

CAÑADA COLLEGE

CATALOG

2013-2014



4200 Farm Hill Boulevard
Redwood City, CA 94061
650 306-3100
TDD/TTY: 650 306-3181
www.canadacollege.edu

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.



Welcome to Cañada College. From here you can go anywhere! With nearly 50 years of service providing enriching and life-changing educational opportunities for the residents of San Mateo County, nearly 6,300 students currently call Cañada their home. With support and guidance from award-winning faculty and staff, you may pursue certificates and degrees meant to provide career training or to serve as a transfer gateway to four-year colleges and universities.

Cañada College offers more than 40 quality instructional programs that can provide you with the foundation needed to meet your professional and personal goals. Along with its outstanding programs in the sciences, business, multimedia, medical assisting, the

arts, and technical training, the college also provides extensive basic skills training and innovative student support services in counseling, orientation, certificate and degree planning, transfer assistance, and tutoring.

Home to numerous clubs, student organizations, and inter-collegiate athletic teams for men and women, Cañada provides a comprehensive college experience for both new and returning students. And, if you're seeking a bachelor's degree, the Center for International and University Studies has agreements with a variety of universities allowing you to conveniently continue your upper division course work on the Cañada campus.

Financial aid and scholarships are available to many of those attending Cañada. So, whether you dream of completing your degree, transferring to a four-year institution, or preparing for a career, your future begins at Cañada College.

Larry G. Buckley, Ph.D.
President

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 Commission can and does respond to complaints regarding allegations of conditions at affiliated institutions that raise significant questions about the institution's compliance with the standards expected of an accredited institution. Students and members of the public who desire to file a formal complaint to the Commission about Cañada College should become familiar with the requirements for doing so prior to contacting the Commission. Please see the Complaint Process and Complaint Policy at www.accjc.org/complaint-policy.

The Office of Private Postsecondary Education also approves Cañada College to offer courses to U.S. Veterans for collection of veterans' benefits.

Cañada College is also accredited by the Joint Review Committee on Education in Radiologic Technology: www.jrcert.org.

The accreditation reports and approval are available for review in the Office of the President.

Acknowledgements

Administrative Analyst: José Peña
Design/Layout/Production: Roberta Chock
Cover Photos: Knarl Stuart, and staff

Calendar of Important Dates

Placement Tests and Registration: see www.canadacollege.edu or Schedule of Classes for dates, times, locations.

FALL SEMESTER 2013

August 15,16 Flex Days (No Classes)
 August 19 Day and Evening Classes Begin
 August 30 Last Day to Drop Semester Length Classes With Eligibility for Partial Refund
 August 30 Last Day to Add Semester Length Classes
 August 31–September 1 Declared Recess
 September 2 Labor Day (Holiday)
 September 8 Last Day to Drop Semester Length Classes Without Appearing on Record
 September 9 Census Day
 October 4 Last Day to Apply for Degree – Certificate
 November 9, 10 Declared Recess
 November 11 Veterans’ Day (Holiday)
 November 15 ... Last Day to Withdraw from Semester Length Classes
 November 27 Declared Recess – Evening Courses Only
 November 28 Thanksgiving Day (Holiday)
 November 29–December 1 Declared Recess
 December 12 – 18 ... Final Examinations (Day and Evening Classes)
 December 18 Day and Evening Classes End
 December 24 – January 1 Winter Recess

SPRING SEMESTER 2014

January 9, 10 Flex Days (No Classes)
 January 13 Day and Evening Classes Begin
 January 18, 19 Declared Recess
 January 20 Martin Luther King Jr. Day (Holiday)
 January 27 Last Day to Drop Semester Length Classes With Eligibility for Partial Refund
 January 27 Last Day to Add Semester Length Classes
 February 2 Last Day to Drop Semester Length Classes Without Appearing on Record
 February 3 Census Day
 February 14 Lincoln’s Birthday Observed (Holiday)
 February 15,16 Declared Recess
 February 17 Presidents’ Day (Holiday)
 March 5 Flex Day (No Classes)
 March 7 Last Day to Apply for Degree – Certificate
 March 30–April 5 Spring Recess
 April 24 Last Day to Withdraw From Semester Length Classes
 May 17 – 23 Final Examinations (Day and Evening Classes)
 May 23 Day and Evening Classes End
 May 24, 25 Declared Recess
 May 26 Memorial Day (Holiday)

SUMMER SESSION 2014 (TENTATIVE)

June 2 – July 5 First Five Week Session
 June 16 – July 26 Six Week Session
 June 16 – August 2 Seven Week Session
 June 16 – August 9 Eight Week Session
 July 4 Independence Day (Holiday)
 July 7 – August 9 Second Five Week Session

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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.

Karen Schwarz, President
Richard Hober, Trustee
Dave Mandelkern, Trustee
Patricia Miljanich, Trustee
David Zay Latt, Student Trustee 2013-2014
Ron Galatolo, District Chancellor

Office of the President

President: Larry G. Buckley
Administrative Assistant: Maggie Souza
Office: Building 8, Room 206
Phone: (650) 306-3238
Web: canadacollege.edu/about

Programs:

- Marketing and Community Outreach
- Planning, Research & Student Success
- Center for International and University Studies

Office of Instruction

Vice President: Gregory Anderson, Ph.D.
Administrative Secretary: Joan Rosario
Administrative Analyst: Jose Peña
Office: Building 8, Room 202
Phone: (650) 306-3353
Email: caninstruct@smccd.edu
Web: canadacollege.edu/office_of_instruction

Courses and Programs:

- Articulation
- CIETL
- Honors Transfer Program
- Learning Center
- Library

Office of Student Services

Vice President: Robin Richards
Administrative Assistant: Debbie Joy
Office: Building 8, Room 209
Phone: (650) 306-3234
Web: canadacollege.edu/student

Programs and Services:

- Admissions and Records
- Beating the Odds
- Disability Resource Center
- Financial Aid
- Health Services
- Psychological Services
- Student Activities
- TRIO Student Support Services
- Veterans Affairs

Counseling Services

Dean: Kim Lopez
Division Assistant: Maggie Baez
Office: Building 9, Room 124
Phone: (650) 306-3245
Email: joyd@smccd.edu
Web: canadacollege.edu/student

Programs and Services:

- Assessment
- Career Services
- Cooperative Agencies Resources for Education (CARE)
- Counseling
- Extended Opportunity Programs & Services (EOPS)
- Orientation
- Student Success
- Transfer
- Welcome Center

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
 Web: canadacollege.edu/business
 Programs are offered at various locations, including the main campus and the Menlo Park/Job Train Center.

Courses and Programs:

- Accounting
- Architecture
- Athletics - Varsity
- Business Administration
- Business Management
- Center for Entrepreneurial Opportunity
- Computer Business Office Technology
- Cooperative Education
- Early Childhood Education/Child Development
- Economics
- Fashion Design and Merchandising
- Human Services
- Interior Design
- Kinesiology, Athletics & Dance
- Medical Assisting
- Middle College High School
- Multimedia Art and Technology & 3D Animation and Video Game
- Paralegal
- Small Business
- TRIO Upward Bound

Humanities and Social Sciences

Dean: David M. Johnson, Ph.D.
 Division Assistant: Joan Murphy
 Office Assistant: Gloria Peña-Bench
 Office: Building 3, Room 205
 Phone: (650) 306-3336
 Email: canhumanities@smccd.edu
 Web: canadacollege.edu/humanities

Courses and Programs:

- Anthropology
- Art
- CBET (Community-Based English Tutoring)
- Communication Studies
- English
- English Institute/English as a Second Language
- Foreign Languages
- History
- Music
- Philosophy
- Political Science
- Psychology
- Social Science
- Sociology
- Theatre 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: Janet L. Stringer, M.D., Ph.D.
 Division Assistant: Georgia Clark
 Office: Building 18, Room 109
 Phone: (650) 306-3291
 Email: canscitech@smccd.edu
 Web: canadacollege.edu/science

Courses and Programs:

- Astronomy
- Biological Sciences
- Chemistry
- Computer Information Science
- Earth Sciences
- Engineering
- Geography
- Health Science
- Mathematics
- Physics
- Radiologic Technology

The District

District 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, increase their cultural awareness and realize their individual potential. The District is committed to leadership by providing quality education and promoting life-long 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 the State.

District 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 Colleges of 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; and
2. Provide lower division programs to enable students to transfer to baccalaureate institutions; and
3. Provide occupational education and training programs directed toward career development, in cooperation with business, industry, labor, and public service agencies; and
4. Provide basic skills education in language and computational skills required for successful completion of educational goals; and
5. Provide a range of student services to assist students in attaining their educational and career goals; and
6. Provide self-supporting community education classes, contract education and training and related services tailored to the human and economic development of the community; and
7. Provide leadership in aligning educational programs and services offered by all local educational institutions and community service organizations; and
8. Celebrate the community's rich cultural diversity, reflect this diversity in student enrollment, 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 infor-

mation 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.

The Mission is evaluated and revised on a regular basis.

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.

College Vision

Cañada College is committed to being a preeminent institution of learning, renowned for its quality of academic life, its diverse culture and practice of personal support and development, extraordinary student success, and its dynamic, innovative programs that prepare students for the university, the modern workplace, and the global community.

College Mission

Cañada College provides our community with a learning-centered environment, ensuring that students from diverse backgrounds have the opportunity to achieve their educational goals by providing transfer, career/technical, and basic skills programs, and lifelong learning. The college cultivates in its students the ability to think critically and creatively, communicate effectively, reason quantitatively to make analytical judgments, and understand and appreciate different points of view within a diverse community.

College Values

- Transforming Lives
- High Academic Standards
- Diverse and Inclusive Environment
- Student Success in Achieving Educational goals
- Community, Education and Industry Partnerships
- Communication and Collaboration
- Engaging Student Life
- Accountability
- Sustainability
- Transparency

College Strategic Directions

1. Teaching and Learning Equip students with the knowledge and transferable skills so they can become productive citizens in our global community; provide clear pathways for students to achieve educational goals; invest in opportunities to promote engagement; conduct provocative professional development; and create innovative and flexible learning systems

2. Completion Commit to student completion of certificates, degrees, and transfer; and create pathways which support the success, retention and persistence of students in their educational goals.

3. Community Connections Build and strengthen collaborative relationships and partnerships to support the needs for our community

4. Global and Sustainable Promote shared responsibility for our environment and social justice; and create a diverse and culturally enriched community of global citizens.

Institutional Learning Outcomes

1. **Critical & Creative Thinking**
Select, evaluate, and use information to solve problems, investigate a point of view, support a conclusion, or engage in creative expression.
2. **Communication Skills**
Use language to effectively convey an idea or set of facts, including the ability to use source material and evidence according to institutional and discipline standards.
3. **Understanding Society & Culture**
Understand and interpret various points of view that emerge from a diverse world of peoples and/or cultures.
4. **Scientific & Quantitative Reasoning**
Represent complex data in various mathematical forms (e.g., equations, graphs, diagrams, tables, and words) and analyze these data to make judgments and draw appropriate conclusions.

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 consultation. Standing and ad hoc committees are organized under the College Planning and Budgeting 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 450 or above on all tests and a score of at least 410 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 high school student whose admission is recommended by his/her high school principal and approved by the Registrar 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 450 or more on all tests and a score of at least 410 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 (i.e. GED), or certificate of completion
- Filed or will file an application with the USCIS 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.

International Student Program

Cañada College welcomes international students who have a visa that allows them to study in the United States. For more information about eligibility for study at Cañada College, please contact the International Student Program at +1 650-381-3544 or caninternational@smccd.edu. The college issues documentation for F-1 student visas to students who want to complete an educational program here. See information below for F-1 student visa admission requirements.

Admission Requirements (for F-1 Student Visa applicants)

Students who are residents of other countries and either possess or are seeking an F-1 student visa may qualify for admission to Cañada College as follows:

- Complete the International Student Application available at the San Mateo County Community College District (SMCCCD) website: <https://smccd.edu/international/apply/index.php>
- Have the equivalent of an American high school education with satisfactory grades ("C" or 2.0 grade point average). A copy of the high school transcript is required.
- Demonstrate sufficient command of English to profit from instruction at Cañada College. The minimum TOEFL score requirement is 480 on the paper-based exam and 56 on the Internet-based exam. The minimum IELTS score is Band 5.5. Individuals admitted as international students may be required to enroll in English as a Second Language courses, based on the results of an English placement test given once the student arrives at the college.
- Submit evidence of necessary funds to cover the cost of school and living expenses while attending Cañada College. (See enrollment fees section of this catalog.) The current estimate of annual expenses for international students is \$20,000.
- Submit a personal essay.

Please call +1 650-381-3544 or email caninternational@smccd.edu for more information about the F-1 student visa admission process.

International students with F-1 visas are required to complete 12 units of coursework (a full-time course load) each semester. Cañada College's schedule of classes is available at the college website: www.canadacollege.edu. All international students must purchase medical insurance.

Students who are legal residents of another country and who are in the United States temporarily on an F-1 student visa to study full-time 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 part-time.

High School Students/College Connection

Students attending high school may register concurrently for Cañada College classes. Interested students must submit an application and the College Connection Course Request Form.

Students should apply online at www.smccd.edu/collegeconnection.

Cost for concurrent enrollment:

1. Concurrently enrolled high school students are exempted from payment of the enrollment fee, health fee and student representation fee if registered for less than 11.5 units.
2. Parking fees must be paid if parking a vehicle on campus.

Many college courses have prerequisites and/or corequisites. 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.

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 their high school. The student will be required to fulfill necessary prerequisites for courses.

Students participating in the College Connection 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.



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

Student Success Process

The Student Success Process 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 Student Success Process 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.

Exemption from Student Success Process

You are exempt from the Student Success Process 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 the Student Success Process, you will receive, via email or mail, an assigned date to register via WebSMART, after your application is processed.

Steps to Success at Cañada College

Step #1 – Apply to Attend

Complete an online application for admission at www.canadacollege.edu/admissions/. You will receive an email confirming your application and containing your student identification number (“G” number).

Step #2 – Apply for Financial Aid

You may qualify for state and/or federal financial aid. US citizens, permanent residents, and other eligible non-citizens should apply using the FAFSA at www.fafsa.gov. AB540 students who are unable to complete the FAFSA should apply for state aid using the the California Dream Application at <https://dream.csac.ca.gov>. Have the results sent to Cañada College (school code 006973).

Step #3 – Attend Orientation and Assess Your Skills in Reading, Writing, and Mathematics (required)

The college orientation program is REQUIRED and provides information about the registration process, college policies, academic expectations, educational goals, and student services. You can schedule a

date and time to attend a college orientation by calling the Welcome Center at: (650) 306-3452.

Assessment 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. Assessment tests are required for most of the Associate degree and university level courses. Math placement test results are valid for up to two years. There is no expiration date for the English placement test results.

Students have 2 options to complete the testing requirement:

1. You can take your assessment tests the same day following completion of the College Orientation, or;
2. Select a date from the Assessment Test Schedule and make an appointment by calling the Welcome Center at: (650) 306-3452. (Note: this options requires the student to schedule a separate date to complete their College Orientation.)

