICS WITH CALCULUS III (CAN PHYS 14) (CAN PHYS SEQ B = PHYS 250 + 260 + 270)**

*Units 4; Class Hours: Minimum of 48 lecture/48 lab hours/semester; Recommended: Eligibility for READ 836, and ENGL 836 or ESL 400; Prerequisite(s): PHYS 250; and MATH 252 or equivalent. Description:* This course is the third in a three-semester series designed to provide a thorough foundation in the fundamentals of physics to students majoring in engineering or the physical sciences. Topics include electro-magnetic waves, geometrical and physical optics, relativity, and quantum physics. PHYS 260 and 270 may be taken in either order. Transfer: CSU, UC\*. (IGETC: 5A\*)

**PHYS 405 APPLIED RADIOGRAPHIC PHYSICS**

*Units 3; Class Hours: Minimum of 48 lecture hours/semester; 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:* 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: B1.

## POLITICAL SCIENCE

**PLSC 103 CRITICAL THINKING ABOUT WORLD POLITICS**

*Units (Grade Option) 3; Class Hours: Minimum of 48 lecture hours/semester; Recommended: Eligibility for READ 836, and ENGL 836 or ESL 400; 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 implica-

tions. Reasoning skills are applied when evaluating and constructing convincing arguments about current world political controversies. Transfer: CSU: A3, UC.

**PLSC 130 INTRODUCTION TO INTERNATIONAL RELATIONS**

*Units (Grade Option) 3; Class Hours: Minimum of 48 lecture/16 by arrangement lab hours/semester; Recommended: Eligibility for READ 836, and ENGL 836 or ESL 400; Prerequisite(s): None. Description:* Introductory survey of world conflicts that have contributed to a global quilt work of international relations. 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 with foci on conflicts and their respective resolutions. Also included is the study of the nation-state system, military and economic challenges to world peace and attempts to resolve international conflicts through diplomacy. Transfer: CSU: DSI, UC. (IGETC: 4)

**PLSC 150 INTRODUCTION TO POLITICAL THEORY**

*Units (Grade Option) 3; Class Hours: Minimum of 48 lecture/16 by arrangement lab hours/semester; Recommended: Eligibility for READ 836, and ENGL 836 or ESL 400; Prerequisite(s): None. Description:* This class provides the foundation for the study of political science and the nature of government. Political Theory has a tradition aimed at clarifying the preconditions for a well-ordered society. Critically thinking about the elements of a social contract - leadership, religion, government, civic culture and class are the framework. Transfer: CSU: DSI, UC. (IGETC: 4)

**PLSC 170 INTRODUCTION TO COMPARATIVE POLITICS**

*Units (Grade Option) 3; Class Hours: Minimum of 48 lecture/16 by arrangement lab hours/semester; Recommended: Eligibility for READ 836, and ENGL 836 or ESL 400; Prerequisite(s): None. Description:* This course introduces students to the technique of comparing nation-states using different approaches to study multiple governments such as institutional, cultural and class. Political cultures are compared in order to critically analyze the viability of particular governments on a global scale. Topics include: civic culture, group politics, functionalism, dependency, legitimacy and leadership. Transfer: CSU.

**PLSC 200 NATIONAL, STATE AND LOCAL GOVERNMENTS**

*Units (Grade Option) 5; Class Hours: Minimum of 80 lecture/16 by arrangement lab hours/semester; Recommended: Eligibility for READ 836, and ENGL 836 or ESL 400; Prerequisite(s): None. Description:* This course provides the foundation to the development of American Democracy from state to national governments leading to the creation of a federal government based upon constitutional checks and balances. US and California Constitutions are emphasized as providing the framework for political institutions and processes of Federal, State and Local Governments. Not open to students who have taken PLSC 210 or 310 or a comparable course in American or state institutions. Transfer: CSU.

**PLSC 210 AMERICAN POLITICS (CAN GOVT 2)**

*Units (Grade Option) 3; Class Hours: Minimum of 48 lecture/16 by arrangement lab hours/semester; Recommended: Eligibility for READ 836, and ENGL 836 or ESL 400; Prerequisite(s): None. Description:* This course is a study of the U.S. and California Constitutions with foci on the political philosophies of its framers and the inter-related functions of the three branches of the federal government. Students closely examine the rights and obligations of all citizens as established by the U.S. and California Constitutions in conjunction with evolving Judeo-Christian democratic principles. Contemporary relationships between federal, state and local governments are consistently explored. Transfer: CSU: DUS-2, DUS-3 & DSI, UC. (IGETC: 4)

**PLSC 310 CALIFORNIA STATE AND LOCAL GOVERNMENT**

*Units (Grade Option) 3; Class Hours: Minimum of 48 lecture hours/semester; Recommended: Eligibility for READ 836, and ENGL 836 or ESL 400; Prerequisite(s): None. Description:* California state and local government with special emphasis on the U.S. and California Constitutions as providing the basic framework for our political institutions and processes of Federal, State, and local government. Relationships between Federal, State, and local governments are explored also. Transfer: CSU: DUS-3 & DSI.

**PLSC 415 RACE TO SAVE THE PLANET**

*Telecourse: Units 3; Recommended: Eligibility for READ 836, and ENGL 836 or ESL 400; 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: Minimum of 48 lecture hours/semester; Recommended: Eligibility for READ 836, and ENGL 836 or ESL 400; Prerequisite(s): None. Description:* Introduction to major topics, theories, and research methods of psychology. Topics include the biological determinants and general processes of behavior such as development, learning, verbal behavior, intelligence, perception, motivation, emotion, personality, social, abnormal and includes methods of therapy. Transfer: CSU: DSI, UC. (IGETC: 4)

**PSYC 106 PSYCHOLOGY OF PREJUDICE AND DISCRIMINATION**

*Units (Grade Option) 3; Class Hours: Minimum of 48 lecture hours/semester; Recommended: Eligibility for READ 836, and ENGL 836 or ESL 400; Prerequisite(s): None. Description:* This course focuses on psychological theories and research studies of prejudice and discrimination. The nature of discrimination is examined in relation to prejudice behavior and the variables which influence the psychological development, adjustment and coping strategies of ethnic minority groups in the United States. The development of prejudice in children is examined. Economic, educational, political, and legal issues are analyzed for their psychological impact specifically on Americans of

African, Asian, Hispanic, and Native American descent. However, other ethnic minority groups are included. (Fulfills Associate degree Ethnic Studies requirement.) Transfer: CSU: DSI, UC. (IGETC: 4)

**PSYC 108 PSYCHOLOGY IN PRACTICE**

*Units (Grade Option) 3; Class Hours: Minimum of 48 lecture hours/semester; Recommended: Eligibility for READ 836, and ENGL 836 or ESL 400; 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: Minimum of 48 lecture hours/semester; Recommended: Eligibility for READ 836, and ENGL 836 or ESL 400; 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 are discussed. Other topics include love and romance, sexual values, loneliness, power, jealousy, communication and conflict, choices of relationships, and stepfamilies. Transfer: CSU: DSI.

**PSYC 112 APPLIED PSYCHOLOGY THROUGH FILM**

*Units (Grade Option) 3; Class Hours: Minimum of 48 lecture hours/semester; Recommended: Eligibility for READ 836, and ENGL 836 or ESL 400; 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: DSI.

**PSYC 200 DEVELOPMENTAL PSYCHOLOGY**

*Units (Grade Option) 3; Class Hours: Minimum of 48 lecture hours/semester; Recommended: Eligibility for READ 836, and ENGL 836 or ESL 400; Prerequisite(s): None. Description:* This course examines human development across the lifespan, from conception through death by focusing on theories and methods of psychological research; including physical, cognitive, social, and emotional changes throughout the lifespan. Emphasis on development as an on-going process understanding the interaction of development issues: nature vs. nurture, continuity vs. discontinuity, and stability vs. instability. This course is designed as a foundation for careers in educational, social, psychological, and medical fields as well as providing a better understanding of one's own development process. Transfer: CSU: DSI & E1, UC\*. (IGETC: 4)

**PSYC 201 CHILD DEVELOPMENT (CAN FCS 14)**

*Units (Grade Option) 3; Class Hours: Minimum of 48 lecture hours/semester; Recommended: Eligibility for READ 836, and ENGL 836 or ESL 400; Prerequisite(s): PSYC 100. Description:* 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: DSI, UC\*. (IGETC: 4)



**PSYC 202 ADOLESCENT BEHAVIOR**

*Units (Grade Option) 3; Class Hours: Minimum of 48 lecture hours/semester; Recommended: Eligibility for READ 836, and ENGL 836 or ESL 400; Prerequisite(s): None.* **Description:** 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 are studied. Transfer: CSU: DSI, UC. (IGETC: 4)

**PSYC 221 THE SPECIAL CHILD**

*Units (Grade Option) 3; Class Hours: Minimum of 48 lecture hours/semester; Recommended: Eligibility for READ 836, and ENGL 836 or ESL 400; Prerequisite(s): None.* **Description:** 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) are studied. Transfer: CSU.

**PSYC 300 SOCIAL PSYCHOLOGY**

*Units (Grade Option) 3; Class Hours: Minimum of 48 lecture hours/semester; Recommended: Eligibility for READ 836, and ENGL 836 or ESL 400; Prerequisite(s): None.* **Description:** Study of human interaction, with emphasis on how thoughts, feelings, and behavior of individuals are influenced by actual, imagined, or implied presence of others. Focus of course is on social factors that influence human behavior; ourselves and other people, institutions and social and physical structures people create. A review of various perspectives unique to social psychologists including attitude formation, interpersonal attraction, and aggression is examined. Transfer: CSU: DSI, UC. (IGETC: 4)

**PSYC 330 SPORTS PSYCHOLOGY**

*Units (Grade Option) 3; Class Hours: Minimum of 48 lecture hours/semester; Recommended: Eligibility for READ 836, and ENGL 836 or ESL 400; Prerequisite(s): None.* **Description:** An 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. Transfer: CSU.

**PSYC 340 INTRODUCTION TO HUMAN SEXUALITY**

*Units (Grade Option) 3; Class Hours: Minimum of 48 lecture hours/semester; Recommended: Eligibility for READ 836, and ENGL 836 or ESL 400; Prerequisite(s): None.* **Description:** Human Sexuality is a broad field in which many cultural, psychological and physiological variables interact in relation to sexual development, attitudes and behaviors. Methods of scientific psychology are utilized to improve understanding of a broad range of behaviors ranging from healthy to dysfunctional within mainstream modern American culture as well as other cultures. Discussion of differing cultural and moral perspectives is utilized to assist students in making a critical assessment of the nature of the sexual self as well as intimate human relationships within their own community and the world. Transfer: CSU: DSI & E1, UC. (IGETC: 4)

**PSYC 391 PARENTING**

*Units (Grade Option) 3; Class Hours: Minimum of 48 lecture hours/semester; Recommended: Eligibility for READ 836, and ENGL 836 or ESL 400; Prerequisite(s): None.* **Description:** The stages of parenting and their social and cultural implications. Guides for positive parenting structures for parents, single parents, stepparents and working parents are provided. Emphasis is 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: Minimum of 48 lecture hours/semester; Recommended: Eligibility for READ 836, and ENGL 836 or ESL 400; 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: DSI, UC. (IGETC: 4)

## RADIOLOGIC TECHNOLOGY

**RADT 400 ORIENTATION TO RADIOLOGIC TECHNOLOGY**

*Units 2; Class Hours: Minimum of 32 lecture hours/semester; Recommended: Eligibility for READ 420 and ENGL 100; Prerequisite(s): None.* **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 is an introduction to radiation protection and the provisions of the California Administrative Code, Title XVII Radiation Control Regulations.

**RADT 408 PERSPECTIVES IN RADIOLOGY**

*Units 0.5; Class Hours: Minimum of 4 lecture/12 by arrangement lab hours/semester; 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.

**RADT 410 RADIOGRAPHIC POSITIONING**

*Units 4; Class Hours: Minimum of 48 lecture/48 lab hours/semester; 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: Minimum of 48 lecture hours/semester; Recommended: Eligibility for READ 420 and ENGL 100; Prerequisite(s): PHYS 405. Description:* 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 provides 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 4.5; Class Hours: Minimum of 256 lab hours/semester; Recommended: Eligibility for READ 420 and ENGL 100; Prerequisite(s): Acceptance in the Radiologic Technology Program and concurrent enrollment in RADT 410. Description:* Designed for the first semester Radiologic Technology student. Includes orientation to clerical procedures, film processing/darkroom procedures, patient transportation procedures, supplies and equipment. Students 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: Minimum of 48 lecture/24 lab hours/semester; Recommended: Eligibility for READ 420 and ENGL 100; Prerequisite(s): RADT 410 and concurrent enrollment in RADT 428. Description:* Positioning 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 are included. Pathological conditions appropriate for radiographers are discussed. Students perform related projects in the affiliated hospital to which they are assigned for Clinical Education (RADT 428).

**RADT 428 CLINICAL EDUCATION II**

*Units 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:* Designed for the second semester Radiologic Technology student. 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: Minimum of 48 lecture/24 lab hours/semester; Recommended: Eligibility for READ 420 and ENGL 100; Prerequisite(s): PHYS 405 with a grade of "C" better. Description:* Application of 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 is 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: Minimum of 16 lecture/24 lab hours/semester; Recommended: Eligibility for READ 420 and ENGL 100; Prerequisite(s): RADT 430. Description:* 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 are discussed.

**RADT 438 CLINICAL EDUCATION III**

*Units 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:* Designed for the third semester Radiologic Technology student. Students continue to build their skills.

**RADT 440 ADVANCED IMAGING MODALITIES AND SPECIALIZED PROCEDURES**

*Units 4; Class Hours: Minimum of 64 lecture hours/semester; 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 1.5; Class Hours: Minimum of 24 lecture hours/semester; 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 1.5; Class Hours: Minimum of 24 lecture hours/semester; 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 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 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:* Designed for the fourth semester radiologic technology student. Students continue to build the skills obtained in previous clinical education experiences.

**RADT 450 REGISTRY REVIEW**

*Units 1.5; Class Hours: Minimum of 24 lecture hours/semester; Recommended: Eligibility for READ 420 and ENGL 100; Prerequisite(s): Successful completion of or concurrent enrollment in an approved*

*Radiologic Technology Program.* **Description:** 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 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:** Designed for the fifth semester radiologic technology student. Students continue to build the skills obtained in previous clinical education experiences.

#### **RADT 468 CLINICAL EDUCATION VI**

*Units 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: Minimum of 24 lecture hours/semester; 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: Minimum of 32 lecture hours/semester; 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 474 VENIPUNCTURE FOR CONTRAST MEDIA ADMINISTRATION**

*Units 1; Class Hours: Minimum of 8 lecture/24 lab hours/semester; Recommended: Eligibility for READ 420, ENGL 100, and MATH 110 or 111; Prerequisite(s): California full certification as a radiologic technologist or enrollment as a second year student in a two year radiologic technology program.* **Description:** A training course in the techniques of venipuncture used by radiologic technologists for the introduction of contrast media into patient tissues. Also included are lectures on the pharmacology of contrast media.

#### **RADT 475 SPECIALIZED TECHNIQUES: PRINCIPLES OF COMPUTED TOMOGRAPHY**

*Units (Grade Option) 3; Class Hours: Minimum of 48 lecture hours/semester; Recommended: Eligibility for READ 420 and ENGL 100;*

*Prerequisite(s): Certification as a radiologic technologist or RADT 415.* **Description:** This course is a comprehensive study of Computed Tomography (CT), including physical principles and clinical applications. Sectional anatomy, patient care, professional ethics, pathology correlation, procedural protocols, and contrast media are included. Transfer: CSU.

## **READING**

*(See courses under English, Literature and Reading)*

## **REAL ESTATE**

### **R.E. 100 REAL ESTATE PRINCIPLES**

*Units (Grade Option) 3; Class Hours: Minimum of 48 lecture hours/semester; Recommended: Eligibility for READ 836, and ENGL 836 or ESL 400; 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: Minimum of 48 lecture hours/semester; Recommended: Eligibility for READ 836, and ENGL 836 or ESL 400; Prerequisite(s): None.* **Description:** A comprehensive presentation of real estate brokerage skills with emphasis on the daily activities of salespersons and brokers; including ethics, disclosures, prospecting, listing, advertising, financing, escrows, and property management and leasing. Transfer: CSU.

### **R.E. 141 REAL ESTATE APPRAISAL**

*Units (Grade Option) 3; Class Hours: Minimum of 48 lecture hours/semester; Recommended: Eligibility for READ 836, and ENGL 836 or ESL 400; Prerequisite(s): None.* **Description:** Overview of the appraisal of real estate including an analysis by the market data, income and cost approaches to value. Influences on real estate values, economic principles and highest and best-use analysis. Emphasis is on single-family residence and income-producing properties such as apartments and commercial uses. (This class meets one of a number of required classes needed to take the California state salesperson's exam.) Transfer: CSU.