You are automatically EXEMPT from taking the Assessment Tests and may move directly to Step #4 if you fall into one of the following categories:

- Have taken the Assessment Tests at Cañada College, College of San Mateo, or Skyline College.
- Are a former student or new transfer student from another accredited college in the United States and have completed coursework in mathematics and/or English with a grade of “C” or better. (Must 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. (Must bring AP scores to your counseling appointment to verify this exemption.)
- You are a high school senior planning to attend either summer or fall classes at Cañada and have completed the EAP testing at your high school; your EAP results will place you into either transfer level English, Math, or both. (Note: For any results that do not place you into a transfer level course you will have to take the COMPASS assessment test for those sections.)
 - Students with approved English results are eligible to English 100
 - Students with approved Math results are eligible for math 125, 130, 140, 200, 241

Step #4 – Counseling

Upon completion of the College Orientation and Assessment, you will receive a 30 minute appointment to meet with a counselor to discuss assessment results, educational goals and to select courses appropriate to your academic readiness and educational/career goals.

Step #5 – Register for Classes

New students will receive their registration appointment once they have completed the College Orientation, Assessment and Counseling session. Use WebSMART to register for classes. Complete information

regarding registration dates and procedures is available 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 and work with your professors to meet the challenges and demands of each class. Use Counseling services regularly by scheduling a appointment at least once a semester to meet with your counselor to discuss:

- Progress towards your educational goals
- Develop or update your Student Educational Plan (SEP)
- Learn about important student services that enhance student success

Priority Registration

Priority registration gives specific groups of students the opportunity to register for classes early. Generally, groups are given priority based on maintaining current Student Educational Plans, complete the Student Success Process, and earning a total number of units with the district.

Beginning with the Fall 2014 semester registration (starting in April 2014), there will be changes in the priority registration process. To receive a priority registration date, students must be in "good standing". The state defines "good standing" as students who are not on academic/progress probation (for two consecutive semesters) or on dismissal, or have not earned more than 100 degree applicable units. If you are on probation for two consecutive semesters or on dismissal, or have earned 100 units or more, you will not receive a priority registration date. You will be able to register after the priority registration process is completed.

Step #6 - Pay Fees (required)

Students are required to pay registration fees at time of registration, or have other sources (financial aid, Board of Governors Fee Waiver, Third Party Payer or Payment Plan.) Students will be dropped for non-payment of fees on a rolling basis. Please see website for most up-to-date information on fee deadlines. Students will not be permitted to register with an outstanding balance.

Step #7 - Arrange Transportation and Parking

See additional sections on Parking in this catalog.

Step #8 - Purchase or Rent Books

See additional section on Bookstore in this catalog.

Step #9 - Attend Classes

Students are expected to attend classes regularly. See Attendance Regulations section in this catalog.

Step #10 - Get Involved with Campus Clubs and Take Advantage of Support Services

There are many support services and campus activities for you. See Student Services and Special Programs section in this catalog.

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.

Changes in Class Schedule

Once you have completed registration, you may change your schedule via WebSMART. Once a class has started, an authorization code to add is required and can be obtained from the instructor. Students should consult the current Schedule of Classes for deadlines and procedures. 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.

WebSMART Registration and Services for Students

Log on to the WebSMART student account to manage your enrollment as well as maintain student information. The following is available on WebSMART:

- View the Catalog
- View the Schedule of Classes
- Apply for admissions
- Access Degree Works
- Change major
- Print 1098T forms
- Register to vote
- Opt for pass/no pass
- View placement test results
- Check registration appointment and status
- Register for classes
- Add/Drop classes (within the published deadlines)
- Confirm and print your schedule of classes
- Pay registration fees
- Enroll in payment plan
- Purchase a parking permit
- Purchase textbooks
- Apply for financial aid
- View your semester's grades
- View your college transcript
- Monitor academic standing
- Order an official transcript
- Update address, emergency contacts and other personal information
- Update educational goal

Enrollment Policy

Multiple and Overlapping Enrollments

Students may not enroll in two or more sections of the same credit course during the same term. 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 to Admissions and Records Office of a documented plan describing how the student will make up missed class time under the instructor's supervision and attendance documentation at the end of the semester. Overlap exception forms are available on the college website - canadacollege.edu, and in the Admissions and Records Office.

Unit Load

A normal class load for a full-time student for fall and spring semesters is between 12–18 units. No student is permitted to take more than 11 units during the Summer Session or 19 units during the Fall and Spring semesters without special approval of the Extenuating Circumstances Committee. Approval forms are available on the college website - canadacollege.edu, and 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 all terms—Fall, Spring, and Summer—is considered full-time for athletic eligibility, international students (F-1 visa), veterans benefits, Social Security benefits, and most other benefits which are dependent upon student enrollment status.

SMCCCD Course Repetition Regulations Beginning Fall 2013

Course Repetition Definition

A “course repetition” occurs when a student attempts a course and receives an evaluative or non-evaluative symbol for the course (i.e. A, A-, B+, B, B-, C+, C, D+, D, D-, F, W, P/NP, CR/NC, RD, I) and wishes to enroll again in the same course. Course repetition includes the following components. (Title 5 Section 55040)

Course Repetition To Alleviate Substandard Work

A student who has earned a substandard grade (D+, D, D-, F, NP, NC) may repeat the course to improve the grade. A student may attempt a course a maximum of three times. To alleviate substandard work, a “course attempt” occurs when a student receives an evaluative or non-evaluative symbol for the course (D+, D, D-, or F or W or NP/NC). All course attempts in a student's academic record count toward this enrollment limitation. The first or first and second substandard grades and units are excluded in computing the student's GPA. The grade and units for the third or final attempt are included in the student's GPA. (Title 5 Section 55042)

Course Repetition As A Result Of A Withdrawal

A “W” counts as a course attempt. A student may attempt a course a maximum of three times. All course attempts in a student's academic record count toward this enrollment limitation.

A Student Earning A Satisfactory Grade May Not Enroll In The Same Course Again Unless One Of The Following Six Exceptions Applies

- **Significant Lapse of Time** — A student may enroll for one additional attempt if he/she successfully completed the course and a significant lapse of time of more than 36 months has occurred

since the student was awarded a grade in the course AND the district has established a recency prerequisite for the course or an institution of higher education to which the student seeks to transfer has established a recency requirement that applies to the course. (Example: Biology 250 was completed with a grade of C in Fall 2011. In Fall 2013 the student is preparing to apply to a nursing program that requires Biology 250 to be completed within the last three years. The student is eligible to repeat the course in Spring 2014 with documentation of the recency requirement.) The grade and units from the first course completion will be disregarded in computing the GPA. (Title 5 Section 55043)

- **Variable Unit Courses** — A student may enroll in a variable unit course as many times as necessary to complete one time the entire curriculum and unit value of the course. However, a student may not repeat any portion of a variable unit course that has already be completed and evaluated. (Title 5 Section 55044)
- **Extenuating Circumstances** — A student may enroll for one additional attempt only if documentable extenuating circumstances exist that match the dates of the course for the previous enrollment. Examples of extenuating circumstances are natural disaster, accident, illness, or other extraordinary documentable experience beyond the student's control. (Title 5 Section 55045)
- **Students with Disabilities Repeating a Special Class** — A student with a verifiable disability may repeat a special class for students with disabilities any number of times based on achieving progress in the class and an individualized determination that such repetition is required as a disability-related accommodation for that student. (Title 5 Section 55040)
- **Legally Mandated Course** — A student may repeat a course determined to be legally mandated and required by statute or regulation as a condition of paid or volunteer employment or licensure. A student must provide evidence that the course is legally mandated or that licensure standards require course repetition. Such courses may be repeated for credit any number of times. (Title 5 Section 55000)
- **Occupational Work Experience** — A student may enroll multiple times up to 16 units of credit in cooperative work experience education

Courses Related In Content

- **Course Attempts within Subject Families** — District policy limits enrollment of students in courses that are active participatory courses in physical education/kinesiology, and visual or performing arts. In this regard, the colleges have established “families” of similar educational activities. Kinesiology activity courses and some visual and performing arts have established “families” and are subject to enrollment limitations. Although a course cannot be repeated, a student may attempt up to 4 courses in a subject “family.” Some subject families offer more than 4 courses but a student may enroll in a maximum of four courses within a family. All course attempts in a student's academic history count toward this enrollment limitation within a “family” of courses. This limitation applies even if the student receives a substandard grade or a “W.” Enrollment limitations are monitored district wide for a subject “family.” New students are advised to enroll in the be-

ginning level of a course family and be placed by their instructor upon assessment. Continuing students who have previously taken a course within a family must

progress to the next level. For a list of Kinesiology and Dance “families” go to the College Catalog under Course Descriptions/Kinesiology. (Title 5 Section 55040)

Repeatable Courses – Three Types Of Courses May Be Designated As Repeatable

These courses are identified as repeatable in the college catalog. (Title 5 Section 55041)

- **Intercollegiate Athletics** – Courses in which student athletes enroll to participate in an organized sport sponsored by the district or a conditioning course which supports the organized competitive sport may be designated as repeatable. (Title 5 Section 55040/55041)
- **Intercollegiate Academic or Vocational Competition** – Courses that are specifically for participation in non-athletic competitive events between students from different colleges may be designated as repeatable. The course must be tied to the student’s participation in the competition. The event must be sanctioned by a formal collegiate or industry governing body.
- **Required by CSU or UC For Completion of a Bachelor’s Degree** – Repetition of the course is required by CSU or UC for completion of the bachelor’s degree. Courses are limited to four attempts and this enrollment limitation applies even if the student receives a substandard grade or a “W.” (Title 5 Section 55041)

Auditing of Courses

Cañada College allows auditing of courses, with the exception of courses in programs that require special preparation and/or program admission on a limited basis. A student may audit a course only under the following circumstances:

1. The student must have previously enrolled for credit for the maximum number of times allowed for the particular course.
2. The instructor of record for the course must approve the student’s enrollment as an auditor.
3. The student must be in good academic standing.
4. If the course is offered for variable units, the student must enroll for the maximum number of units available.
5. The student must enroll as an auditor immediately following the published late registration period and pay the auditing fee.

Students who enroll in a course for credit have first priority for all classroom space. Students who wish to audit a course may enroll the week after the late registration period is concluded, though with the instructor’s permission they are able to attend the course from the first class meeting. Students who wish to audit a course must obtain a COURSE AUDIT FORM from the Office of Admissions and Records. No students auditing a course shall be permitted to change his or her enrollment to receive credit for the course. An auditing fee, as established by California Education Code, is payable at the time of enrollment as an auditor, with the exception of students enrolled in ten (10) or more semester credit units.



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 \$46 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, 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.")

All new international students pay a \$50 non-refundable international application 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 \$18 Health Services Fee each semester for day or evening classes, or \$15 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, first floor, 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.

Nonresident students pay the Nonresident Tuition plus a nominal capital outlay fee (in addition to the Enrollment fee).

Health Insurance is required of international (F-1 Visa) students. For more information call (650) 381-3544.

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, and scholarships. Students must contact the Student Activities Office during the first 3 weeks of the semester at (650) 306-3373 for removal of charge if they choose not to pay. See Schedule of Classes for deadline.

Parking Fees

See page 211 for additional information on Parking and Traffic Regulations.

All persons driving motor vehicles (except motorcycles) onto campus and utilizing the parking facilities during regular class hours (Monday-Friday; 7 am -10 pm), including final examinations, are required to obtain and properly display a parking permit. Parking permits are not required in student lots on weekends or holidays. A parking permit is not required for motorists riding motorcycles and parking must be in designated Motorcycle Parking areas. A parking permit is not a guarantee of a parking space.

A grace period allowing for the purchase of permits will be in effect during the first two weeks of the spring and fall semesters, and the first week of the summer session. The grace period pertains only to permits, with all other parking regulations enforced at all times in all parking lots.

Student parking permits are available for \$50 each for Fall semester and Spring semester; \$25 for the Summer session; and \$90 for a two-term permit (Fall and Spring). Semester parking permits are valid at all three campuses of the District (Cañada College, College of San Mateo, and Skyline College.) For students who qualify for BOG waiver, parking permit fees are: \$30.00 for Fall or Spring semesters, \$25 for Summer, and \$60 for two-term permit permit. Parking permit fees are nonrefundable unless an action of the College (e.g., cancellation of all of the student's classes) prevents the student from attending. Lost and stolen parking permits are nonrefundable.

Parking permits are available for purchase online (via WebSMART) during registration and throughout the term of the permit. All permits are mailed to the address specified on the order. Permits are transferable from vehicle to vehicle.

Students may purchase permits in person at each College on designated Parking Permit computer terminals only.

Daily parking permits are available for purchase for \$2.00 each from permit dispensers at each College. (For the location of the parking lots, please refer to campus maps.) Daily parking permits are valid in all lots where, and when, students are authorized to park. These permits must be displayed face-up on the dashboard.

Disabled Parking

Spaces painted blue and marked with the disabled logo are reserved for those persons with a California disabled placard or license plate in conjunction with a student parking permit. Students with temporary disabilities who do not have a placard may receive special parking consideration by contacting the College's Disability Resource Center. Special permits must be displayed as noted on the permit.

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, or by submitting an online transcript request via WebSMART. 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. Rush Service within SMCCCD, usually within twenty-four hours or less, is available for an additional \$10/per transcript. Rush Service is not available for prior records.

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),
- By mailing a check or money order to the Cashier's Office, Building 9, first floor
- In person at the Cashier's Office, Building 9, first floor

Outstanding student account balances are subject to referral to a collection agency.

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 unofficial/official transcripts, or degrees/certificates 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 additional \$50 processing fee for non-resident students and F-1 Visa international students) will be retained by the College if a refund is issued to the student.
- If a parking 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. 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.

- 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

The grade is the evaluative symbol awarded to the student and is determined by the instructor. In calculating the grade, the instructor has the option of using plus/minus grades indicated in the table below. The grading criteria (for example if the instructor will use the plus/minus grades or not) will be listed in the course syllabus.

The Grade Point Average (GPA) is determined by dividing the total number of grade points earned by the total number of units attempted. Grades earned in non-degree applicable courses are not counted in calculating a student's grade point average. Non-degree applicable course are identified with a # next to the grade on the transcript.

Grade	Definition	Grade Points
A	Excellent	4.0
A-	Excellent	3.7
B+	Good	3.3
B	Good	3.0
B-	Good	2.7
C+	Satisfactory	2.3
C	Satisfactory	2.0
D+	Passing, less than satisfactory	1.3
D	Passing, less than satisfactory	1.0
D-	Passing, less than satisfactory	0.7
F	Failing	0.0
*P	Pass, (Credit "C" or better)	0
*NP	No Pass (No Credit "D" or below)	0

*P/NP are used in courses in which grades of Pass or No Pass are given or the option is selected by the student. The units earned with a grade of Pass count as units completed. No Pass means the student is not charged with units attempted and is not credited with units completed. The P/NP grades are not used in the calculation of the GPA.

The determination of the student's grade by the instructor shall be final in the absence of mistake, fraud, bad faith, or incompetency. Procedures for the correction of grades given in error shall include expunging the incorrect grade from the record.

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, where 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. 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. In the event that the work is not completed within the prescribed time period, the grade previously determined

by the instructor will be entered in the permanent record by the Office of Admissions & Records.

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.

Drop/Withdraw

Students may drop/withdraw from class (es) for either academic or personal reasons. It is the responsibility of the student to withdraw from a class. Any student not following the established drop or withdrawal procedures may be assigned an "F" or "NP" grade by the instructor. It is highly recommended to meet with a counselor regarding dropping or withdrawing as it may impact the completion of the student's program and/or academic status.

Drop

The term "drop" refers 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.