## **SECRETARIAL/OFFICE SKILLS/WORD PROCESSING**

*(see Business/Office Technology)*

## SOCIOLOGY

### SOCI 100 INTRODUCTION TO SOCIOLOGY (CAN SOC 2)

*Units (Grade Option) 3; Class Hours: Minimum of 48 lecture hours/semester; Recommended: Eligibility for READ 836, and ENGL 836 or ESL 400; Prerequisite(s): None. Description:* Introductory course on the identification and analysis of basic social structures and forces that motivate and direct social behavior. Additional topics include research methods and a survey and analysis of American social institutions with a focus on social inequality and social change. Transfer: CSU: DSI, UC. (IGETC: 4)

### SOCI 105 SOCIAL PROBLEMS (CAN SOC 4)

*Units (Grade Option) 3; Class Hours: Minimum of 48 lecture hours/semester; Recommended: Eligibility for READ 836, and ENGL 836 or ESL 400; Prerequisite(s): None. Description:* An overview of selected social problems in the United States viewed from a sociological perspective. Topics include poverty, globalization, the environment, health care, crime, education, racial inequality, and gender inequality among other topics. Emphasis is placed on identifying the social causes as well as developing practical solutions. Transfer: CSU: DSI, UC. (IGETC: 4)

### SOCI 141 ETHNICITY AND RACE IN SOCIETY

*Units (Grade Option) 3; Class Hours: Minimum of 48 lecture hours/semester; Recommended: Eligibility for READ 836, and ENGL 836 or ESL 400; Prerequisite(s): None. Description:* Examines sociological theories of ethnicity and race as well as explores the contemporary experiences of racial and ethnic minorities in the US. Key concepts and theories are critically examined. Discussion is focused upon contemporary sociological debates and the future of ethnicity and race is explored. (Fulfills Associate degree Ethnic Studies requirement.) Transfer: CSU: DSI, UC. (IGETC: 4)

## SPANISH

### SPAN 110 ELEMENTARY SPANISH (CAN SPAN 2) (CAN SPAN SEQ A = SPAN 110 + 120)

*Units (Grade Option) 5; Class Hours: Minimum of 80 lecture/32 by arrangement lab hours/semester; Recommended: Eligibility for READ 836, and ENGL 836 or ESL 400; Prerequisite(s): None. Description:* Provides students with no prior knowledge of Spanish the opportunity to develop basic oral communication skills that allows them to use the language to talk about themselves, families, studies, occupations, surroundings, etc. Basic reading comprehension and writing skills are also developed. Cultural aspects of the Spanish-speaking world are highlighted, in order to raise cultural awareness and to use the language in a culturally appropriate manner. The class is conducted primarily in Spanish. Transfer: CSU, UC.

### SPAN 111 ELEMENTARY SPANISH I

*Units (Grade Option) 3; Class Hours: Minimum of 48 lecture/16 by arrangement lab hours/semester; Recommended: Eligibility for READ 836, and ENGL 836 or ESL 400; Prerequisite(s): None. Description:* Equivalent to the first half of SPAN 110. Provides students with no

prior knowledge of Spanish the opportunity to develop basic oral communication skills that allows them to use the language to talk about themselves, their families, their studies, other occupations, their surroundings, etc. Basic reading comprehension and writing skills are also developed. Cultural aspects of the Spanish-speaking world are highlighted, in order to raise cultural awareness and to use the language in a culturally appropriate manner. The class is conducted primarily in Spanish. Transfer: CSU, UC\*.

### SPAN 112 ELEMENTARY SPANISH II

*Units (Grade Option) 3; Class Hours: Minimum of 48 lecture/16 by arrangement lab hours/semester; Recommended: Eligibility for READ 836, and ENGL 836 or ESL 400; Prerequisite(s): SPAN 111. Description:* Continuation of SPAN 111. Equivalent to the second half of SPAN 110. Provides students with minimum prior knowledge of Spanish the opportunity to develop basic oral communication skills that allows them to use the language to talk about themselves, their families, their studies, other occupations, their surroundings, etc. Basic reading comprehension and writing skills are also developed. Cultural aspects of the Spanish-speaking world are highlighted, in order to raise cultural awareness and to use the language in a culturally appropriate manner. The class is conducted primarily in Spanish. (SPAN 111 and 112 are equivalent to SPAN 110.) Transfer: CSU, UC\*.

### SPAN 120 ADVANCED ELEMENTARY SPANISH (CAN SPAN 4) (CAN SPAN SEQ A = SPAN 110 + 120)

*Units (Grade Option) 5; Class Hours: Minimum of 80 lecture/32 by arrangement lab hours/semester; Recommended: Eligibility for READ 836, and ENGL 836 or ESL 400; Prerequisite(s): SPAN 110 or 112, or equivalent. Description:* Continuation of SPAN 110 or 112, for students who can use Spanish to talk about the “here and now” and narrate a simple story in the past. Students further develop and practice oral and written communication skills in many contexts (health, pressures and

Spanish Course Sequence	
Home Language ≠ Spanish	Home Language = Spanish
1st Year Beginner Span 110 (111+112) + Span 120 (121+122)	
2nd Year Intermediate Span 130 (131+132) + Span 140	
Foreign Language Learners: Transition to Literature	Span 150 + Span 152 (Span for Heritage Speakers I & II)
Heritage Speakers: Literacy Development	
Literature Span 161 + 162	

\*With limitations. Refer to pages 53 and 54 or see your counselor.

conveniences of modern life, the arts, the environment, social life, the workplace, government and civic responsibilities and travel). Cultural aspects of the Spanish-speaking world are emphasized. The class is conducted primarily in Spanish. Transfer: CSU: C2, UC. (IGETC: 6)

### SPAN 121 ADVANCED ELEMENTARY SPANISH I

*Units (Grade Option) 3; Class Hours: Minimum of 48 lecture/32 by arrangement lab hours/semester; Recommended: Eligibility for READ 836, and ENGL 836 or ESL 400; Prerequisite(s): SPAN 110 or 112, or equivalent. Description:* Equivalent to the first half of SPAN 120. Continuation of SPAN 110 or 112, for students who can use Spanish to talk about the “here and now” and narrate a simple story in the past. Students further develop and practice oral and written communication skills in many contexts (health, pressures and conveniences of modern life, the arts, free-time activities). Cultural aspects of the Spanish-speaking world are emphasized. The class is conducted primarily in Spanish. This course may be used for partial fulfillment of transfer language requirements. Transfer: CSU: C2, UC\*.

### SPAN 122 ADVANCED ELEMENTARY SPANISH II

*Units (Grade Option) 3; Class Hours: Minimum of 48 lecture/32 by arrangement lab hours/semester; Recommended: Eligibility for READ 836, and ENGL 836 or ESL 400; Prerequisite(s): SPAN 121 or equivalent. Description:* Continuation of SPAN 121. Designed for students who can use Spanish to talk about the “here and now”, narrate stories in the past, and express feelings and opinions. Students further develop and practice oral and written communication skills in many contexts (environmental issues, social life, the workplace, government and civic responsibilities and travel). Cultural aspects of the Spanish-speaking world are emphasized. The class is conducted primarily in Spanish. This course may be used for partial fulfillment of transfer language requirements. Transfer: CSU: C2, UC\*. (IGETC: 6)

### SPAN 130 INTERMEDIATE SPANISH

#### (CAN SPAN 8) (CAN SPAN SEQ B = SPAN 130 + 140)

*Units (Grade Option) 5; Class Hours: Minimum of 80 lecture/32 by arrangement lab hours/semester; Recommended: Eligibility for READ 836, and ENGL 836 or ESL 400; Prerequisite(s): SPAN 120 or 122, or equivalent. Description:* Vocabulary development in topics such as the environment, inventions and innovations, human and civil rights, diversity and discrimination, relationships, show business, food and nutrition. Preterit and imperfect, indicative and subjunctive, perfect tenses, conditional sentences. Cultural aspects of the Spanish-speaking world presented through literature, songs, art, videos, newspapers, internet. The class is conducted primarily in Spanish. Transfer: CSU: C2, UC. (IGETC: 3B, 6)

### SPAN 131 INTERMEDIATE SPANISH I

*Units (Grade Option) 3; Class Hours: Minimum of 48 lecture/16 by arrangement lab hours/semester; Recommended: Eligibility for READ 836, and ENGL 836 or ESL 400; Prerequisite(s): SPAN 120 or 122, or equivalent. Description:* Vocabulary development in topics such as the environment, inventions and innovations, human and civil rights. Preterit and imperfect, present indicative and subjunctive, plans and preferences. Cultural aspects of the Spanish-speaking world presented through literature, songs, art, videos, newspapers, internet. Class is

conducted primarily in Spanish. This course is equal to approximately the first half of SPAN 130. Transfer: CSU: C2, UC\*.