W-Withdrawal

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. In courses of less than a regular semester duration, a student may withdraw from the 30% period of completion of instruction to the completion of 75% of the period of instruction. Upon a Withdraw, a "W" shall be noted on the student record.

A "W" is considered a course attempt and is included in the three course attempt limitation for courses not designated as repeatable.

A "W" shall not be assigned or may be removed if assigned from a transcript if the student withdrew due to discriminatory treatment or retaliation for alleged discriminatory treatment.

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.

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. Students may also make a request at the Admissions and Records Office to have a copy mailed to them.

Grade Option

Each division of the College may have designated letter grade courses in which a student may elect to receive Pass/No Pass (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 pass/no pass option are required to choose the P/NP option on WebSMART. This decision is irreversible. See college schedule of classes for deadline.

Courses taken on a pass/no pass 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 “Pass” 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 “Pass” 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 earned.

Each division of the College may also designate courses in which all students are evaluated on a pass/no pass basis only. “Pass” 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 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, California Education Code Section 76224.

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.

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

Students who qualify for Dean’s List status at the end of the fall and spring semesters and summer session will be notified by letter. The student will be honored by the college (College of San Mateo, Cañada College, or Skyline College) from which the majority of the units in any given semester are earned.

Full-time students must complete twelve (12) or more units of letter-graded classes and achieve a term GPA of 3.30 or better in any given semester or summer session.

Part-time students must initially qualify by accumulating twelve (12) or more letter-graded units at a college or colleges within the District. Once qualified, in a subsequent semester the part-time student must enroll in and complete at least six (6) units but no more than eleven and one-half (11.5) units with a term GPA of 3.30 or better in any given semester or summer session.

Once a student has qualified for either the full-time or part-time Dean’s List, the student may go back and forth between the full-time and part-time Dean’s List status, depending upon the number of units completed in any given semester.

Academic honors of Cum Laude are awarded at graduation to students who have attained a 3.3 cumulative grade point average in all degree applicable coursework including degree applicable coursework from transfer institutions. Magna Cum Laude honors are awarded to students who have attained a 3.5 average or above, and Summa Cum Laude honors are awarded to students who have attained a 4.0 grade point average.

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)

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

Grade Alleviation

A student who has received a grade of D, F, or NP in a course may repeat the course twice 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 P are not subject to the provisions of this policy. 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 Extenuating Circumstances 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

1. Previously recorded substandard academic performance (grade of "D+", "D", "D-", "F" or "NP") may be disregarded if it is not reflective of a student's demonstrated ability.
 - a. A student may file a petition with the Office of Admissions and Records seeking grade alleviation of substandard academic work.
 1. A period of at least one year must have elapsed since the course work to be alleviated was completed.
 2. The student must have completed 9 units of course work with a 3.5 cumulative grade point average, or 15 units with a 3.0 cumulative grade point average, or 15 units with a 3.0 cumulative grade point average, or 21 units with a 2.5 cumulative grade point average, or 24 units with a 2.0 cumulative grade point average since the course work to be alleviated was completed.
 3. Substandard course work to be alleviated must have been completed 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 regionally accredited college or university.

4. 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.

5. To request Academic Renewal, a student must file a formal petition to the Office of Admissions and Records.

2. 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:

3. 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 19).
4. 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 NP 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. Beginning Fall 2014, students who have been on probation for two consecutive semesters will lose their priority registration status.

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 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 NP have been recorded reaches or exceeds 50 percent.

A student in dismissal status must meet with a counselor in order to be reinstated to the College and enroll in classes. 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.

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.

Examination Credit

Cañada College accepts Advanced Placement (AP), College-Level Examination Program (CLEP), International Baccalaureate (IB) credits, and Credit by Examination toward the Associate Degree and California State University General Education (CSU GE), and Intersegmental General Education Transfer Curriculum (IGETC) certification. Students may not use the credits earned from the above examinations to satisfy the unit load requirements for veteran's benefit, athletics eligibility, financial aid eligibility, and graduation residency requirement. See below for the policies and requirements of each type of these exams:

- 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.
- Petitions for credit by exam may be obtained from the Admissions and Records Office.

Advanced Placement test (AP) policy

Cañada College grants credit toward the Associate Degree general education requirements, California State University General Education (CSU GE), and Intersegmental General Education Transfer Curriculum (IGETC) certification requirements 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. A transfer student must consult with a counselor at Cañada College and at the transfer institution. See AP chart on pages 61-62 for detailed policy for determining the application of AP test scores. Official copy of the test results must be sent to the Admissions and Records Office to receive credit.

International Baccalaureate (IB) Credit Policy

Cañada College accepts International Baccalaureate (IB) credits toward Associate Degree general education requirements, and CSU GE and IGETC Certification requirements. A score of 5, 6, or 7 is required to receive credit. See IB chart on page 64 for detailed policy for determining the use of the test scores. Official copy of test results must be sent to the Admissions and Records Office to receive credit.

College Level Examination Program (CLEP)

California State Universities award credit for the College Level Examination. See CLEP chart on pages 65-66 for detailed policy. CLEP cannot

be used in IGETC certification. Students transferring to universities other than CSU and UC may follow the policies concerning CLEP credits of those transfer institutions.

To receive credit for AP, IB, or CLEP Exams, students should:

- Send an official copy of exam results to the Admissions Office
- Request an evaluation through Transcript Evaluation Services, www.smccd.edu/accounts/smccd/transcript/index.php,
- Consult and review the evaluation results with a Cañada College counselor when planning their course work. A transfer student must also consult with a counselor at the transfer institution.

Credit by Examination (CBE)

Students may opt to receive credit by examination by demonstrating their knowledge in the subject. The examination must have been approved or prepared, administered and graded by faculty and other designated authorities of Cañada College.

The steps to receive credit by examination are:

1. A student must receive written certification from the Admissions and Records Office indicating that the following criteria have been met: a) the student is registered at Cañada and in good standing, with a GPA of 2.0 or better, and b) the student can demonstrate that he/she is qualified, through previous training or instruction, to successfully complete such examination.
2. The Division Dean, in consultation with faculty, will make the decision whether to offer the exam based upon the availability of a faculty member to administer the exam, and an assessment of the student's readiness to take the exam.
3. A letter grade or Pass/No Pass 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.

Notes:

- Only courses which transfer to four-year baccalaureate granting institutions are available for credit by exam.
- All 800 level courses, occupational program courses except for certain courses, laboratory-based science courses, and Cooperative Education courses are not available for credit by exam.
- A student may challenge a course for credit by examination only one time.
- 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.
- Petitions for credit by exam may be obtained from the college website - canadacollege.edu, and the Admissions and Records Office.

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.

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 clear prerequisite/s for math and/or English courses by achieving the appropriate level on the Cañada College Assessment Test.
3. Students may clear prerequisites by successfully completing the Credit by Examination process.
4. 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 a counselor at Cañada College.
5. Students may clear prerequisites through International Baccalaureate (IB) and/or by achieving the appropriate level score on the College Board Advanced Placement Examinations AB and/or the College Level Examination Program (CLEP). The use of AP Tests as prerequisites must be approved by a counselor at Cañada College. See AP, IB and CLEP charts of this catalog.

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 Prerequisites and Corequisites Be Challenged?

Prerequisites and Corequisites may be challenged. Students who wish to challenge a prerequisite or corequisite course must complete a “Petition to Challenge a Prerequisite” form. To file a petition, the completed Prerequisite Challenge Petition, a letter justifying the challenge, and

all documentation (transcripts, samples or work, letters) must be submitted to the Counseling or Admissions and Records Office. Students will be notified of the results of the petition within 5 working days. If denied, an appeal to the decision may be made through the Office of the Vice President of Student Services.

A petition to challenge a prerequisite or corequisite must be submitted prior to the first day of the term, and 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.

Prerequisite Challenge Petition forms are available on Cañada College WEB Site at <http://www.canadacollege.edu/forms/index.shtml>, and in the Counseling or Admissions and Records Office, Building 9, first floor.

Transcripts

Official transcripts will be sent to employers, colleges and other institutions upon a student’s written request. Transcripts may be requested through the student’s WebSMART account, under Student Records. Requests are generally processed within 5 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 requested within SMCCCD 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.

Cañada College is a member of eTranscriptCA. eTranscriptCA is a mechanism for sending and receiving electronic transcripts statewide. Upon request from participating colleges, we will send transcripts electronically. Contact Admissions & Records for a list of participating schools.

Incoming Transcripts

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. The institutions must be accredited by the Western Association of Schools & Colleges or equivalent accrediting body. 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. All lower division degree applicable coursework will be used to calculate the student's Grade Point Average.

All transcripts received by Cañada College become the property of the college and may not be returned to the student or sender.

Transcript Evaluation and Course Substitution Service (TES)

Students are strongly advised to use the transcript evaluation service to determine how course work from other colleges/universities can be incorporated into their transfer planning.

The Transcript Evaluation Service is available to students who are currently registered in 6 or more units in the San Mateo County Community College District. A transcript evaluation provides important information to the student and counselor about how course work completed at other colleges and universities will be applied to the following educational goals.

1. California State University General Education Certification - CSU GE
2. Intersegmental General Education Transfer Curriculum - IGETC Certification
3. Cañada College Associate Degree General Education requirements
4. Cañada College Major or Certificate requirements

Detailed instructions for students on how to use this service can be found online at: canadacollege.edu/forms/transcript.php.

Transferring within the District

The San Mateo County Community College District Board of Trustees has adopted Board Policy 6.26, which provides for reciprocity of course credit among the District's three colleges for purposes of meeting graduation requirements.

1. Students may transfer from one College within the District to another without penalty, although differences in curriculum offerings among the Colleges may exist.
2. Individual courses students have taken at a particular College within the District that satisfy an area in the general education pattern, elective, statutory, and/or specific area requirements at one District College shall be accepted by the other District Colleges as satisfying those same requirements.
3. Students who have completed an entire General Education pattern, electives, residency, competency, statutory and specific area requirements, at one District College shall be determined to have completely fulfilled all area requirements for graduation or certificate programs at any of the District Colleges. Upon transferring to another District College, students shall be required to complete only those courses applicable toward their major for the Associate Degree or Certificate Program.

4. District students who transfer to another College within the District shall receive full transfer credit for instruction completed in their major field but, in order to graduate, they shall be expected to meet the major-field graduation requirements established by the College to which they have transferred.
5. Students who have taken course work at more than one of the District's Colleges shall ordinarily be recommended for graduation by the College in which they have taken the majority of their course work. Students who have completed the majority of their course work at a college outside the District must complete a minimum of 12 units and a minimum of 50% of the total units required for the major at one or more the District Colleges in order to be recommended for graduation with the Associate Degree or completion of a Certificate Program.

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 - Phi Theta Kappa

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.

Students who qualify for Phi Theta Kappa may also qualify for the Cañada College Honors Transfer Program (CCHTP), an academic pathway for enhanced transfer. See page 44 for more information about CCHTP.

Student Rights and Records

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.

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 Registrar, a written request that identifies the record(s) they wish to inspect. The Registrar 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 Registrar 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, (2) participation in recognized activities and sports, (3) dates of enrollment, (4) degrees and awards received, and (5) 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

Colleges are required to publish and make available certain crime statistics and completion rates. For crime statistics, check online at www.smccd.edu/publicsafety/annualreport.shtml or contact the Public Safety Office, Building 9-154, or call 306-3420. For completion or graduation rates, contact the Admissions and Records Office, Building 9, Room 120, (650) 306-3226.



Student Grievances

The San Mateo County Community College District (SMCCCD) colleges are committed to the concept that, in the pursuit of their education, students should be free of unfair and improper actions on the part of any member of the academic community. If, at any time, students feel subject to unjust actions or denied rights, the student may file a grievance, or an appeal of the decision/action taken in response to a grievance, using the process described here.

Informal Resolution: Initial College Review: As a first step, try to resolve the matter on an informal basis directly with the person with whom the student has the grievance, that person’s immediate supervisor, or the local college administration.

Formal Process for Non-Grade Grievances

(Note: For grade grievances, see “Grade Grievances” at the end of this section)

Step 1. Filing a Grievance: Student files a Statement of Grievance available on the college website or from the Vice President, Student Services. The form must be filed within one year of the incident on which the grievance is based. 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.

5. The Statement of Grievance must be filed whether or not the student has already initiated efforts at informal resolution, if the student wishes the grievance to become official.

Step 2. Review of Grievance: Within five days following receipt of the Statement of Grievance Form, the Vice President, Student Services shall advise the student of his or her rights and responsibilities under these procedures. In general, the requirements for the Statement of Grievance to present sufficient grounds for a hearing shall be based on the following:

- The statement contains facts which, if true, would constitute a grievance under these procedures;
- The grievant is a student which includes applicants and former students;
- The grievant is personally and directly affected by the alleged grievance;
- The grievance was filed in a timely manner;
- The grievance is not clearly frivolous, clearly without foundation, or clearly filed for purposes of harassment.
- For a grade grievance, the grade given to a student shall be the grade determined by the instructor. In the absence of mistake, fraud, bad faith or incompetency (according to Education Code 76224) the grade issued by the instructor may not be changed. The appropriate Division Dean and Vice President of Instruction will assist in determining if the student’s grievance meets the criteria established by the Education Code. For the specific steps for filing grade grievances, contact the Vice President, Instruction.

Step 3. Grievance Hearing Process: If hearing is to be conducted, a Grievance Committee, consisting of a faculty member, staff member, and student will review the grievance. Each party to the grievance may call witnesses and introduce oral and written testimony relevant to the issues of the matter. A recommendation is made and student notified.

Informal Student Grievance Procedure		
Area	First Level of action	Second Level of action
Academic Matters: Grades, Testing, Class Content, Assignments	Instructor	Division Dean
Admissions/Late Withdrawal	Registrar	Vice President, Student Services
Discrimination Matters	Vice Chancellor, Human Resources	Chancellor
Fee Payments or Refunds	Cashier	Director, Business Services
Financial Aid	Director of Financial Aid	Vice President, Student Services
Academic or Progress Dismissal	Dean, Counseling Services	Vice President, Student Services
Registration	Registrar	Vice President, Student Services
Residency Determination	Registrar	Vice President, Student Services
Security and Parking	Supervisor, Campus Safety	Director, District Safety
Sexual Harassment	Vice Chancellor, Human Resources	Chancellor
Student Records	Registrar	Vice President, Student Services
Time, Place and Manner	Coordinator of Student Activities	Vice President, Student Services
Waiver of Academic Requirements	Disability Resources Director	Vice President, Student Services

Step 4. Appeal to the President: The student may appeal to the President within five working days after receipt of the decision. A student may appeal of there is: 1) new information, or 2) due process was not followed.

Step 5. Appeal to the Chancellor: The student may appeal, in writing, to the Chancellor- within five days after receipt of the decision of the President. The Chancellor-, 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 five days of the review of the student's written appeal.

Step 6. Appeal to the Board of Trustees: 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. The Board of Trustees shall provide the student with a hearing, if requested, and shall review the appeal. 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.

Grade Grievances

Informal Resolution of Grade Grievances

1. Any student who has a grievance shall make reasonable effort to try to resolve the matter on an informal basis prior to pursuing a formal grievance, which includes a hearing, and shall attempt to solve the problem directly with the instructor. The student may bring a person of his/her choosing who is an observer only to meet with the instructor.
2. If the grade grievance is not resolved informally with the instructor, the appropriate division dean will review the student's grievance and obtain information from the instructor.
3. In attempting to resolve the grade grievance at the informal level, the student should be prepared to provide a written statement to the division dean to include the following information:
 - a. A statement describing the nature of the problem and the action which the student desires taken.
 - b. A statement of the steps initiated by the student to resolve the problem by informal means.
 - c. A description of the general and specific grounds on which the grievance is based. The student must be able to demonstrate mistake, fraud, bad faith or incompetency in accordance with Education Code 76224. In the absence of mistake, fraud, bad faith or incompetency, the grade issued by the instructor may not be changed.
4. A written notice of the division dean's decision shall be provided to the student within 20 days of the student's meeting with the division dean or as soon as the division dean has completed his/her investigation.

Formal Process for Grade Grievances:

For a grade grievance, the grade given to the student is the grade determined by the instructor. In the absence of mistake, fraud, bad faith or incompetency (according to Education Code 76224), the grade issued by the instructor will may not be changed. If a student feels one of these has occurred and has not been resolved using the informal

resolution process, he/she may file a grade grievance by contacting the Vice President, Instruction.

Student Responsibilities

The principle of personal honor is the basis for student conduct. The honor system rests 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.

Student Conduct

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.

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 may delegate its administrative authority.

Student Code of Conduct

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/District personnel, or violating the rights of other students.
2. Assault, battery or any threat of force or violence to a student or District/College personnel on District/College premises or at any time or place while under the supervision of District/College personnel.

3. Causing, attempting to cause, or threatening to cause physical injury or threat of force or violence to the person, property or family of any member of the College community, whether on or off College/District premises as defined below, except in self defense.
4. Aiding or abetting, as defined in Section 31 of the Penal Code, the infliction or attempted infliction of physical injury to another person.
5. Harassing, intimidating or threatening a student who is a witness in a school disciplinary proceeding, administrative proceeding or law enforcement investigation for the purpose of preventing the student from being a witness or retaliation for being a witness.
6. Harassment or bullying by use of electronic devices.
7. Causing or attempting to cause, threatening to cause or participating in an act of hate violence, as defined in Education Code Section 233(e).
8. Engaging in physical or verbal intimidation or harassment of such severity or pervasiveness as to have the purpose of effect of unreasonably interfering with a student's academic performance or College/District employee's work performance, or of creating an intimidating, hostile or offensive educational or work environment.
9. Engaging in physical or verbal disruption of instructional or student services activities, administrative procedures, public service functions, or authorized curricular or co-curricular activities or prevention of authorized guests from carrying out the purpose for which they are on campus.
10. Terroristic threats against school officials, students or school property as defined in Education Code Section 48900.7(b).
11. Theft of, damage to, or threat of damage to property belonging to or located on College/District controlled property or facilities, or to the private property located on College/District premises.
12. Knowingly receiving stolen property belonging to the College District.
13. Participation in hazing
14. Unauthorized entry into, or use of, or misuse of College/District owned or operated facilities.
15. Forgery, alteration, or misuse of College/District documents, records, or identification.
16. Misrepresentation of oneself or of an organization as an agent of the College/District.
17. Dishonesty (such as cheating, plagiarism, or knowingly furnishing false information to the College and its officials).
18. Infringement or violation of copyright laws.
19. Disorderly conduct or lewd, indecent, or obscene conduct or expression or habitual profanity or vulgarity; any expression which is obscene, libelous or slanderous according to current legal standards or which so incites students as to create a clear and present danger of the commission of unlawful acts, or the substantial disruption of the orderly operation of the Community College on any College/District-owned or controlled property or at any College/District-sponsored or supervised function.
20. Extortion or breach of the peace on College/District property or at any College/District-sponsored or supervised function.
21. Unlawful use, sale, possession, offer to sell, furnishing, or being under the influence of any controlled substance (listed in the California Health and Safety Code), alcohol, or an intoxicant of any kind, or a poison classified by laws defining controlled substances while on College/District property, or at College/District functions; or unlawful possession of, or offering, arranging or negotiating the sale of any drug paraphernalia.
22. Possession, sale, use, or otherwise furnishing of explosives, dangerous chemicals, deadly weapons or other dangerous objects on College/District property or at a College/District function without prior authorization of the Chancellor, College President, or authorized Designee. Possession of an imitation firearm, knife or explosive on College/District property with the intent to threaten, frighten or intimidate.
23. Willful or persistent smoking in any area where smoking has been prohibited by law or by regulation of the College/District.
24. Failure to satisfy College/District financial obligations.
25. Failure to comply with directions of College/District officials, faculty, staff, or campus security officers who are acting within the scope of their employment. Continued and willful disobedience or open and persistent defiance of the authority of College/District personnel providing such conduct as related to District/College activities or College attendance or on College/District property.
26. Failure to identify oneself when on College/District property or at a College/District-sponsored or supervised event, upon request of a College/District official acting in the performance of his/her duties.
27. Stalking, defined as a pattern of conduct by a student with intent to follow, alarm, or harass another person, and which causes that person to reasonably fear for his or her safety, and where the student has persisted in the pattern of conduct after the student has been told to cease the pattern of conduct. Violation of a restraining order shall constitute stalking under this policy.
28. Gambling: Betting, wagering or selling pools; playing card games for money; using District resources (telephones, computers, etc.) to facilitate gambling.
29. Committing sexual harassment as defined by law or by District policies and procedures.
30. Engaging in harassing or discriminatory behavior based on race, sex, (i.e. gender), religion, age, national origin, disability, sexual orientation, or any other status protected by law.
31. Persistent, serious misconduct where other means of correction have failed to bring about proper conduct or where the presence of the student causes a continuing danger to the physical safety of students or others.

32. Violation of other applicable Federal, State and Municipal statutes and District and College rules and regulations in connection with attendance at programs or services offered by the College/District or while on College/District property or at College/District sponsored activities.
33. Unauthorized computer usage, including: unauthorized entry into a file to use, read, or change the contents, or for any other purpose; unauthorized transfer of a file; unauthorized use of another individual's identification and password; use of computing facilities to interfere with the work of another student, faculty member, or District official; use of computing facilities to send or receive obscene or abusive messages; use of computing facilities to interfere with the normal operations of District computing.

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.

Student Disciplinary Process

All students in the three San Mateo County Community College District colleges – Cañada College, College of San Mateo and Skyline – are expected to follow the Student Code of Conduct. If you have been charged with a violation of this Code, then you will be required to follow the colleges' student disciplinary process. The process is outlined in the following steps. More complete information is included in SMCCCD Procedure 7.69.1.

Step 1. Incident Occurs and is Reported – A potential violation of the Student Code of Conduct is reported to the Disciplinary Officer. A fact-finding investigation is conducted to determine whether to pursue an Administrative Hearing or Student Disciplinary Hearing.

Step 2. Administrative Conference and/or Conduct Hearing is Held

- Administrative Conference: The Disciplinary Officer will schedule a meeting with the student and let the individual know of the charges and the basis for them.
- Student Conduct Hearing: A notice of the hearing will be sent with the date, time, and place of the conduct hearing and a statement of the charges against the student. The Conduct Board shall include: one student, one faculty member and one staff member. The Conduct Board will submit a recommendation to the Disciplinary Officer regarding the student's responsibility for violations of the Code of Conduct.

Step 3. Disciplinary Action(s) Recommended to Vice President, Student Services (VPSS) – The VPSS will review the recommendations from the Conduct Board. The recommendations include: 1) if student is responsible for violating the Student Code of Conduct, and 2) if responsible, the recommended sanctions.

Step 4. Written Decision Provided to Student – The student will receive a written notification of the decision.

Step 5. Appeal to the President – If the student chooses to appeal, it must be done within two working days of the receipt of the notice. A student may appeal the decision if there is: 1) new information or

2) due process was not followed. Such appeals shall be in writing and shall be delivered to the Office of the College President. If there is no new information or due process violations, there are no grounds for appeal and the decision stands.

Step 6. Appeal to the Chancellor – If the student chooses to appeal the President's decision, it must be done within five working days of the delivery of the notice. A student may appeal only if there is: 1) new information or 2) due process was not followed.

Step 7. Appeal to the Board of Trustees – If the student chooses to appeal the Chancellor's decision, it must be done within five working days of the delivery of the notice. A student may appeal if there is: 1) new information or 2) due process was not followed.

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 Procedure, 7.73.1.
 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:

- f. Removal from any or all College organizations or offices; and/or
 - g. 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 otherwise 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 Procedure, 7.73.1.

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.

College Policies

Guidelines for campus assembly procedures:

1. Any public meeting, demonstration, or rally on campus will be governed by the regulations of the Cañada College 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 Cañada College 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.

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 recommendation, 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.

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 on 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' records for a period of two years

at which time, barring further infractions, it will be permanently removed.

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 during the semester should request a leave of absence. This petition may be obtained from the Office of Admissions and Records. It is the student's responsibility to complete the petition process. The leave of absence shall only be used when verified circumstances beyond the student's control force a complete withdrawal from all courses.

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, 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 Assault Education and Prevention

In accordance with California Education Code, Section 67382 and Board Policy 2.29, the San Mateo County Community College District is committed to providing programs and services that educate all students, faculty, and staff on the prevention of sexual assault. In partnership with various community agencies, individuals who are

victims of sexual assault or have concerns related to sexual assault shall receive support and assistance. Students, faculty, and staff who need information or assistance related to sexual assault prevention, sexual assault services, and procedures related to the reporting of sexual assault incidents on campus may contact the Health Center at (650) 306-3309 or the Security Department at (650) 306-3420.

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

It is the policy of San Mateo County Community College District to provide a safe learning and working environment for both students and employees. It is recognized that smoke from cigarettes, pipes and/or cigars is hazardous to health; therefore, it is the intent of the District to provide a smoke-free environment to the greatest extent possible. To achieve this goal, smoking at Cañada College will be limited to parking lots only, with the exception of Parking Lot 4.

1. Smoking is prohibited on campus except in parking lots, not including Parking Lot 4.
2. Cañada managers are responsible for publicizing the policy to students, employees and visitors, and are responsible for the posting of signs. Notification about the policy on smoking will be included in employee and student publications, newsletters and in other written materials as appropriate. In addition, materials which are used to publicize District public events will include policy notification to the general public.
3. To assist in the implementation of this policy, the District will provide education and training in the areas of smoking dangers and smoking cessation. Contact the Cañada Health Center at (650) 306-3309 for more information.
4. It is the responsibility of all students and employees to observe the policy and guidelines on smoking. Failure to comply with the policy on smoking will be treated in the same manner as other violations of District Rules and Regulations and may result in disciplinary action.

5. It is the responsibility of College and Cañada managers to enforce the policy on smoking. Disputes over the interpretation of the policy or complaints about individuals violating the policy should be brought to the attention of the person's supervisor, the Vice-President of Student Services at the College level, or the Vice-Chancellor of Human Resources and Employee Relations in the District Office. When the evidence is non-persuasive on either side, such disputes will be settled in favor of the nonsmoker(s) in recognition of the policy of the District to provide a smoke-free environment. Such disputes shall be settled at the lowest management level.
6. This policy does not supersede more restrictive policies which may be in force in compliance with State or Federal regulations.

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

Air Force ROTC

Air Force ROTC is offered through the Aerospace Studies department at U.C. Berkeley. Scholarships (including tuition, book allowance, and stipend) are available for qualified students. Students may enroll and attend one course per semester at the U.C. Berkeley campus at no cost. Topics covered in AFROTC courses include Basic Military knowledge (1-credit), Military History (1-credit), Leadership Training (3-credits), and U.S. National Security Affairs and Preparation for Active Duty (3-credits). Additional components of the ROTC program include 3 hours per week of fitness activities, 2 hours per week of Leadership Lab, and a 4-week Summer Field Training. Upon completion of the program and granting of 4-year degree, students will commission as Second Lieutenants in the United States Air Force. To be eligible for AFROTC, applicants should be a full time student, plan on transferring to a B.S. or B.A. degree granting program and meet additional fitness, GPA, testing, and other requirements. Interested students, please visit the department website: <http://airforcerotc.berkeley.edu>, call 510-642-3572, or email airforce@berkeley.edu.

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.

Associated Students of Cañada College (ASCC) and Student Life and Leadership Development

Building 5, Room 354
Phone: (650) 306-3364
Web: canadacollege.edu/studentlife

Developing Leaders, Building Community, Creating Change

To truly experience all that college has to offer, it is great to be involved in activities outside the classroom. Student government (ASCC) provides you with the opportunity to learn by doing! Many students stated their most valuable learning experience in college – both educationally and socially – was their involvement in student government. All ASCC meetings are open, so take the time and attend!

Student life provides support and guidance to various recognized student clubs; plans campus events from Welcome Back Week to Commencement; hosts workshops; and oversees the student club registration process. The department functions as an information and resource center for leadership development, community service, social and cultural activities. The Student Life Office is also responsible for distributing Study Body Photo I.D. cards.

Athletics Programs

Building 1, Room 204
Phone: (650) 306-3341
Web: canadacollege.edu/athletics

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 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 Kinesiology, Athletics and Dance Department, Athletic Director.

Beating the Odds Peer Mentor Program

Building 9, 2nd Floor
Phone: (650) 306-3369
Web: canadacollege.edu/mentor

Are you the first in your family to attend college? Are you interested in receiving support during your education and being mentored one-on-one by a student leader here at school? Would you like to learn more about paying for college, resources on campus, and ways to be successful at Cañada? If so, "Beating the Odds" may be the program for you!

Beating the Odds is a Peer Mentorship program designed for First-Generation college students. It is the mission of the program to provide access to information about the college and ensure academic assistance to new students. Our Mentees are paired up with a student leader on campus who will mentor them and help make the transition to college smoother. Our Peer Mentors come from diverse backgrounds and are trained in the different services available to students at Cañada College. Aside from Peer Mentoring, Beating the Odds provides other services such as workshops geared at college success, tours to 4-year Universities, tutoring, fun events like BBQs, and scholarships and/or book vouchers.

Bookstore

Building 2

Phone: (650) 306-3313

Web: bookstore.canadacollege.edu

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) California Work Opportunities and Responsibility to Kids

Building 9, Room 133

Phone: (650) 306-3300

Web: canadacollege.edu/eops

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

Career Center

Building 5, Room 332 – next to The Grove

Phone: (650) 306-3178

Web: canadacollege.edu/careercenter

The Career Center assists students in developing and carrying out both short and long-term education, employment and career goals. Career Services are open to anyone who needs assistance with making career decisions. Educational and occupational information is also available to explore at a student's own pace. Our resource materials include online systems with comprehensive demographic information and assessment tools. In addition, we also offer online career information that describes duties, responsibilities, future career trends, and salary ranges.

Further, career classes, offered by the Counseling Department, assist students to explore career options. These courses are Career 137, 407, and 430. We also assist students and recent graduates with internships, Cooperative Education, workshops and personalized appointments in resume writing, interview preparation, and job search techniques.

Students are invited to visit the Career Center for further information.

Center for International and University Studies

The Center for International and University Studies (CIUS) brings together two distinctive programs:

- The International Student Program provides study abroad opportunities, international events on campus, and specialized admission and support services for international students.
- The University Center offers San Mateo County Community College District students the opportunity to complete a bachelor's degree or professional certification on the Cañada College campus through partner universities.

The International Student Program helps prospective international students to complete an application for admission to Cañada College and to apply for an F-1 student visa. The program also provides specialized support services for all of our international students, regardless of their immigration status. Support services include a new student orientation, referral to on-campus resources, special events and trips, International Culture Exchange activities, and assistance in maintaining visa status. For more information about international admissions, or international student support services, contact project director Supinda Sirihekaphong at +1 650-306-3440 or sirihekaphongs@smccd.edu.