### SPAN 132 INTERMEDIATE SPANISH II

*Units (Grade Option) 3; Class Hours: Minimum of 48 lecture/16 by arrangement lab hours/semester; Recommended: Eligibility for READ 836, and ENGL 836 or ESL 400; Prerequisite(s): SPAN 131.*

**Description:** Vocabulary development in topics such as diversity and discrimination, relationships, show business, food and nutrition. Indicative and subjunctive (present and past), perfect tenses, conditional sentences. Cultural aspects of the Spanish-speaking world presented through literature, art, songs, videos, newspapers, internet. The class is conducted primarily in Spanish. This course is equal to approximately the second half of SPAN 130. Transfer: CSU: C2, UC\*.

### SPAN 140 ADVANCED INTERMEDIATE SPANISH (CAN SPAN 10) (CAN SPAN SEQ B = SPAN 130 + 140)

*Units (Grade Option) 3; Class Hours: Minimum of 48 lecture/16 by arrangement lab hours/semester; Recommended: Eligibility for READ 836, and ENGL 836 or ESL 400; Prerequisite(s): SPAN 130 or 132, or equivalent. Description:* Vocabulary development and composition in topics such as social and economic issues, work-related and spare-time activities, breakthroughs in technology and medicine. Cultural aspects of the Spanish-speaking world related to these topics are presented through literature, art, songs, videos, newspapers, internet. Pluperfect subjunctive, relative pronouns, indirect speech, passive voice. The class is conducted primarily in Spanish. Transfer: CSU: C2, UC. (IGETC: 3B, 6)

### SPAN 150 SPANISH FOR HERITAGE SPEAKERS I

*Units (Grade Option) 4; Class Hours: Minimum of 64 lecture/16 by arrangement lab hours/semester; Recommended: Eligibility for READ 836, and ENGL 836 or ESL 400; Prerequisite(s): None. Description:* Designed primarily for Spanish speaking students who are comfortable with oral communication. This course builds on linguistic and cultural knowledge that students already possess, and expands and strengthens their skills. Includes vocabulary development, spelling and accents, registers, dialectal variation, cultural readings from media sources and introduction to Spanish language literature. Transfer: CSU: C2, UC.

### SPAN 152 SPANISH FOR HERITAGE SPEAKERS II

*Units (Grade Option) 4; Class Hours: Minimum of 64 lecture/16 by arrangement lab hours/semester; Recommended: Eligibility for READ 836, and ENGL 836 or ESL 400; Prerequisite(s): None. Description:* Designed primarily for Spanish speaking students who are comfortable with oral communication. This course builds on linguistic and cultural knowledge that students already possess, and expands and strengthens their skills. Includes vocabulary development, spelling and accents, registers, dialectal variation, cultural readings from media sources, and an introduction to Spanish language literature from South America. Transfer: CSU: C2, UC. (IGETC: 3B, 6)

**SPAN 161 READINGS IN SPANISH LITERATURE I**

*Units 3; Class Hours: Minimum of 48 lecture hours/semester; Recommended: Eligibility for READ 836, and ENGL 836 or ESL 400; Prerequisite(s): SPAN 140 or equivalent. Description:* This course is conducted solely in Spanish and focuses on reading and writing in Spanish. Students 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 enrich and strengthen their existing communicative abilities. Emphasis is also placed on the culture of Spanish speaking countries. (Fulfills Associate degree Ethnic Studies requirement.) Transfer: CSU: C2, UC. (IGETC: 3B)

**SPAN 162 READINGS IN SPANISH LITERATURE II**

*Units 3; Class Hours: Minimum of 48 lecture hours/semester; Recommended: Eligibility for READ 836, and ENGL 836 or ESL 400; Prerequisite(s): SPAN 140 or equivalent. Description:* This course is conducted solely in Spanish and focuses on reading and writing in Spanish. Students 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 enrich and strengthen their existing communicative abilities. Emphasis is also placed on the culture of Spanish speaking countries. (Follows SPAN 161) (Fulfills Associate degree Ethnic Studies requirement.) Transfer: CSU: C2, UC. (IGETC: 3B)

**SPAN 196 SPANISH LANGUAGE LABORATORY**

*Units (Credit/No Credit) 0.5-1; Class Hours: Minimum of 24-48 lab hours/semester; Recommended: Eligibility for READ 836, and ENGL 836 or ESL 400; Prerequisite(s): SPAN 120 or equivalent. Description:* This course is a program consisting of 24-48 hours of work in the language laboratory, emphasizing speaking and understanding Spanish. May be repeated for credit up to a maximum of 1 unit. Transfer: CSU.

**SPAN 801 CONVERSATIONAL SPANISH I**

*Units (Grade Option) 2; Class Hours: Minimum of 48 lecture/16 by arrangement lab hours/semester; Recommended: Eligibility for READ 836, and ENGL 836 or ESL 400; Prerequisite(s): None. Description:* A conversational course that provides students with no prior knowledge of Spanish the opportunity to develop basic oral communication skills that allow them to use the language to talk about themselves, their families, their studies, other occupations and their surroundings. Also included are the cultural aspects of the Spanish-speaking world such as how to address people, the educational system, family structure and clothing. (This course does not fulfill language requirement at California State Universities or at the University of California.)

**SPAN 802 CONVERSATIONAL SPANISH II**

*Units (Grade Option) 2; Class Hours: Minimum of 48 lecture/16 by arrangement lab hours/semester; Recommended: Eligibility for READ 836, and ENGL 836 or ESL 400; Prerequisite(s): SPAN 801. Description:* Continuation of SPAN 801. A conversational course that provides students with minimum prior knowledge of Spanish the opportunity

to develop basic oral communication skills that allow them to use the language to talk about themselves, daily routines, vacations and past events. Also included are the cultural aspects of the Spanish-speaking world such as food and meal related activities, festivities and celebrations and spare time activities. (This course does not fulfill language requirement at California State Universities or at the University of California.)

**SPAN 803 CONVERSATIONAL SPANISH III**

*Units (Grade Option) 2; Class Hours: Minimum of 48 lecture/16 by arrangement lab hours/semester; Recommended: Eligibility for READ 836, and ENGL 836 or ESL 400; Prerequisite(s): SPAN 802. Description:* Continuation of Spanish 802. A conversational course for students who can use Spanish to talk about the "here and now" and narrate a simple story in the past. Students learn to narrate more complex stories in the past and to express feelings and opinions. Students further develop and practice conversation skills in contexts such as health, pressures and conveniences of modern life and the arts, and discuss the cultural aspects of these topics in the Spanish-speaking world. (This course does not fulfill language requirement at California State Universities or at the University of California.)

**SPAN 804 CONVERSATIONAL SPANISH IV**

*Units (Grade Option) 2; Class Hours: Minimum of 48 lecture/16 by arrangement lab hours/semester; Recommended: Eligibility for READ 836, and ENGL 836 or ESL 400; Prerequisite(s): SPAN 803. Description:* Continuation of Spanish 803. A conversational course for students who can use Spanish to talk about the "here and now" and narrate stories in the past and express feelings and opinions. Students learn to talk about hypothetical situations. Students further develop and practice conversation skills in contexts such as environment, social life, the workplace, civic responsibilities and travel, and discuss the cultural aspects of these topics in the Spanish-speaking world. (This course does not fulfill language requirement at California State Universities or at the University of California.)

**SPEECH COMMUNICATION****SPCH 100 PUBLIC SPEAKING (CAN SPCH 4)**

*Units (Grade Option) 3; Class Hours: Minimum of 48 lecture hours/semester; Recommended: Eligibility for READ 420 and ENGL 100. Description:* This course provides practical introduction to the fundamental principles of public speaking through an audience-centered approach, and a forum for practicing public speaking skills. Through a variety of instructional strategies and presentations, students learn the process by which effective speeches are conceived, prepared and delivered. Critical thinking & listening skills are realized through speaker and audience analysis. Speeches are delivered in both impromptu (spontaneous) and extemporaneous (prepared) modes. Transfer: CSU: A1, UC. (IGETC: 1C)

**SPCH 111 ORAL INTERPRETATION I**

*Units 3; Class Hours: Minimum of 48 lecture hours/semester; Recommended: Eligibility for READ 836, and ENGL 836 or ESL 400; Prerequisite(s): Eligibility for ENGL 100. Description:* This course

focuses on reading aloud from the printed page. Students are instructed in the techniques necessary for effective oral reading and are encouraged to develop greater appreciation for literature and for the considerable pleasure experienced when read to by others. Students read to others in turn. Transfer: CSU: C2, UC.