The University Center currently offers the follow bachelor degree and certification programs on our campus:

In partnership with San Francisco State University
Bachelor of Science in Nursing

In partnership with Notre Dame de Namur University
Bachelor of Science in Business Administration
Bachelor of Science in Human Services
Bachelor of Arts in Psychology

In partnership with National University
Bachelor of Science in Allied Health

In partnership with National Hispanic University
Bachelor of Arts in Child Development

The University Center, working with Cañada College faculty, is pursuing other partnerships to provide additional opportunities to students.

A new federally funded program called A2B: Associate's to Bachelor's Degree offers Cañada students assistance in transitioning from the associate's to the bachelor's degree and provides University Center students upper-division academic support services.

For more information, contact the University Center at (650) 306-3399 or go to the website: www.canadacollege.edu/university. You may also contact the assistant project director, Jeff Rhoades, at (650) 306-3177 or rhoadesj@smccd.edu, or the CIUS director, Lucy Salcido Carter, at (650) 306-3435 or carterl@smccd.edu. For more information

about the A2B Program, contact Lizette Bricker at (650) 306-3453 or brickerl@smccd.edu.

(CBET) Community Based English Tutoring

The CBET program provides preparatory level English as a Second Language (ESL) courses at various sites throughout Redwood City and East Palo Alto. 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 Jenny Castello, Instructor/Coordinator, at 306-3388.

El programa CBET ofrece cursos de inglés como segundo idioma al nivel preparatorio en varios sitios en Redwood City y East Palo Alto. 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 a Jenny Castello, Directora y Instructora, 306-3388.

College for Working Adults

Building 9, Room 132
Phone: (650) 306-3304
Email: canadacwa@smccd.edu
Web: canadacollege.edu/CWA

The College for Working Adults (CWA) is an academic program that allows students to earn three Associate degrees, while working full-time. Classes are held one evening per week and every other Saturday. The CWA curriculum ensures that within three years, students complete sixty transferrable units, their general education, graduation and transfer requirements for admission to a four-year California State University (CSU). The degrees are awarded from the following disciplines: 1) AA in Psychology; 2) AA in Interdisciplinary Studies with an emphasis in Social and Behavioral Sciences; and 3) AA in Interdisciplinary Studies with an emphasis in Arts and Humanities.

Community Outreach

Building 9, 1st Floor
Phone: (650) 306-3444
Web: canadacollege.edu/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

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 volunteer assignment. Students work with instructors and job supervisors to establish measurable learning objectives appropriate for their jobs. Credit is earned toward an associate degree or certificate when these objectives are successfully accomplished. 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 Services

Building 9, 1st Floor
Phone: (650) 306-3452
Web: canadacollege.edu/counselingcenter

The mission of the Counseling Department at Cañada College is to educate and support students in achieving their educational, career, and personal goals and become proactive participants in our diverse society. All counselors are available to assist and support students to make informative decisions and to establish educational and career goals, to complete an academic plan toward a certificate, degree, and/or university transfer program, to inform students of available resources, to provide information about courses and programs that transfer to four-year universities, to evaluate current academic readiness and plan course work to build skills, and to teach students important skills, strategies, and techniques to enhance academic success. In addition,

counselors work with students to resolve personal concerns that may interfere with the ability to succeed.

The Counseling Department also offers several Career courses that are transferable to four year universities: Life and Career Planning (CRER 137), Introduction to Scholarships (CRER 300), College Success (CRER 401), Exploring Careers, Majors, and Transfer (CRER 407), Career Assessment (CRER 430), and Honors Colloquium in Career and personal Development: Transfer Essentials and Planning (CRER 110).

Counseling services are available via: individual counseling, electronic counseling, group counseling, and drop-in. Students may make an appointment at the Counseling Center, by calling (650)306-3452.

No show policy on Counseling Appointments

If students are unable to keep their appointment, it is their responsibility to cancel. Students will be marked as a NO SHOW if they miss the appointment or are 10 minutes late. After two missed appointments (NO SHOWS), they will then be limited to using drop-in or group counseling services as they are made available for the remainder of the academic year.

CTE Transitions

CTE articulation agreements have been approved by local high schools, San Mateo County Regional Occupational Programs (ROP), Job Train, and Cañada College in the following occupational areas: Accounting, Office Technology, Early Childhood Education, Fashion Design, Architectural Drawing, Medical Assisting, Multimedia, and Health Science. Other approved articulation agreements exist at the College of San Mateo and Skyline College.

The articulation agreements will be honored at any of the three colleges in the San Mateo County Community College District. Students are granted from one to six college units after enrolling in a course. For more information, call 306-3201, or visit our website at www.smccd.edu/ctetransitions.

Disability Resource Center (DRC)

Building 5, Room 303
Phone: (650) 306-3259
TDD: (650) 306-3161
Web: canadacollege.edu/disabilityresourcecenter

Cañada College provides students with documented disabilities academic support and reasonable accommodations as defined by state and Federal law through the Disability Resource Center (DRC). Services are provided to students with a wide range of disabilities and are determined on the basis of supporting medical, psychological or learning disability documentation. Certain requirements regarding disability documentation are necessary, so it is important for students seeking disability services to check with the DRC to ensure that they meet eligibility criteria. Special DRC services may include, but not be limited to:

- Pre-registration advising and priority registration
- Adaptive technology and software
- Test taking accommodations such as extended time
- Disability information and advocacy

- Temporary disabled parking permits
- Sign language interpreters, Braille format, scribes, note takers
- On and off campus referrals to other services or agencies
- Goal setting and self-advocacy assistance

The Alternate Media Center (AMC) is part of the Disability Resource Center at Cañada College. It produces instructional materials (textbooks, course materials, exams, class schedules) in alternate format for students with disabilities and teaches students with documented needs to use assistive technology resources such as:

- Kurzweill 3000 – scanning/reading software
- Dragon Naturally Speaking – voice recognition system
- ZoomText Xtra 9 – screen magnification for DSO and Windows
- JAWS – screen reader for windows

In order to access and use the Alternate Media Center, students with disabilities must have basic computer skills and meet eligibility requirements of the Disability Resource Center. For additional information, contact the AMC at 650.306.3170 (V) or 650.306.3161 (TDD/TTY).

Distance Learning

Distance learning courses are Cañada College credit courses that give students the opportunity to complete some or all course work outside the classroom, on their own time, usually at home. They are offered as online, hybrid, or web-assisted courses.

Online courses are ones in which the instructor and student are separated by distance for the entire course and can interact exclusively through the assistance of communication technology. The course is conducted through a class website, which may include multimedia material and links to other online resources. Students interact with the instructor and other students through posted class discussions, direct individual communication and assignments (which may include group work). Testing may be done online via proctoring arrangements or other means. Instructors require no mandatory on-campus meetings. If an instructor wishes to incorporate on-campus meetings into the course, the instructor must also provide for alternative distance education means of student participation.

Hybrid courses substitute face-to-face instructional hours with online work, and have some regularly scheduled on-campus meetings without alternative distance education means of student participation.

Web-assisted courses are primarily face-to-face, but some of the course work is online.

Online, hybrid, and web-assisted 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—for information on specific course offerings.

(EOPS) Extended Opportunity Programs & Services

Building 9, Room 133
Phone: (650) 306-3300
Web: canadacollege.edu/eops

EOPS is a state funded program designed to help low-income,

educationally disadvantaged and non-traditional college students succeed in college.

Who is eligible for EOPS?

You must be a California resident, enrolled in at least 12 units (when accepted into the program), have earned less than 70 units, not have already earned a college degree, be eligible for the Board of Governors Fee Waiver (BOGW), and meet the definition of “educationally disadvantaged.”

What services does EOPS provide?

EOPS supports student success by providing the following services:

- Counseling: academic, personal, and career
- Financial assistance in the form of a book voucher, online access code fees, bus passes, PTK membership fee grant, and graduation regalia
- Priority Registration
- Tutoring
- Help with applying for financial aid
- Retention Services
- Student Success Workshops/Group Counseling Sessions
- Transfer Assistance and Transfer Tours
- Loan: dictionaries, audio recorders, calculators, ECHO pens, and lap tops

CARE: Cooperative Agencies Resources for Education

CARE is a subset program of EOPS that helps single parents, receiving cash-aid assistance through the County’s CalWORKS Program succeed in college. In order to avoid duplication of services the CARE Program collaborates with the San Mateo County Human Services Department to provide counseling, meals, transportation, and other educationally related support services.

How to apply for EOPS and CARE?

Please call, or visit the EOPS/CARE/CalWORKs/FFYI Office to pick up an application.

Como puedo calificar? Visita la oficina de EOPS/CARE ubicada en el Edificio 9–133 para completar una aplicación o llámanos al (650) 306-3300. Hablamos Español.

Financial Aid

Building 9, 1st Floor
Phone: (650) 306-3307
Email: canadafinancialaid@smccd.edu
Web: canadacollege.edu/financialaid

The Cañada College Financial Aid Office administers many types of financial assistance including federal and state programs as well as scholarships from the SMCCC Foundation and private sources to help students meet their educational costs.

Most financial aid awards are made on the basis of financial need. A student’s financial need is determined by deducting the student’s expected family contribution (EFC) from the cost of attendance (COA). To qualify for most financial aid, students you must demonstrate

financial need while maintaining academic progress. Financial aid awards are intended to assist students meet their annual educational expenses such as tuition and fees, books and supplies, room and board, transportation and other personal expenses and educational costs.

Financial aid awards may consist of grants, waivers and/or scholarships (funds which generally do not have to be repaid), loans (low interest loans which require little or no payment while a student is attending college on at least a half-time basis), work-study employment (money which a student earns through work either on or off-campus) or a combination of these sources.

Federal Assistance: The major federal financial assistance programs administered through the Cañada Financial Aid Office include the Pell Grant, a direct grant payment for moderate to low income students; the FSEOG (Federal Supplemental Education Opportunity Grant), a direct grant payment drawn on a limited college allocation for students demonstrating the greatest need who meet the priority deadline; Federal Work-Study (FWS) which is need-based employment; and, the subsidized and unsubsidized Direct Loan (DL) programs which require a separate application available in the Financial Aid Office and online along with others forms at <http://www.canadacollege.edu/forms/financial.php>. Students must apply for all federal assistance programs using the Free Application for Federal Student Aid (FAFSA) www.fafsa.ed.gov and meet all federal eligibility requirements.

Federal Pell Grant funds have a lifetime eligibility of the equivalent of six (6) fulltime years or 600%. Fulltime students who take more than six years to complete their baccalaureate degree will run out of eligibility before they graduate. It is important that students determine early an educational goal and major, develop and follow an approved educational plan and limit major changes or they risk losing Pell Grant eligibility before completing their program.

State Assistance: The major state financial assistance programs administered through the Cañada Financial Aid Office include the Board of Governor Fee Waiver (BOGFW) which waives the enrollment fee for California residents and those meeting AB540 eligibility; the Cal Grant, which is a direct grant payment for California residents and, depending on the type of Cal Grant, those meeting AB540 eligibility. Cal Grants require grade point average (GPA) verification and meeting established income and asset ceilings. Eligibility is determined after submission of GPA and the Free Application for Federal Student Aid (FAFSA) or California Dream Application by state deadlines (March 2nd and September 2nd award cycles). Foster Youth may be eligible for the Chafee Grant and other grant assistance and should contact the Financial Aid Office for further assistance in completing the necessary forms to receive aid.

AB540 students are eligible for state financial assistance programs including the BOGFW, Cal Grant C and Entitlement Programs and services through EOPS and other programs and are advised to submit the California Dream Application unless they meet federal aid eligibility in which case they should use the FAFSA.

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 and AB540 eligible by the Admissions and

Records Office and meet specific program eligibility. The Federal Pell and SEOG Grants require financial need be demonstrated by the Free Application for Federal Student Aid (FAFSA). A 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). Direct Loans require FAFSA filing; subsidized Stafford loans are need-based and unsubsidized Stafford loans are not need-based. All loans are subject to annual and aggregate borrower loan limits. As the criteria to qualify for the different financial aid programs can vary widely, all students who have a financial need are strongly encouraged to apply.

The Financial Aid Office provides guidance on programs for which an eligible student may apply. In a number of cases, students may qualify for more than one program to assist them with their college attendance costs. Apply early and annually as some programs have limited funds for those students who meet program eligibility and apply early. Please review the extensive material available (in English or Spanish) in the Financial Aid Office or on the College website at <http://canadacollege.edu/financialaid>, Federal Student Aid at www.fafsa.ed.gov and the California Student Aid Commission at <http://www.csac.ca.gov> or <https://dream.csac.ca.gov> for specific information on the Dream Application.

It is also recognized that there may be unusual circumstances that the financial aid application material does not capture which impacts your 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 their 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 grant and/or Direct Loan funds and withdraws from all classes prior to completing more than 60% of the semester, will be required to pay back a portion of the grant funds to the federal government. 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. Students receiving federal financial aid who plan to withdraw should notify the Admissions and Records Office and Financial Aid Office immediately.

Federal Regulation: Satisfactory Academic Progress

All students maintain Satisfactory Academic Progress (SAP) toward a degree, certificate or transfer program of study in order to establish or renew eligibility for participation in all federal financial aid programs and state programs under the umbrella of the California Student Aid Commission (i.e. Cal Grants, Chafee Grant, etc.). The Higher Education Act requires institutions to establish academic progress standards that contain qualitative (GPA) and quantitative (Pace) measurements of progress and also requires a maximum time frame for completion of the program. SAP is assessed after every term once final grades are rolled to student academic history at the end of the fall, spring and summer terms. Students must maintain both a cumulative grade point average of 2.0 on a 4.0 scale and a 67% Pace Rate (percent of courses completed towards educational goal) for all attempted units. Failure

Major State and Federal Programs Administered by Cañada College Financial Aid				
Program	Who Can Apply	Awards Up To	Filing Deadline	Forms Required
Cal Grant A Entitlement Award	Undergraduate California residents including AB540 attending California colleges and universities. Apply high school senior year or within 18 months of graduating or receiving GED; low to moderate income; 3.0 GPA.	System-wide fees at UC/CSU, reduced tuition amount for private and proprietary; cannot be used at community college; reserved for transfer	March 2	FAFSA or Dream Application and GPA Verification
Cal Grant A Competitive Award	Undergraduate California residents attending California Community Colleges; low to moderate income; 3.0 GPA. AB540 students ineligible.	System-wide fees at UC/CSU, reduced tuition amount for private and proprietary; cannot be used at community college; reserved for transfer	March 2 and Sept. 2	FAFSA and GPA Verification
Cal Grant B Entitlement Award	Undergraduate California residents including AB540 attending California colleges and universities. Apply high school senior year or within 18 months of graduating or receiving GED; very low income; 2.0 GPA.	\$1,473 access award at CCC plus system-wide fees upon transfer at UC/CSU, reduced amount for private and proprietary institutions	March 2	FAFSA or Dream Application and High School GPA Verification
Cal Grant B Competitive Award	Undergraduate California residents attending California colleges and universities; very low income; 2.0 GPA. AB540 students ineligible.	\$1,473 access award at CCC plus system-wide fees upon transfer at UC/CSU, reduced amount for private and proprietary institutions	March 2 and Sept. 2	FAFSA and GPA Verification
Community College Cal Grant Transfer Entitlement	Undergraduate California residents including AB540 students transferring from California Community Colleges; very low to moderate income; 2.4 GPA; are not 28 by December 31 of transfer year.	System-wide fees at UC/CSU, reduced amount for private and proprietary institutions	March 2	FAFSA or Dream Application and College GPA Verification
Cal Grant C	Undergraduate California residents including AB540 students in Career and Technical education (CTE) programs.	\$547	March 2 and Sept. 2	FAFSA or Dream Application and GPA Verification
Board of Governor's Fee Waiver (BOGFW)	California residents including AB540 students attending California Community Colleges.	Waives 'per unit' enrollment fees and limits parking fee to \$20 maximum per term	Year round	FAFSA, Dream Application or BOGFW
Chafee Grant	Current and Former Foster Youth who have not yet reached their 23rd birthday.	\$5,000	Year round subject to available funds	FAFSA or Dream Application and Chafee App.
California Nat'l Guard Education Assistance Award	Active members of California National Guard, State Military Reserve or Naval Militia attending qualified	Up to \$1,473 at California Community Colleges – amounts based on Cal Grant A and B max	April 30th Priority	FAFSA, CNG EAAP App. & Statement of Understanding
Child Development Grant	Undergraduate students; must meet federal eligibility.	\$1,000-\$2,000	June 15	FAFSA, Child Dev. Grant App. and Service Commitment
Federal Pell Grant	Undergraduate students with EFC at or below 5,081; must meet federal eligibility.	\$5,645	January 1 prior to through June 30 of aid year (18 month filing window)	FAFSA
Federal SEOG (Grant)	Undergraduate students with Federal Pell Grant; students with highest need.	\$400-\$800	March 2nd Priority	FAFSA
Federal Work-Study	All eligible students; must meet federal eligibility.	Up to \$4,000	March 2nd Priority	FAFSA
Direct Lending- Stafford Loans	All eligible students; must meet federal eligibility.	Annual maximum: \$6,500 dependent \$10,500 independent	Contact Financial Aid Office	FAFSA, College DL App., MPN, Entrance Counseling

to maintain either standard will result in the student being placed on financial aid warning. Failure to regain minimum SAP requirements in the subsequent enrollment period will result in disqualification from financial aid. Students have the right to appeal. Students whose appeals are approved are then placed on financial aid probation and must meet the terms of the appeal to remain eligible for continued financial assistance.

Students must also complete their eligible program within 150% of its published program length. For students pursuing an AA/AS or transfer, the approved maximum time frame is 90 units (60 units for AA/AS x 150% = 90). For certificate programs, the maximum time frame is 150% of the approved program length. Students who exceed this maximum time frame or are determined prior to reaching the maximum units to be unable to complete their program within the maximum time frame will be disqualified from aid. Students have the right to appeal.

Federal Regulation: Ability to Benefit (ATB)

Federal legislation has limited the provisions by which a person who does not have the equivalent of a high school diploma may receive federal financial aid effective on or after July 1, 2012. The equivalent to a high school diploma includes passing the GED or California High School Proficiency Exam (CHSPE), homeschooling and the completion of a two year post-secondary program that is fully transferable to a baccalaureate program (such as a AA/AS degree). Those without the equivalent of a high school diploma are not eligible for federal financial aid except under the following conditions; (1) prior to July 1, 2012, they were enrolled in an eligible program as defined by the Department of Education and have previously met one of the ATB provisions below; or (2) on or after July 1, 2012, they can demonstrate enrollment prior to July 1, 2012 in an eligible program as defined by the Department of Education and subsequently fulfill one of the ATB provisions below.

ATB may be established by the following:

Satisfactory completion of 6.0 units of degree-applicable college coursework acceptable for college credit at Cañada College, or

Achieving a passing score on all three assessment tests administered by the College Testing Office. This assessment is referred to as an Ability to Benefit test.

If ineligible to demonstrate Ability to Benefit because you were not enrolled in an eligible program as defined by the Department of Education prior to July 1, 2012, you may not receive any federal financial aid from any college/university until you have the equivalent of a high school diploma. There is no appeal to this statutory requirement.

For GED testing information, interested persons should call the unified school district in their areas. In the local area, the GED is offered through the Sequoia Union High School District Adult School, (650) 306-8866. Students who are still attending high school are not eligible for federal financial aid regardless if they demonstrate Ability to Benefit as they must also be regularly admitted college students.

Other Resources

Limited funds are available for short term loans through the Dean's Emergency Loan fund and EOPS Emergency Loan fund. These loans are generally paid back within 30 days and during the same semester the funds were released. Alternative student loans (private loans)

are not advised. In general, the Financial Aid Office will not certify an alternative student loan. If you are considering an alternative student loan, please discuss this with the Director to learn about state and federal financial assistance options.

Textbook Rentals & Loans – The Cañada College Bookstore provides a rental option for many of its textbooks which can save students hundreds of dollars each year as compared to new and used textbook costs. Please consider renting your textbooks whenever possible. Additionally, the Learning Center and the Library both maintain an extensive collection of textbooks for students to borrow on loan for a short-term basis (hourly and overnight).

Scholarships – Cañada College offers scholarships to new, continuing and transferring students each year through its annual scholarship program. The application period runs from December to February, see canadacollege.edu/financialaid/scholarship.php for detailed information. Funding for Cañada Scholarships comes from the San Mateo County Community Colleges Foundation. Founded in 1966, the Foundation raises funds for scholarships as well as educational programs at the District's three colleges. Contributions to The Foundation are received from many sources: individuals, businesses, civic groups, community organizations, and other foundations. The mission of the Foundation is to promote student success and nourish program innovation and excellence by providing special financial support for the District's colleges. For more information about the Foundation, please visit www.smcccfoundation.org.

Health Center

Building 5, Room 303

Phone: (650) 306-3309

Web: canadacollege.edu/healthcenter

The Cañada College Student Health Center is available to all students and provides health care services, referral services and educational information related to health issues. Students can visit the College Nurse on a drop-in basis, or call and make a convenient appointment. The Health Center is open Monday through Friday with limited evening hours. Please call the Health Center at 306-3309 for current semester hours or any medical questions/concerns you may have.

Services available include:

- Information and consultation on health problems
- Evaluation and management of symptoms
- Over-the-counter medications
- Personal health counseling
- Pregnancy testing and counseling
- HIV testing and counseling
- TB skin testing
- Blood pressure screening and monitoring
- Assistance with referrals to community resources and mental health resources
- First aid

- Arrangements for emergency care
- Free condoms
- Rest area

Health insurance is available at a reasonable cost for students taking 12 or more units of credit. Note: all enrolled students are covered by the District's accident insurance for accidents that happen on campus or during college related activities.

The College Nurse is happy to assist you with health or related problems. Services are confidential and HIPPA compliant.

Honors Transfer Program

Building 13, Room 120

Phone: (650) 306-3115

Web: canadacollege.edu/honorsprogram

The Cañada College Honors Transfer Program (CCHTP) is designed to support highly motivated students as they pursue their educational goals of graduation and transfer. Honors students benefit from studying in a research rich environment with other students who are dedicated to a rigorous exploration of academic, intellectual, cultural and social issues. Students from all backgrounds and in all majors are encouraged to participate in honors classes.

To graduate from the program, students must complete 15 units of Honors level course work and achieve a grade point average of 3.30 in their transfer courses. Program graduates receive special recognition on their transcripts and degrees and at graduation. Students may also be eligible for special scholarships and transfer agreements to four-year colleges and universities.

In order to support the diversity of students and academic programs on campus, there are a wide variety of Honors courses available to students. The core classes in the Honors experience will be in courses specifically designed to teach students how to do Honors level research within their IGETC and CSU GE requirements. In addition, students can fulfill a portion of their 15 unit obligation by engaging in research contracts in transfer level classes, or by completing research projects or independent studies under the supervision of a faculty member.

For more information and an application go to canadacollege.edu/honorsprogram or contact the Honors Program Coordinator, Patty Hall, Ed.D. at hallp@smccd.edu or 650-306-3115.

For Honors advising contact Sandra Mendez, MA at mendezs@smccd.edu or 650-381-3564

Program Admission Requirements

Entering High School Students

- GPA 3.5
- Eligibility for English 100 and Math 125, 130, 140, 200, 222, 241, or 251 (transfer-level Math)

Continuing College Students

- GPA 3.3 after 9 units of degree applicable coursework
- Eligibility for English 100 and Math 125, 130, 140, 200, 222, 241, or 251 (transfer-level Math)

Graduation/Transfer Requirements

- 15 units in Honors Classes
- GPA 3.3 in transfer classes

- Maximum of 6 Honors units can be earned in Contract, Independent Research or Independent Study.
- Students in science, technology, engineering, and math (STEM) majors must complete at least 3 units in non-STEM coursework.
- Students in the liberal arts and sciences or non-science career technical majors must complete at least 3 units must in STEM coursework.

International Student Program

See section of this catalog on Center for International and University Studies.

Learning Center

Building 9, Room 210

Phone: (650) 306-3348

Web: canadacollege.edu/learningcenter

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, self-paced courses in study skills, vocabulary, grammar, spelling, and writing, and more. Students complete assignments using textbook, computer, internet, and print material. Assistance is offered by an instructor, aide, or tutor. Learning Center courses are designated with the 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. 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 Writing Center offers students enrolled in reading and writing courses and other courses requiring writing skills, additional instruction and skill reinforcement.

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 MESA Center (Math Engineering Science Achievement) (adjacent to the Math Lab) 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 (textbooks, course materials, schedules) in alternate formats for students with disabilities.

Contact the Learning Center for specific hours.

Learning Communities

Learning communities are linked classes: the same group of students take two or more classes with the same instructors. The professors work together to ensure common themes in class assignments and activities, as well as accessibility to academic counseling and helpful services available on campus and in the community.

Students who are enrolled in learning communities are more likely to succeed academically. The learning community fosters a tight knit relationship between faculty and students. Join a learning community, receive extra support and make friends for a lifetime!

Cañada College offers a variety of learning communities. In consultation with your counselor, select the learning community based on your placement test score. To be a part of the learning community, you must remain enrolled in all sections. See canadacollege.edu/academics/learningcommunities.php for more information.

*When registering on Websmart, you must enter each CRN (course reference number) for all classes within the specific learning community.

Library

Building 9, 3rd floor

Phone: (650) 306-3485 (circulation)

Phone: (650) 306-3480 (reference)

Web: canadacollege.edu/library

The beautiful, state-of-the-art Library combines friendly service and a collection of 50,000 books, 125 magazines, journals and newspapers, hundreds of movies, e-books, e-periodicals and two dozen databases. At the front desk we issue library cards, check books in and out, and help students find textbooks on reserve. Here you can also check out a laptop for use in the Library. At the reference desk we assist students at every stage of the research process. With over 40 public computers, and building-wide Wi-Fi, the Library is a great place to go online or write a paper. The library is full of inviting places for quiet study with spectacular views of the Woodside hills.

The libraries of Cañada, CSM, and Skyline are members of the Peninsula Library System, a consortium of San Mateo County's 35 public libraries. The combined collections of these libraries total more than a million items and are accessible by means of the on-line public catalog. Items from other PLS libraries 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 County and do not have a PLS card, as well as students who do not live in County, may obtain a library card from the Cañada Library Circulation Desk. Proof of enrollment is all that is required. We offer instruction in our Information Literacy Center and through a one-unit course, Library 100, which teaches students how to conduct research.

Lost and Found

Items found in any of the campus buildings are held for 30 days in the Public Safety Office in Building 9. Call 306-3420 to inquire about lost or found articles.

Middle College High School

Building 13, Room 106

Phone: (650) 306-3120

Email: CanadaMiddleCollege@smccd.edu

Web: canadacollege.edu/middlecollege

The Cañada Middle College High School Program is 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/AS degree, and transfer requirements at the same time. All classes are taught on the Cañada College Campus. Approximately 90 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 for up through 11 units 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.

Psychological Services Program

Building 5, Room 303

Phone: (650) 306-3259

Web: canadacollege.edu/psychologicalservices

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 clinical psychologist and includes interns enrolled in accredited Master's and Doctoral programs in the Bay Area. Students interested in making an appointment can contact the Psychological Services Office.

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 February 15 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.

STEM Center

Building 9, 2nd Floor, Learning Center

Phone: (650) 306-3156

Web: canadacollege.edu/STEMcenter

The STEM Center at Cañada College provides program services and academic support for students exploring or pursuing Science, Technology, Engineering, and Math (STEM) majors. We offer a variety of STEM

related opportunities including internships, scholarships, field trips, conferences, workshops, tutoring, mentoring, clubs, and study groups. If you want to get involved on campus, build your academic portfolio, and transfer to a four-year institution, the STEM Center is for you.

The STEM Center also offers a great place to make friends, meet students with similar interests, and study in an environment that promotes academic success.

Find out what the STEM center can do for you – become a member today!

Student Life and Leadership Development Center

Building 5, Room 354

Phone: (650) 306-3364

Web: canadacollege.edu/studentlife

The Student Life and Leadership Development Center's mission is to create a learning environment outside the classroom. We Develop Leaders, Build Community, and Create Change. We provide services, activities and opportunities for leadership development and student engagement. We encourage all students to participate in student life (i.e. clubs, student government, volunteer activities, events etc.) We register new and returning clubs, coordinate student housing board, commencement, and campus events, and oversee the Associated Students of Cañada College (Student Government). If you are interested in learning more please contact us.

Student Clubs and Organizations

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 Life and Leadership Development Center in Bldg. 5-354, (306-3373). Among many of the clubs active at Cañada College are the following: Phi Theta Kappa Honors Society (5 Star Chapter), Associated Students of Interior Design, Cañada Fashion Club, Bridging Hispanic Minds To Success Club, Spectrum Alliance Club, Black Student Union, Math Club, Cañada Veterans Club, Society of Hispanic Professionals and Engineers, The Trio Student Advisory Council, the International Student Club, and Women in Science and Engineering..

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

Student Government—Associated Students of Cañada College (ASCC)

All students enrolled at Cañada College are members of the Associated Students of Cañada College (ASCC). Students can serve on the ASCC Board anytime during their time at Cañada as long as they are enrolled in 6 units for an executive officer position and 5 units for a Senator position. When serving in ASCC, students must always carry a 2.0 Cumulative GPA. The following positions are on the ASCC Executive Board: President, Vice President, Secretary, Treasurer, Commissioner of Publicity, and Commissioner of Activities. Also on the ASCC Board are sixteen Senator Positions. The officers inform students about campus issues, approve the use of Student Body and Student Representation Fees., and represent student interests on Cañada's governing commit-

tees. Student government provides a unique educational opportunity to learn by doing in the world of college leadership and governance. Participation is demanding and time consuming, but students have testified that their involvement was the most valuable and rewarding 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 Life and Leadership Development Center.

Student IDs

Student IDs are processed at the Student ID Office located in Building 9, 1st floor. Room In order to receive a Student ID and become eligible for the many benefits it has, students must pay the \$8.00 Student Body 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 Handbook

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 on line at www.canadacollege.edu.

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

Transfer Center

Building 9, 1st Floor, Room 142

Phone: (650) 306-3494

Email: cantransctr@smccd.edu

Web: canadacollege.edu/transfercenter

Office Hours/Appointments- please call or email.

The Transfer Center's mission is to provide transfer information and services to students in order for them to make informative decisions about their transfer goals, to provide services that ease their transition to a four year university, and empower them to successfully reach their transfer goals.