#### **SPCH 120 INTERPERSONAL COMMUNICATION (CAN SPCH 8)**

*Units (Grade Option) 3; Class Hours: Minimum of 48 lecture hours/semester; Recommended: Eligibility for READ 420 and ENGL 100; 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: A1, UC. (IGETC: 1C)

#### **SPCH 140 GROUP DISCUSSION (CAN SPCH 10)**

*Units 3; Class Hours: Minimum of 48 lecture hours/semester; 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 includes study of leadership, authority, conflict resolution, rules of order, and facilitation of effective decision making within groups. Transfer: CSU, UC.

## THEATER ARTS

#### **DRAM 101 HISTORY OF THEATRE I**

*Units (Grade Option) 3; Class Hours: Minimum of 48 lecture hours/semester; Recommended: Eligibility for READ 836, and ENGL 836 or ESL 400; 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: C1, UC. (IGETC: 3A)

#### **DRAM 140 INTRODUCTION TO THE THEATRE (CAN DRAM 18)**

*Units (Grade Option) 3; Class Hours: Minimum of 48 lecture hours/semester; Recommended: Eligibility for READ 836, and ENGL 836 or ESL 400; 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: C1, UC. (IGETC: 3A)

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

*Units (Grade Option) 3; Class Hours: Minimum of 48 lecture hours/semester; 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 are 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: C1, C2, UC. (IGETC: 3B)

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

*Units (Grade Option) 3; Class Hours: Minimum of 48 lecture hours/semester; 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 are 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: C1, C2, UC. (IGETC: 3B)

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

*Units (Grade Option) 3; Class Hours: Minimum of 48 lecture hours/semester; 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, is covered. Some discussion of Shakespeare's life and times and some discussion of his poetry are included, although the plays are the main focus of the course. Transfer: CSU: C1, UC. (IGETC: 3B)

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

*Units (Grade Option) 3; Class Hours: Minimum of 48 lecture hours/semester; 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 are 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: C1, UC. (IGETC: 3B)

#### **DRAM 200 THEORY AND PRACTICE OF ACTING (CAN DRAM 8)**

*Units (Grade Option) 3; Class Hours: Minimum of 48 lecture hours/semester; Recommended: Eligibility for READ 836, and ENGL 836 or ESL 400; 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 I, II, III**

*Units (Grade Option) 3; Class Hours: Minimum of 64 lecture hours/semester; Recommended: Eligibility for READ 836, and ENGL 836 or ESL 400; 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 I, II, III, IV (ACTING LABORATORIES)**

*Units (Grade Option) 2; Class Hours: Minimum of 96 lab hours/semester; Recommended: Eligibility for READ 836, and ENGL 836 or ESL 400; 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 233 TUESDAY THEATRE COMPANY**

*Units (Grade Option) 3; Class Hours: Minimum of 32 lecture/32 lab hours/semester; Recommended: Eligibility for READ 836, and ENGL 836 or ESL 400; Prerequisite(s): Audition; Corequisite(s): Concurrent enrollment in DRAM 200, 201, 202, or 203.* **Description:** Students 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: Minimum of 140 lab hours/semester; Recommended: Eligibility for READ 836, and ENGL 836 or ESL 400; 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: Minimum of 240 lab hours/semester; Recommended: Eligibility for READ 836, and ENGL 836 or ESL 400; 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.

**WORD PROCESSING**

*(See Business/Office Technology)*

**WRITING****WRIT 801 BASIC WRITING I**

*Units (Credit/No Credit) 1; Class Hours: 16 lecture/32 lab hours/semester; Basic Skills Level: Same as that of concurrent English course(s); Prerequisite(s): None; Corequisite(s): Concurrent enrollment in ENGL 826.* **Description:** The student learns to plan, organize, support and arrange short writing exercises, ranging from one paragraph to the five paragraph essay. Special attention is given to grammatical and mechanical conventions. Students are introduced to the major non-fiction writing types. Units do not apply toward AA/AS degree.



## Faculty

(Date of appointment to San Mateo County Community College District follows name.)

Aguirre, Alicia (1988)  
Professor, English Institute  
B.A., Marygrove College  
M.A., Eastern Michigan University

Eliazer Ayala-Austin (2007)  
Director, EOPS/CARE  
A.A., Palomar College  
B.A., UCLA  
M.P.A., California State University  
Northridge  
Ed.D., University of California, San Diego

Blok, Regina (2002)  
Director, DSP&S  
B.S., Bridgewater College  
M. Ed., James Madison University

Budd, Anna (2007)  
Assistant Professor, Theater Arts  
B.A., University of California Davis  
M.F.A., San Francisco State University

Cabrera, Leonor (2007)  
Assistant Professor, Accounting  
B.S., California State University Hayward  
M.B.A., College of Notre Dame, CA

Castello, Jennifer (1975)  
Professor, English Institute  
A.A., College of San Mateo  
B.A., M.A., San Francisco State University

Castillo, Daniela (2001)  
Associate Professor, Multimedia  
B.A., San Francisco State University  
M.A., San Francisco State University

Chaney, Ronda (1991)  
Professor, Home Economics  
A.A., College of San Mateo  
B.A., M.A., San Francisco State University

Clay, David (2002)  
Associate Professor, English  
B.A., University of California, Berkeley  
M.A., San Jose State University  
M.A., San Francisco State University

Clusin, Jane A. (1980)  
Professor, DSP&S  
B.A., University of California, Los Angeles  
M.A., University of Santa Clara  
MBA, College of Notre Dame

Dilko, Patricia (1998)  
Associate Professor, ECE/CD  
B.A., Univ. of Connecticut  
M.P.A., College of Notre Dame

Einhorn, Jessica (2007)  
Assistant Professor, Anthropology  
B.A., California State University Sacramento  
M.A., University of Kent, England

Enriquez, Amelito (1995)  
Professor, Engineering, Mathematics  
B.S., University of Philippines  
M.S., Ohio State University  
Ph.D., University of California, Irvine

Erickson, Denise (1977)  
Professor, Art History  
B.A., M.A., University of California,  
Santa Barbara

Finn, Sharon (1989)  
Professor, Computer Business Office  
Technology  
A.A., City College of San Francisco  
B.A., San Francisco State University

Follansbee, Richard (1998)  
Associate Professor, Mathematics  
B.A., San Francisco State University  
B.S., Cal Poly State University  
M.S., Northeastern University

Gangel, Susan (2002)  
Associate Professor, English  
B.A., Elmira College  
M.A., San Francisco State University

Garcia, Michael E. (1989)  
Professor, Physical Education  
Athletic Director  
B.S., California State University, Fullerton  
M.S., Hayward State University

Garcia, Romeo (2005)  
Program Director, TRiO Student Support  
Services  
B.A., UC Santa Barbara  
M.A., San Francisco State University

Gross, Jeanne R. (1995)  
Dean, University Center & Academic  
Support Services  
B.A., Austin College  
M.A., Pacific School of Religion  
M.A., San Francisco State University

Haley, Linda (2001)  
Associate Professor, ESL  
CBET Project Director  
B.A., University of California, Berkeley  
M.A., San Francisco State University

Hayes, Linda (1988)  
Dean, Business, Workforce & Athletics  
Division  
Professor, Business/Office Technology  
B.A., University of San Francisco  
M.A., San Francisco State University

Hernandez, Arturo (2005)  
Assistant Professor, Counseling  
B.A., M.S., Teaching Credentials, CSULA

Hirzel, Douglas (2000)  
Associate Professor, Biological Sciences  
B.A., University of California, Santa Cruz  
M.S., University of Idaho

Hum, Denise (2007)  
Assistant Professor, Mathematics  
B.A., San Francisco State University  
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Innerst, Evan (1991)  
Professor, Mathematics  
B.A., M.A., San Jose State University

Iverson, Charles (1994)  
Professor, Mathematics, Computer  
Science, Engineering, Physics  
B.S., Harvey Mudd  
M.S., University of California, Santa  
Barbara

Jones, Pam (2005)  
Associate Professor, Radiologic Technology  
A.S., Cañada College  
Certificate, Radiology Technology, Stanford  
CRT, State of California  
ARRT (R,M,CT)

Jung, Carolyn (1998)  
Professor, Computer Business Office  
Technology  
A.A., City College of Los Angeles  
B.A., M.A., San Francisco State University

Lapuz, Raymond (2000)  
Professor, Mathematics, MESA Coordinator  
B.A., M.A., University of California, Santa  
Cruz