Some of the services provided by the Transfer Center are: Counseling; providing information and guidance to students in the selection of a major, or a university, and courses that will lead them to a higher level of education. The Transfer Center coordinates the visits of individual colleges and universities throughout the semester, and coordinates Transfer Day, a college fair that hosts representatives from universi-



ties throughout the United States. The Transfer Center also offers a variety of workshops related to the transfer process and planning, and field trips to local universities that familiarize students with those institutions. Another opportunity offered by the Transfer Center is the Transfer Admission Agreement.

Transfer Admission Guarantee/Agreement (TAG/TAA):

The Transfer Admission Guarantee allows students to sign a contract with participant universities to ensure their admission. To be eligible for Transfer Admission Agreements, students must have successfully completed a minimum of 30 transferable units and meet the university's admission requirements for specific programs. Students must meet with a counselor to discuss the transfer option during the first year of attendance. The universities that offer guaranteed admission to students at Cañada College are:

- UC Davis
- UC Irvine
- UC Merced
- UC Riverside
- UC Santa Barbara
- UC San Diego
- UC Santa Cruz
- CSU Monterey Bay
- Golden Gate University
- Notre Dame de Namur University

Transfer Degree (AA-T/AS-T)

In accordance with Senate Bill 1440, Cañada College currently offers eight Transfer Degrees, for the AA-T/AS-T. Students who are interested in transferring to California State Universities (CSU) may benefit from completing one of these degrees when applying to CSU campuses. It is crucial for students to contact a counselor and/or the Transfer Center to discuss and plan for this degree as soon as they select their major.

See page 67 for more information and a list of current AA-T/AS-T degrees offerings at Cañada College. More information about the SB1440 and Transfer Degree is available at <http://adegreewithaguarantee.com/>.

Students may also choose to transfer to an in-state private university or an out-of state university by following their individual admission and course requirements.

See a counselor for selection of courses and the requirements during the first semester of your attendance to plan your courses work for the universities of your choice.

For more transfer information and to apply to universities visit:

- California State Universities: www.csumentor.edu
- University of California: <http://admission.universityofcalifornia.edu/index.html>
- Private universities in California: <https://secure.californiacolleges.edu/>
- To apply to in-state private university and out-of state universities you may use common application: <https://www.commonapp.org/CommonApp/default.aspx>

Articulation Agreements

Articulation agreements are formal agreements between community colleges and four-year universities that define how courses taken at a community college can be used to satisfy a subject matter requirement at a four-year university. In addition to all CSU and UC campuses, Cañada College has Articulation Agreements with the majority of independent and private universities. See a counselor for a listing of universities that have articulation agreements with Cañada College.

See a list of courses and majors articulated with CSU and UC campuses at www.assist.org.

Transfer in students

Students who complete lower division courses at another accredited college and/or university may receive unit credit toward a certificate and/or Associate degree. An official copy of the transcript from all colleges/ universities attended must be submitted to the Admissions Office at Cañada College. In addition, students must request a transcript evaluation by the Transcript Evaluation Services (TES). The evaluation of the course work may be used toward: Associate degree and certificates, CSU GE breadth certification; and IGETC Certification.

For more information about TES visit www.smccd.edu/accounts/smccd/transcript.

TRiO Student Support Services Program

Building 9, Room 213

Phone: (650) 306-3369

Web: canadacollege.edu/trio/

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. 213, or call (650) 306-3369.

TRiO Upward Bound Program

Building 22-112

Phone: (650) 306-3332 & (650) 306-3335

Web: canadacollege.edu/upwardbound

Weekly tutorials take place at Sequoia High School

Upward Bound is a federally funded pre-college TRiO program. The program is designed to assist low-income and potential first-generation college students complete high school and enter college/university. Cañada College partners with Sequoia Union High School to serve 50 eligible students who attend SUHS and/or who reside in the communities of East Palo Alto and North Fair Oaks. Students continuously receive academic support and information about the college admissions process. The services to all students include: intensive tutoring,

major and career counseling, Saturday College supplemental instruction, and a mandatory six-week summer program intended to prepare the college-bound students. All services are provided by committed staff members who understand the importance of education and its role in transforming the lives of TRiO students. For further information about the Upward Bound program at Cañada College, please contact (650) 306-3332.

University Center at Cañada College

See section of this catalog on Center for International and University Studies.

Veterans Services

Phone: (650) 306-3123

Web: canadacollege.edu/veterans

Cañada College is approved to certify veteran students under the G.I. Bill who are pursuing: 1) an AA/AS degree, 2) an approved transfer program, or 3) a certification of completion. Those interested in attending Cañada under any chapter 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.

Interested veterans can visit the Office of Admissions and Records, or call (650) 306-3123 for more information.

Veteran Resource and Opportunity Center V-ROC

Building 9, Second Floor (inside the Learning Center)

Phone: (650) 306-3250

Hours: 8:00 a.m. to 9:00 p.m. Monday through Thursday

8:00 a.m. to 3:00 p.m. Fridays

CLOSED Sundays, Holidays and all Declared Recesses

The V-ROC is an on-campus center dedicated for student veterans, active duty service members, and reservists. This welcoming space is ideal to meet other students, study, do homework, or just relax and socialize between classes. Computers, a printer, satellite TV, a private study room/office, microwave, coffee, refreshments, and snacks are available. Workshops and activities with veteran community partners are hosted at V-ROC as well. A Peninsula Vet Center representative is at the V-ROC most Tuesdays from 10:00 a.m. – 2:00 p.m. to assist student veterans in understanding and accessing their benefits and other resources. For veterans services questions or comments, contact Steven Bradley (V-ROC Retention Specialist) at (650) 306-3250 or bradleys@smccd.edu. For academic counseling, contact Nick Martin (Academic Counselor) at (650) 306-3419 or martinn@smccd.edu.



Información en Español

Esta sección del Catálogo de Cañada College contiene información general para solicitantes y estudiantes cuya lengua principal es 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.

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 secundario 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 450 o más en todos los exámenes y un resultado de por lo menos 410 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 de Cañada College.

No-Residentes

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

La ley de AB540: Empezando con el semestre de Primavera de 2012, ciertas personas no-residentes puedan ser exentos de pagar la matrícula de no-residente si llenan las siguientes condiciones:

- Asistieron a una(s) Escuela(s) Secundaria(s) de California por tres años o más
- Se graduaron de una Escuela Secundaria de California u obtuvieron una equivalencia (i.e. GED), o un certificado de terminación
- Llenaron o llenarán una solicitud con la INS para legalizar su estado de inmigración

Los estudiantes deben llenar y entregar el formulario de "California Nonresident Tuition Exemption Request" para ser exentos de la matrícula no-residente. Este formulario está disponible en la Oficina de Admisiones y Registros o en el sitio de Cañada College: www.canadacollege.edu.

Programa para Estudiantes Internacionales

Cañada College les da la bienvenida a los estudiantes internacionales quienes tienen una visa que les permite estudiar en los Estados Unidos. Para más información sobre la elegibilidad para estudiar en Cañada College, favor de contactar el Programa para Estudiantes Internacionales a +1 650-381-3544 o caninternational@smccd.edu. El colegio comunitario emite documentación para visas estudiantiles F-1 a los estudiantes quienes quisieran cumplir un programa educativo aquí. Véanse la sección abajo sobre los requisitos de admisión para una visa estudiantil F-1.

Requisitos de Admisión (para solicitantes de una Visa Estudiantil F-1)

Los estudiantes quienes son residentes de otros países y quienes poseen o quisieran una visa estudiantil F-1 pueden tener el derecho a admisión a Cañada College según los siguientes requisitos:

- Llenar la Solicitud para Estudiantes Internacionales ('International Student Application'), la cual es disponible al sitio del Distrito de Colegio Comunitario del Condado de San Mateo ('San Mateo County Community College District, SMCCD'): <https://smccd.edu/international/apply/index.php>
- Poseer la equivalencia de una educación de colegio norteamericano con notas satisfactorias ('C' o un Promedio de Calificaciones de 2.0). Una copia del expediente de colegio es requerido.
- Demostrar aptitud suficiente en inglés para aprovecharse de la instrucción de Cañada College. La nota requerida mínima de TOEFL es 480 del examen hecho en papel, y 56 en el examen por Internet. La nota mínima de IELTS es Band 5.5. Los individuos admitidos como estudiantes internacionales podrían ser requeridos de inscribirse en cursos de Inglés como Segundo Idioma, basado en los resultados de una prueba de aptitud en inglés, la cual es dada cuando llegue el estudiante al colegio comunitario.
- Entregar evidencia de fondos necesarios para pagar el costo del colegio comunitario y gastos mientras se asiste a Cañada College. (Véanse la sección de Enrollment Fees de este catálogo.) La estimación actual de gastos anuales para los estudiantes internacionales es \$18,000.
- Entregar un ensayo personal (opcional, pero recomendable).

Favor de llamar +1 650-381-3544 o enviar un email a caninternational@smccd.edu para más información sobre el proceso de admisión para visas estudiantiles F-1.

Los estudiantes con una visa de F-1 son requeridos de cumplir 12 unidades de cursos (un horario de cursos de tiempo completo) cada semestre. El horario de cursos de Cañada College está disponible al sitio del colegio comunitario: www.canadacollege.edu. Todos los estudiantes internacionales deben comprar seguro médico por SMCCCD.

Los estudiantes quienes son residentes legales de otro país y quienes están en los Estados Unidos temporáneamente en una visa estudiantil F-1 para estudiar de horario de tiempo completo en otra institución académica pueden ser admitidos como estudiantes de tiempo parcial en Cañada College con la permisión de su universidad primaria. Estos estudiantes deben entregar una carta de permisión de un consejero o funcionario de la otra institución académica para asistir a Cañada College como estudiante de tiempo parcial.

Estudiantes de Preparatoria/Conexión al Colegio Comunitario

Los estudiantes que asisten a la preparatoria pueden registrarse simultáneamente para cursos en Cañada College. Los que están interesados deben llenar una solicitud y la Solicitud para Pedir Cursos de Conexión al Colegio Comunitario ("College Connection Course Request Form").

Los estudiantes deben llenar la solicitud por Internet a: www.smccd.edu/collegeconnection.

Los costos para matriculación simultánea:

- Los estudiantes que están registrados simultáneamente están exentos de pagar la cuota de matriculación, la cuota de salud, y la cuota de representación estudiantil si están registrados por menos de 11.5 unidades.
- Hay que pagar las cuotas de estacionamiento si se quiere estacionar un vehículo en campus.

Muchos de los cursos del colegio comunitario tienen requisitos o co-requisitos. Los estudiantes que quisieran registrarse por un curso de inglés, inglés como segunda lengua, matemáticas, o cualquier otro curso que tiene un requisito de inglés o matemáticas debe tomar las pruebas de aptitud de Cañada College.

La decisión final del ingreso de cualquier estudiante es de Cañada College. Los cursos disponibles a los estudiantes de preparatoria bajo este programa no suplantán ni eliminan cualquier curso en el horario de la preparatoria de los estudiantes. Se requiere que los estudiantes llenen los requisitos necesarios para los cursos.

Los estudiantes que participan en Conexión al Colegio Comunitario/College Connection recibirán crédito universitario para toda su tarea de curso que cumplen con éxito. Los estudiantes pueden requerir que un expediente de toda su tarea de curso del colegio comunitario sea enviado al registrador de su preparatoria para ser considerada por crédito para la graduación de la preparatoria.

Pasos para inscribirse en cursos para Estudiantes Nuevos, Estudiantes Antiguos, y Estudiantes de Transfer Nuevos

Proceso para Éxito Estudiantil

El Proceso para Éxito Estudiantil es un proceso mandato por el estado que describe una asociación que Usted, el estudiante, y Cañada College concuerdan por el propósito de realizar sus ámbitos educativos individuos. Esta asociación reconoce las responsabilidades de ambos el colegio comunitario y USTED, el estudiante, para alcanzar estos ámbitos por programas, políticos, y requisitos establecidos que ya están en lugar.

Se debe cumplir los pasos del Proceso para Éxito Estudiantilantes de inscribirse si Usted tiene uno o más de los siguientes ámbitos educativos:

- Obtener un certificado vocacional,
- Obtener un título Asociativo,
- Transferirse a una universidad de cuatro-años, o
- Si Usted todavía no ha decidido sus ámbitos educativos específicos pero está considerando las opciones notadas arriba.

Excepciones del Proceso para Éxito Estudiantil

Un estudiante es exento del Proceso para Éxito Estudiantil si en su solicitud ha indicado uno de las siguientes posibilidades:

- Que se ha graduado con un diploma de Bachillerado Asociativo o más alto, o
- Que se ha inscrito en cursos solo por enriquecimiento personal y no quiere un diploma o certificado, o
- Que es un estudiante primariamente en otra institución académica y toma cursos de Cañada College para llenar requisitos de esa institución académica.

Si Usted es EXENTO de matriculación, recibirá, por email o por correo, una fecha asignada para inscribirse por WebSMART, después de que su formulario sea procesado.

Pasos para lograr en Cañada College

Paso #1 – Llenar para asistir:

Llenar una solicitud por Internet para admisión en www.canadacollege.edu/admissions/. Se recibe un email que confirmará la recepción de la solicitud y que contendrá su número de identificación estudiantil ('G' number).

Paso #2 – Llenar para asistencia financiera:

Es posible que el estudiante sea elegible para asistencia financiera (si es un ciudadano de los Estados Unidos, residente permanente, u otra persona no-ciudadana elegible). Favor de leer la información en www.fafsa.ed.gov y enviar los resultados a Cañada College.

Paso #3 – Asistir la Orientación y Tomar las Pruebas para inglés y matemáticas (requeridas):

El programa de orientación para el colegio comunitario es REQUERIDO y provee información sobre el proceso de inscripción, las políticas del colegio comunitario, expectativas académicas, ámbitos educativos, y servicios estudiantiles. Se puede fijar una cita para asistir a la

orientación de Cañada College por llamar el Centro de Bienvenidos ('Welcome Center') a: (650) 306-3452.

Las pruebas de aptitud son requeridas para inscripción a los cursos de inglés, inglés para hablantes no-nativos, matemáticas, y cualquier otro curso que tiene un pre-requisito de inglés, lectura, o matemáticas. Las pruebas de aptitud son requeridas para la mayoría de cursos que se aplica para un diploma de Bachillerato Asociativo y de nivel universitario. Los resultados de la prueba de aptitud en matemáticas son válidos por dos años. No hay una fecha de remate para los resultados de la prueba de aptitud en inglés.

Los estudiantes tienen 2 opciones para cumplir un requisito de prueba:

1. Se puede tomar las pruebas de aptitud el mismo día después de cumplir la Orientación del Colegio Comunitario, o;
2. Escoger una fecha del Horario de Pruebas de Aptitud y hacer una cita por llamar al Centro de Bienvenidos ('Welcome Center') a: (650) 306-3452. (NB: esta opción requiere que los estudiantes escojan una fecha diferente para cumplir la Orientación del Colegio Comunitario.)