Lee, Robert B. (2005)  
Assistant Professor, Sociology  
B.A., University of California, Berkeley  
M.A., University of California, Los Angeles

Lipe, Catherine (2007)  
MESA Coordinator  
B.S., Vanderbilt University  
M.A., University of Pennsylvania  
M.B.A., University of Pennsylvania

Lucas-Woods, Phyllis (1975)  
Vice President, Student Services  
Professor, English  
A.A., Skyline College  
B.A., M.A., San Francisco State University

Malamud, Monica (2001)  
Professor, Spanish  
B.S., M.S., Universidad Tecnológica  
Nacional  
M.S., Western Michigan University  
Ph.D., Boston University

- McBride, Marilyn (1970)  
*Vice President, Instruction*  
*Professor, Mathematics*  
B.A., M.A., Adams State College
- McCarthy, Barbara (1981)  
*Professor, Adaptive Physical Education*  
B.A., M.A., San Francisco State University
- Meckler, David (2005)  
*Assistant Professor, Music*  
B.S., Lafayette College  
M.M., University of Cincinnati  
Ph.D., University of California, San Diego
- Mecorney, Jean A. (1998)  
*Professor, Art and Multimedia*  
B.A., University of California, Berkeley  
M.A., California State University, Sacramento
- Medina, Jeanette (2002)  
*Associate Professor, Chemistry*  
Ph.D., University of Miami
- Mohr, Thomas C. (2005)  
*President*  
B.S., St. Louis University  
M.A., St. Louis University
- Morales, William (1992)  
*Professor, Art*  
B.A., University of California, Santa Cruz  
M.F.A., Boston University
- Nicholls, Anne L. (1988)  
*Professor, Cooperative Education*  
A.A., Skyline College  
A.S., Cañada College  
B.A., University of California, Davis  
M.B.A., City University, Bellevue, WA
- O'Donnell, Victoria (2005)  
*Dean, Science & Technology Division*  
B.S.N., Cal State University Dominguez Hills  
M.S.N., University of Phoenix
- Olesen, Karen (1988)  
*Professor, Counseling*  
B.S., Fresno State University  
M.S., San Francisco State University
- Palmer, Lisa (1998)  
*Associate Professor, English*  
B.A., Stanford  
M.A., Columbia  
Ph.D., University of California, Los Angeles
- Partlan, Martin (2002)  
*Associate Professor, Physics*  
B.A., San Francisco State University  
M.S., Ph.D., University of California, Davis
- Pattanayak, Anuradha (2007)  
*Associate Professor, Chemistry*  
B.S., Utkal University, India  
M.S., Utkal University, India  
Ph.D., Utkal University, India
- Patterson, David J. (2003)  
*Reference Librarian*  
B.A. University of California, Berkeley  
M.L.S., University of Alabama
- Perez, Anthony (2004)  
*Associate Professor, Speech*  
B.A., M.A., San Francisco State University
- Phillips, Jacqueline B. (1989)  
*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
- Raby, Melissa (2004)  
*Dean, Counseling & Enrollment Services*  
B.A., Psychology, CSU Sacramento  
M.S., Counseling, CSU Sacramento
- Rana, Anniqa (1998)  
*Associate Professor, English Institute*  
B.A., M.A., University of Punjab (Pakistan)  
M.A., San Jose State University
- Rivera, Rafael (1999)  
*Associate Professor, Radiologic Technology*  
A.S., Cañada College  
B.A., San Francisco State University  
Certified Radiologic Technologist, State of California  
Registered X-Ray Technologist, ARRT
- Rhodes, Carol (2005)  
*Assistant Professor, Biology*  
B.S., University of California, Davis  
M.S., Ph.D., University of Minnesota
- Roscelli, Paul (1990)  
*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
- Sammur, Kathleen (2005)  
*Assistant Professor, Counseling*  
B.A., M.A., Notre Dame de Namur University
- Saterfield, Sondra (1985)  
*Professor, Psychology*  
B.S., Cheyney State College  
M.S., Hayward State University
- Schertle, Katherine (2000)  
*Associate Professor, ESL*  
B.A., University of California, San Diego  
M.A., San Jose State University
- Staples, Nathan (2004)  
*Associate Professor, Biology*  
B.S., Loyola Marymount University  
Ph.D. University of California, Santa Barbara
- Terzakis, Elizabeth M. (2004)  
*Assistant Professor, English, Reading*  
B.A., Wesleyan University  
M.A., Hollins University  
M.A., Brown University
- Townsend-Merino, Katie (2006)  
*Dean, Humanities & Social Sciences Division*  
B.A., San Diego State University  
M.A., University of California, Berkeley
- Trugman, Ronald F. (1973)  
*Professor, Business, English*  
B.A., Long Beach State University  
M.S., M.S.Ed., Ph.D., University of Southern California
- Valenzuela, Yolanda (2001)  
*Associate Professor, Reading*  
B.A., University of California, Berkeley  
M.A., San Francisco State University
- Villanueva, Tlaxcalli (1988)  
*Professor, Counseling*  
B.A., California State University Northridge  
M.S.W., San Diego State University  
M.A., Stanford University
- Ware, Lezlee (2003)  
*Associate Professor, Political Science*  
B.A., M.A., University of California, Los Angeles  
Ph.D., University of Southern California
- Ward-Smith, Pamela (1987)  
*Professor, Counseling*  
B.A., M.A., California State University, Fresno
- Wolford, Nancy (1999)  
*Professor, Interior Design*  
B.S., Oregon State University  
M.A., San Jose State University  
Ph.D., Oregon State University
- Young, Frank C. C. (1969)  
*Professor, Philosophy*  
B.A., University of Florida  
M.A., San Francisco State University

## Emeriti

*(Date of retirement follows name.)*

- Aarons, Bernard L. (1993)  
Basic and Applied Science
- Adams, Grace (1998)  
Dean, Business and Social Science
- Anderson, Richard W. (2006)  
Science and Technology
- Ashley, Lyman (1999)  
Basic and Applied Science
- Branstrom, Marvin (1995)  
Basic and Applied Science
- Bratton, Glory (2007)  
Business & Workforce Development & Counseling
- Claire, Richard S. (2005)  
Business & Workforce Development
- Cory, Genevieve H. (1994)  
Business and Social Science
- Crockett, Robert K. (1993)  
Humanities
- Cunningham, Lois L. (1996)  
Business and Social Science
- Curtis, Robert M. (2000)  
Humanities
- Del Gaudio, Joan B. (2004)  
Counseling
- Eakin, James D. (1993)  
Humanities
- Earnhardt, Eldon D. (2001)  
Business and Social Science
- Easter, Stanley E. (1998)  
Humanities
- Edmonds, Bruce (2003)  
Science and Technology
- Egan, Philip (2003)  
Humanities
- Eyer, Dianne (2005)  
Business & Workforce Development
- Festa, Angelo (1998)  
Basic and Applied Science
- Friesen, John (2001)  
Dean, Humanities
- Gavazza, Steve D. (2004)  
Science and Technology
- George, Rosemary (1993)  
Librarian
- Giuntoli, Mervin A. (1997)  
Basic and Applied Science
- Glessing, Robert J. (1994)  
Humanities
- Gray, Ella Turner (2003)  
Science and Technology
- Greenalch, John H. (1996)  
Business and Social Science
- Gunderson, Peter K. (2003)  
Science and Technology
- Harrington, Joyce M. (1993)  
Nurse, Counseling
- Harris, Donald C. (1994)  
Humanities
- Henry, Amy (2002)  
English
- Hoy, Linda (2006)  
Humanities & Social Sciences
- Ienni, Philip C. (1993)  
Humanities
- Jeppson, Joseph H. (2002)  
Business and Social Science
- Katz, S. Marlene (1995)  
Business and Social Science
- Kenney, William C. (1992)  
Humanities
- LeBow, Diane (2000)  
Humanities
- Liteky, Judith Balch (2007)  
Science and Technology
- Loughry, Alice P. (1996)  
Business and Social Science
- Mangiola, Frank A. (2005)  
Business & Workforce Development
- Marchi, Joseph J. (1993)  
Counseling
- Martinez, Olivia G. (2004)  
Humanities
- McNamara, Cheryl J. (1998)  
Basic and Applied Science
- McGill, Sally J. (2006)  
Business & Workforce Development
- Meek, Austen B. (1994)  
Basic and Applied Science
- Mendoza, Salvador (2004)  
Counseling
- Miller, Lewis (1993)  
Basic and Applied Science
- Moore, Nancy H. 1996  
Basic and Applied Science
- Nicolopoulos, Samuel (1990)  
Physical Education
- Norman, Timothy H. (1998)  
Basic and Applied Science
- Owyang, Walter (2003)  
Humanities
- Pratt, Jr., Melvyn E. (1985)  
Dean, Social Science
- Reller, Jr., Theodore L. (1996)  
Business and Social Science
- Rubler, Selma (1993)  
Nurse, Counseling
- Sandler, Marie H. (2007)  
Business & Workforce Development
- Sanfilippo, Rudy A. (2001)  
Business and Social Science
- Schey, Robert E. (1993)  
Counselor, Counseling
- Schoenky, Mary (1997)  
Counseling
- Sharon, Jared B. (1998)  
Basic and Applied Science
- Smith, Pamela D. (2002)  
Humanities
- Stegner, Paul F. (2003)  
Humanities
- Sorensen, Lenora H. (1997)  
Business and Social Science
- Steidel, James (2001)  
Humanities
- Stiff, Dwight R. (1990)  
President, Cañada College
- Sutherland, Kenton K. (2000)  
Humanities
- Swenson, Jack (1994)  
Humanities
- Szabo, Rosalee (2000)  
Humanities
- Thein, Van Raymond (2004)  
Humanities
- Thiele, Romelia (2006)  
Business & Workforce Development
- Tovissi, Joseph A. (1999)  
Basic and Applied Science
- Vial, Sil (1998)  
Basic and Applied Science

## Emeriti (cont.)

Weidman, Jane C. (1999)  
Humanities

Welles, Samuel Paul, Jr. (2004)  
Science and Technology

Westover, Ross W. (1992)  
Basic and Applied Science

Workman, Gilbert (1998)  
Business and Social Science

## 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

Programs: Administration of Justice, Alcohol & Other Drug Studies, American Sign Language, Architecture, Broadcast and Electronic Media, Building Inspection Technology, Cosmetology, Dental Assisting, CAD/Drafting, Electronics Technology, Ethnic Studies, Film History, Film-making, Fire Technology, Floristry, Geological Sciences, Graphics, Global Studies, Horticulture, Humanities, Journalism, Manufacturing Technology, Real Estate, Welding Technology.

Athletics: Men's Cross Country, Football, Swimming, Track & Field, Women's Basketball, Softball, Women's Water Polo

### Skyline College

3300 College Drive,  
San Bruno, CA 94066  
(650) 355-7000 (day)  
(650) 355-6580 (evening)

Programs: Administration of Justice, American Sign Language, Arabic, Automotive Technology, Biotechnology, Cosmetology, Emergency Medical Technician, Family & Consumer Sciences, International Trade, Image Consulting, Journalism, Respiratory Therapy, Surgical Technology, Tagalog, Telecommunications and Network Information Technology, Toyota Technical Education Network

Athletics: Men's Wrestling, Women's Badminton, Women's Basketball

## 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. Parking is free in student lots on Saturday and Sunday.

Student parking permits are available for \$40 per semester and \$20 for the Summer Session and may be purchased during registration or from the Business Office, Building 9, Room 119 during the day, or from Admissions & Records during the evening.

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 \$2.00 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. 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 9, Room 119. 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.

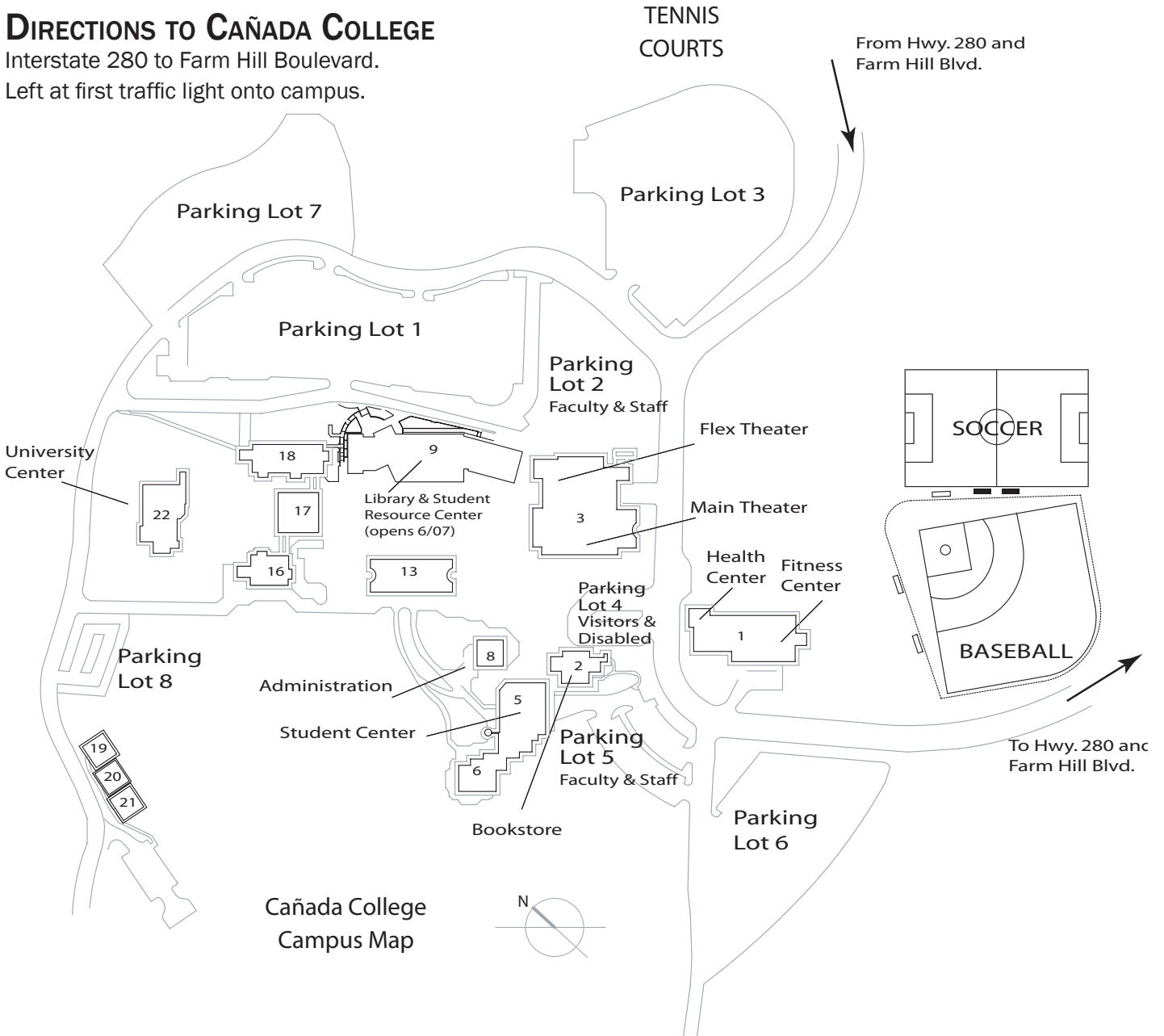
Parking spaces are available on a first-come, first-served basis. Therefore, a permit is not a guarantee of a parking space. Cañada College and the San Mateo County Community College District do not accept liability for vandalism, theft or accidents. Use of parking facilities is at the user's risk. Student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

## Campus Directory

Admissions & Records/Registration TDD/TTY	9-120	306-3226 306-3181	Library	9-3rd floor	306-3485 306-3313
Articulation	9-120	306-3310	Lost & Found (located in Bookstore)	2	306-3310
Associated Students	5-211B	306-3364	Matriculation	9-120	306-3316
Athletics	1-204	306-3341	MESA Center	9-210	306-3120
Bookstore	2	306-3313	Middle College High School	13-106	306-3444
Box Office		306-3396	Outreach	9-120	306-3270
Business Office/Cashier	9-119	306-3270	Parking	9-120	306-3341
Business, Workforce, & Athletics Division	13-105	306-3201	Physical Education Office	1-204	306-3320
Business Skills Center	13-217	306-3380	Placement Tests/Assessment	9-120	306-3238
CalWORKs	9-120	306-3452	President's Office	8-312	306-3259
CARE	9-134	306-3300	Psychological Services	5-207	306-3340
Community Based English Tutoring (CBET)	3-147	306-3388	Public Information	3-103	306-3326
Coop. Ed./Work Experience Program	13-124	306-3367	Reading Lab	3-104	306-3270
Counseling Center—Educational Counseling, Career and Transfer Services	9-120	306-3452	Refunds (Registration Fees)/Cashier	9-119	306-3291
Disabled Student Program	5-207	306-3259	Science and Technology Division	18-109	306-3420
TDD/TTY		306-3161	Security Office (Parking Enforcement)	13-28	306-3373
English (ESL) Institute Resource room	13-121	306-3412	Student Activities	5-211A	306-3364
Evening Services	8-215	306-3100	Student Government Office	5-211B	306-3100
EOPS	9-133	306-3300	Switchboard/Directory Assistance		306-3459
Facilities Usage/Rental	9-119	306-3271	Theater Manager	5-211C	306-3372
Financial Aid	9-109	306-3307	Transfer Services	9-120	306-3228
Health Center	5-204	306-3309	Transcripts (Admissions & Records)	9-120	306-3270
Housing (Off Campus) Information	5-214	306-3373	Transportation:		306-3369
Humanities & Social Sciences Division	3-205	306-3336	SAMTRANS Bus Schedules/Passes	9-119	306-3319
Instruction Office	8-306	306-3353	TRiO Student Support Services Program	9-213	
International Student Program	9-120	306-3494	University Center	22	
Learning Center	9-210		& Academic Support Services Division		
Math Lab		306-3348	Upward Bound Program	20-100	306-3335
Tutorial Center		306-3316	Veteran's Affairs	9-120	306-3492
Writing Center		306-3316	Vice President, Instruction	8-304	306-3353
			Vice President, Student Services	8-308	306-3234

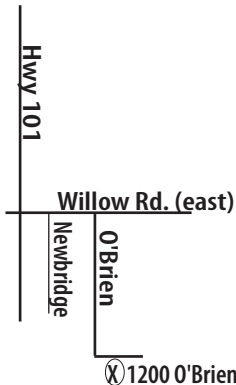
## DIRECTIONS TO CAÑADA COLLEGE

Interstate 280 to Farm Hill Boulevard.  
 Left at first traffic light onto campus.



Please note that there are numerous construction projects taking place on campus, some of which will periodically impact parking, traffic and pedestrian walkways. For further information and details, please see [http://www.smccd.net/accounts/facilities/planconstruct/CAN\\_Construction\\_Map.htm](http://www.smccd.net/accounts/facilities/planconstruct/CAN_Construction_Map.htm)

**MENLO PARK/OICW CENTER**  
 1200 O'BRIEN, MENLO PARK  
 (650) 325-6936



## Index

### A

Academic Freedom 9  
 Academic Integrity Policy 24  
 Accounting 56, 91  
 Accreditation 4  
 Adaptive. *See* Physical Education  
 Adaptive Physical Education 29  
 Admission 9  
 Advanced Placement Test (AP) Policy 19, 46  
 Anthropology 57, 92  
 Architecture 92  
 Art 57, 92  
 Associate Degree (AA/AS) Requirements 48  
 Associate in Arts Degree, Associate in Science Degree 43  
 Astronomy 95  
 Athletics 29  
 Attendance 27  
 Auditing of Courses 13

### B

Basic Skills Advisory System 89  
 Biological Science 58, 95  
 Bookstore 30  
 Business 96  
 Business/Corporate Meeting Planner 60  
 Business Administration 59  
 Business, Workforce and Athletics Division 6  
 Business Management 60

### C

C.A.R.E. - Cooperative Agencies Resources for Education Program 30  
 Calendar of Important Dates 5  
 California Articulation Number (CAN) 90  
 California State University Transfer Courses 51-52  
 CalWORKs - California Work Opportunities and Responsibility to Kids 30  
 Career 98  
 CBET - Community Based English Tutoring 30

Certificate Program Requirements 44  
 Chemistry 99. *See also* Physical Sciences  
 College Level Examination Placement-CLEP 19  
 College of San Mateo 164  
 Combatives. *See* Physical Education  
 Computer Business Office Technology 61, 100  
 Computer Information Science 62, 102  
 Computer Information Systems 103  
 Computer Information Technology 63, 103  
 Computer Literacy 43  
 Concurrent Enrollment 10  
 Conduct 21  
 Continuing Education for Health Professionals-CEU's 30  
 Cooperative Education 30, 105  
 Corequisites 19  
 Counseling & Enrollment Services Division 6  
 Counseling Center 31  
 Credit by Examination 19  
 CSU General Education Requirements 49

### D

Dance. *See* Physical Education  
 Developmental Skills 105  
 Directory 165  
 Disabled Student Program and Services 31  
 Distance Learning 31  
 District 8  
 Drama. *See* Theater Arts

### E

Early Childhood Education/Child Development 64, 105  
 Economics 65, 109  
 Education 109  
 Eligibility Requirements. *See* Admission  
 Emergency Leave of Absence 27  
 Engineering 66, 109  
 Engineering Technology 111  
 English 66, 67  
 English, Literature and Reading 111

English as a Second Language 114  
 EOPS - Extended Opportunity Programs & Services 31  
 Ethnic Studies 116

### F

Faculty 161  
 Fashion Design 67, 117  
 Fees 14  
 Film 120  
 Financial Aid 32  
 First-Year Experience Program 33  
 Fitness. *See* Physical Education  
 French 121

### G

Geography 69, 122  
 Geology 122  
 Grades & Academic Standing 16  
 Graduation Requirements Student Catalog Rights 43  
 Grievance & Appeal Process 27

### H

Health Science 123  
 Health Services 33  
 High School Students 10. *See also* Middle College High School  
 History 70, 123  
 Housing 33  
 Humanities and Social Sciences Division 7  
 Human Services 70, 125

### I

Individual Sports. *See* Physical Education  
 Inter-segmental General Education Transfer Curriculum (IGETC) 50  
 Intercollegiate Sports. *See* Physical Education  
 Interior Design 72, 126  
 International Student Program 10  
 Italian 128

### J

Japanese 129

**L**

Learning Center 33, 129  
 Liberal Arts 74  
 Library 34  
 Library Science 131  
 Literature. *See* English, Literature and Reading  
 Lost and Found 34

**M**

Management 132  
 Mathematics 74, 132  
 Matriculation 11  
 Medical Assisting 75, 135  
 MESA Program 34  
 Middle College High School 34  
 Mission Statement 8  
 Multimedia 77, 137  
 Music 79, 140

**N**

Natural Sciences 141  
 Nursing 79

**O**

Oceanography 141  
 Office of Instruction 6  
 Office of Student Services 6  
 Office of the President 6  
 Office Technology. *See* Computer Business Office Technology  
 Open Curriculum 89  
 Outreach 34

**P**

Paleontology 142  
 Paralegal 80, 142  
 Parking 165  
 Philosophy 80, 143  
 Physical Education 81, 144  
 Physical Sciences 82  
 Physical Therapy 83  
 Physics 150. *See also* Physical Sciences

Placement Tests/Assessment 11  
 Policy of Non-discrimination 27  
 Policy on Americans with Disabilities Act 28  
 Policy on Drug-Free Campus 28  
 Policy on Sexual Harassment 28  
 Policy on Smoking 28  
 Political Science 83, 151  
 Prerequisites 19  
 Privacy Rights of Students 21  
 Probation 18  
 Psychological Services Program 35  
 Psychology 84, 152

**R**

Radiologic Technology 84, 153  
 Reading. *See* English, Literature and Reading  
 Real Estate 85, 155  
 Refund Policies 15  
 Registration 11  
 Repetition of Courses 13  
 Residency Requirements 9  
 Responsibilities and Records 21  
 ROTC 29

**S**

San Mateo County Community College District 6, 8  
 Schedule of Classes 12  
 Scholarships 35  
 Science and Technology Division 7  
 Secretarial/Office Skills/Word Processing. *See* Computer Business Office Technology  
 Skyline College 164  
 Social Science 85  
 Sociology 86, 156  
 Spanish 86, 156  
 Speech 87, 158  
 Sports. *See* Physical Education  
 Student Activities 35  
 Student Clubs 35  
 Student Government 35  
 Student Grievances and Appeals 26  
 Student ID's 35

Student Publications 35  
 Student Right-to-Know and Campus Security Act 21  
 Student Rights 21  
 Study Abroad Program 35

**T**

Team Sports. *See* Physical Education  
 Technical Preparation (Tech Prep)/School-to-Career 36  
 Theater Arts 87, 159  
 Theory. *See* Physical Education  
 Transcripts 20  
 Transfer and Career Center 36  
 Transportation 29  
 TRIO Student Support Services Program 36  
 TRIO Upward Bound Program 36

**U**

University Center 36  
 University Center and Academic Support Services Division 7  
 University of California Transfer Courses 53–54  
 University Studies 88

**V**

Varsity Sports. *See* Physical Education  
 Veterans Affairs 37

**W**

Word Processing. *See* Computer Business Office Technology  
 Writing 160