El estudiante es automáticamente EXENTO de tomar las Pruebas de Aptitud y puede empezar el Paso #4 directamente si es parte de una de las siguientes categorías:

- Ha tomado las Pruebas de Aptitud en Cañada College, Skyline College, o College of San Mateo.
- Es estudiante antiguo o un estudiante de transfer nuevo de otro colegio comunitario o universidad que es acreditado en los Estados Unidos y ha cumplido cursos en matemáticas y/o inglés con una nota de 'C' o más alta. (Hay que entregar expedientes no-oficiales u otra evidencia de notas a la cita de asesoría para averiguar esta exención.)
- Puede demostrar evidencia de cumplir el College Board Advanced Placement Test (AP) en English Language o en English Literature con una nota de 3, 4, o 5.
- Puede demostrar evidencia de cumplir el College Board Advanced Placement Test (AP) en matemáticas con una nota de 3, 4, o 5. (Hay que traer las notas de AP a la cita de asesoría para averiguar esta exención.)
- Es una estudiante de colegio del grado 12 que planea asistir cursos de verano u otoño en Cañada College o ha cumplido las pruebas de EAP en su colegio; los resultados de EAP le pondrán en un curso transferible de inglés, matemáticas, o los dos. (NB: Para cualquier resultado que no le pone en un curso transferible, hay que tomar la prueba de aptitud COMPASS para esas secciones.)
 - Los estudiantes con resultados acreditados de inglés son elegibles de tomar English 100.
 - Los estudiantes con resultados acreditados de matemáticas son elegibles de tomar Math 125, 130, 140, 200, o 241.

Paso #4 – Asesoría

En cuanto cumplan la Orientación del Colegio Comunitario y las Pruebas de Aptitud, los estudiantes recibirán una cita de 30 minutos con un consejero para examinar los resultados de las pruebas de aptitud,

los ámbitos educativos y para seleccionar los cursos apropiados a su preparación académica y ámbitos educativos y/o de trabajo.

Paso #5 – Inscribirse en los cursos:

Los estudiantes nuevos recibirán sus citas de inscripción en cuanto hayan cumplido la Orientación del Colegio Comunitario, las Pruebas de Aptitud, y la cita de Asesoría. Hay que usar WebSMART para inscribirse en los cursos. La información completa sobre las fechas de inscripción y los procedimientos están disponibles en el Horario de Cursos para el Colegio Comunitario.

Después de que se haya inscrito y pagado los cursos, el estudiante es inscrito oficialmente en Cañada College. Hay que asistir a la primera clase y trabajar con los profesores para alcanzar los retos y las exigencias de cada curso. Favor de usar los servicios de asesoría regularmente, lo cual incluye fijar una cita por lo menos una vez cada semestre para hablar con su consejero sobre los siguientes temas:

- El progreso hacia sus ámbitos educativos.
- Para desarrollar y actualizar su Plan Educativo Estudiantil ('Student Educational Plan, SEP').
- Para aprender de los servicios estudiantiles importantes que mejoran éxito estudiantil.

Matriculación de Prioridad

La matriculación de prioridad le da la oportunidad de registrarse temprano para cursos a grupos específicos de estudiantes. Por lo general, se les dan prioridad a los grupos basado en mantener actuales sus Planes Educativos Estudiantiles, cumplir el Proceso para Éxito Estudiantil, y ganar un número total de unidades dentro del Distrito.

Comenzando con la matriculación del semestre de Otoño 2014 (lo cual empieza en abril de 2014), habrá cambios en el proceso de matriculación de prioridad. Para recibir una fecha de matriculación de prioridad, los estudiantes deben estar en 'estatus bueno'. El estado define 'estatus bueno' como estudiantes que no están en peligro académico o de progreso (por dos semestres consecutivos) o en despido. Si Usted está en peligro por dos semestres consecutivos o en despido, no recibirá una fecha de matriculación de prioridad. Podrá registrarse después de que sea cumplido el proceso de matriculación de prioridad.

Paso #6 – Pagar las cuotas (requerido):

Es requerido que los estudiantes paguen las cuotas de inscripción al momento de inscripción, o que tengan otros fuentes (asistencia financiera, una Beca de la Junta de Gobernadores ('Board of Governors' Fee Waiver' o BOGG), una tercera persona que paga las cuotas, o un Plan de Pagos. Los estudiantes serán cancelados continuamente por falta de pago. Véanse el sitio de Internet para la información más actual sobre las fechas límites de cuotas. Los estudiantes no serán permitidos de inscribirse con un saldo.

Paso #7 – Fijar transporte y estacionamiento:

Véanse las secciones adicionales sobre Estacionamiento/Parking en este catálogo.

Paso #8 – Comprar o alquilar los libros:

Véanse la sección adicional sobre la Librería/Bookstore en este catálogo.

Paso #9 – Asistir a las clases:

Los estudiantes deben asistir a las clases con regularidad. Véanse la sección Attendance Regulations en este catálogo.

Paso #10 – Involucrarse en Clubes Estudiantiles y Usar los Servicios de Apoyo:

Hay varios servicios de apoyo y actividades estudiantiles en que se puede participar. Véanse las secciones de Student Services y Special Programs en este catálogo.

Los estudiantes con una discapacidad que necesitan asistencia con cualquiera parte del proceso de matriculación deben contactar el Disabled Student Program a (650) 306-3490; TDD: (650) 306-3161.

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 planear 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 una Universidad deberán contar con la firma de un consejero académico, ya que 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 sección de Counselling de este catálogo.

Evaluación de Habilidades/Pruebas de 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, o 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 resultados de las pruebas de aptitud de son válidos por dos años. No hay una fecha de expiración para los resultados de las pruebas de aptitud de inglés.

Las pruebas de aptitud en inglés (lectura y escritura) o inglés para personas cuya lengua principal no es el inglés (lectura, comprensión y escritura) así como la de matemáticas es aplicada 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 más alta. Adicionalmente, quedan exentos de las pruebas de aptitud en inglés aquellos estudiantes que presenten evidencia de una calificación mínima o haber completado los cursos estipulados en la sección de Placement Tests/Assessment.

Las fechas específicas, horarios y lugar para las pruebas de aptitud son publicados en el Horario Semestral de Clases del colegio comunitario.

La información completa acerca del examen de aptitud/ubicación puede ser encontrada en la sección de Placement Tests/Assessment de este catálogo.

Inscripción y Registro**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 campus de Cañada, escuelas preparatorias locales, y en las bibliotecas públicas del Condado de San Mateo, así como en el internet en el siguiente sitio de Internet: www.canadacollege.edu

Regulaciones sobre Repetición de Curso de SMCCD—Para Otoño de 2013**Definición de Repetición de Curso**

Una ‘repetición de curso’ ocurre cuando un estudiante toma un curso y recibe un símbolo evaluativo o no-evaluativo para el curso (i.e. A, A-, B+, B, B-, C+, C, D+, D, D-, F, W, P/NP, CR/NC, RD, I) y quisiera registrarse en el mismo curso. La repetición de curso incluye los componentes siguientes (Título 5, Sección 55040)

Repetición de Curso para Mitigar Tarea Deficiente

Un estudiante que ha ganado una nota deficiente (D+, D, D-, F, NP, NC) puede repetir el curso para mejorar la nota. Un estudiante puede tomar el curso un máximo de tres veces. Para mitigar tarea deficiente, un ‘intento de curso’ ocurre cuando un estudiante recibe un símbolo evaluativo o no-evaluativo para el curso (D+, D, D-, o F o W o NP/NC). Todos los intentos de curso del registro académico del estudiante cuentan a esta limitación de matriculación. La primera o la primera y la segunda nota y unidades deficientes son exentas cuando se computa el GPA del estudiante. La nota y las unidades por el tercer o último intento son incluidas en el GPA del estudiante. (Título 5 Sección 55042)

Repetición de Curso como Resultado de una Retirada

Una ‘W’ (una retirada) cuenta como un intento de curso. Un estudiante puede tomar un curso un máximo de tres veces. Todos los intentos del registro académico del estudiante cuentan a esta limitación de matriculación.

Un Estudiante Que Gana Una Nota Satisfactoria Es Prohibido De Tomar El Mismo Curso De Nuevo A Menos Que Aplique Una De Las Sigüientes Seis Excepciones:

Falta Significante de Tiempo – Un estudiante puede registrarse por un intento adicional si ya cumplió el curso con éxito y una falta de tiempo significativo de más de 36 meses ya pasó desde que el estudiante

recibió una nota en el curso y el distrito ya estableció un requisito de cumplimiento reciente para el curso o una institución de educación alta adonde el estudiante quisiera transferirse ya estableció un requisito de cumplimiento reciente que aplica al curso. (Ejemplo: Biología 250 fue cumplido con una nota de C en Otoño de 2011. En Otoño de 2013 el estudiante se prepara para llenar una solicitud al programa de enfermería que requiere que se cumpla Biología 250 en los tres años precedentes. El estudiante es elegible repetir el curso en la Primavera de 2014 con documentación del requisito de cumplimiento reciente.) La nota y las unidades del primer cumplimiento del curso no serán contadas en la computación del GPA. (Título 5 Sección 55043)

Cursos de Unidades Variables – Un estudiante puede registrarse en un curso de unidades variables lo más que sea necesario para cumplirlo una vez con todo el plan de estudios y el valor de unidades del curso. Sin embargo, un estudiante es prohibido repetir cualquiera porción del curso de unidades variables que ya cumplió y recibió una nota. (Título 5 Sección 55044)

Circunstancias Atenuantes – Un estudiante puede registrarse por sólo un intento adicional si existen circunstancias atenuantes documentadas que coinciden con las fechas del intento anterior del curso. Unos ejemplos de circunstancias atenuantes son un desastre natural, accidente, enfermedad, u otra experiencia extraordinaria documentable fuera del control del estudiante.

Estudiantes con Discapacidades que Repiten un Curso Especial – Un estudiante con una discapacidad verificable puede repetir un curso especial para estudiantes con discapacidades cualquier número de veces basado en logar progreso en el curso y una determinación individual que tal repetición es requerida como una acomodación de discapacidad para el estudiante. (Título 5 Sección 55040)

Curso Bajo Mandato Legal – Un estudiante puede repetir un curso que es determinado ser bajo mandato legal y requerido por estatuto o regulación como una condición de empleo o licencia pagada o de voluntario. Es necesario que el estudiante provea prueba que el curso sea bajo mandato legal o que los estándares de licencia requieran una repetición de curso. Tales cursos pueden ser repetidos por crédito sin límites de intentos. (Título 5 Sección 55000)

Experiencia de Trabajo Ocupacional – Un estudiante puede registrarse a un máximo de 16 unidades de crédito en educación de experiencia de trabajo cooperativo.

Cursos Relacionados en Contenido

Intentos de Curso dentro de Género de Tema – La política del distrito limita la matriculación de estudiantes en cursos que son cursos participativos activos en educación física/kinesiología, y las artes interpretativas o visuales. Por eso, los colegios comunitarios ya establecieron ‘géneros’ de actividades educativas similares. Los cursos de actividad de kinesiología y algunas artes interpretativas o visuales tienen establecidos ‘géneros’ y son sujetos a limitaciones de matriculación. Aunque no se pueda repetir un curso, un estudiante puede tomar hasta un máximo de cuatro cursos en un ‘género’ de tema. Algunos géneros de tema ofrecen más de cuatro cursos, pero un estudiante puede registrarse en un máximo de cuatro cursos dentro de un género de tema. Todos los intentos de curso en el registro académico del estudiante cuanto a esta limitación de matriculación dentro de un ‘género’ de cursos. Esta limitación aplica también aunque

el estudiante reciba una nota deficiente o un ‘W’ (una retirada). Las limitaciones de matriculación son monitorizadas por todo el distrito en un ‘género’ de tema. Los estudiantes nuevos reciben consejos de registrarse en el nivel básico de un género de tema y ser puestos en otro nivel por el instructor cuando les dé una prueba de aptitud. Los estudiantes antiguos quienes ya cumplieron un curso dentro el género deben tomar el próximo nivel. Para una lista de ‘géneros’ de Kinesiología y Baile, favor de leer el Catálogo del Colegio bajo Course Descriptions/Kinesiology. (Título 5 Sección 55040)

Cursos que Se Puede Repetir – Tres Tipos de Cursos Pueden Ser Repetidos

Estos cursos son identificados como cursos que se puede repetir en el catálogo del colegio. (Título 5 Sección 55041):

Atléticos Interuniversario – Los cursos en que los atletas estudiantiles se registran para participar en un deporte organizado y patrocinado por el distrito, o un curso de entrenamiento el cual apoya el deporte organizado competitivo pueden ser designados como unos que se puede repetir.

Competición Vocacional o Académica Interuniversitaria – Los cursos que son específicamente para participación en eventos competitivos no-atléticos entre estudiantes de universidades y colegios comunitarios pueden ser designados como cursos que se puede repetir. El curso debe ser conectado a la participación del estudiante en la competición. El evento debe ser autorizado por un órgano rector formal universitario o de negocios.

Requisito de CSU o UC por Cumplimiento de un Bachillerato – La repetición del curso es requerido por CSU o UC por cumplimiento del bachillerato. Los cursos son limitados a cuatro intentos y esta limitación de matriculación aplica aunque el estudiante reciba una nota deficiente o un ‘W’ (una retirada). (Título 5 Sección 55041)

Programas de Asistencia Financiera

La oficina de asistencia 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 asistencia en cuanto entreguen la solicitud para obtener becas del estado de California, becas de oportunidad del colegio comunitario o becas de entrenamiento profesional. Además, existen otras becas cuya asignación será determinada dependiendo del estado o localidad.

NUEVO: Los fondos del Federal Pell Grant tienen una elegibilidad de vida en la equivalencia de 6 años de tiempo completo o 600%. A los estudiantes de tiempo completo quienes estudian más de 6 años para cumplir su bachillerato se les acabará la elegibilidad antes de que se gradúen. Es importante que los estudiantes decidan temprano un ámbito educativo y una especialización, desarrollen y sigan un plan educativo y limiten los cambios de especialización, o arriesgarán la pérdida de elegibilidad de Pell Grant antes de cumplir su programa.

Para más información sobre los programas de asistencia financiera, por favor llame a la oficina de asistencia 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 asistencia financiera, y deja las clases antes de completar más del 60% del semestre, tendrá que devolver cierta cantidad del dinero otorgado al gobierno federal. Los estudiantes que deben fondos de Regreso de Fondos de Title IV son inelegibles de recibir asistencia financiera federal adicional de ninguna universidad hasta que hayan sido hechos los preparativos de repago satisfactorios. Los estudiantes quienes reciben asistencia financiera federal y quienes piensan en quitar de clases deben notar la Oficina de Admisiones y Registros y la Oficina de Asistencia Financiera.

Programas y Servicios de Oportunidades Extendidas (EOPS)

EOPS es un programa para los estudiantes con desventajas económicas y educativas. La ley establece que todos los colegios comunitarios de California establezcan programas y servicios dirigidos a la identificación, reclutamiento, retención y estímulo intelectual y vocacional de los estudiantes afectados por desventajas económicas, sociales o del lenguaje.

Para más información llame a la oficina de EOPS/CARE al teléfono 650-306-3300. La oficina está localizada en el edificio 9, Oficina 133.

Agencias Cooperativas de Recursos para Programas de Educación (CARE)

CARE es un programa educativo único de EOPS diseñado para ayudar a personas que reciben Bienestar Social (Welfare) y que desean un entrenamiento o educación vocacional. El programa CARE es un esfuerzo cooperativo que incluye a Cañada College, Servicios Sociales del Condado y el Departamento de Desarrollo de Empleos. Los servicios de apoyo de CARE incluyen: becas para cuidado de niños, medio de transporte, libros, asesoría y otros servicios.

Para más información llame a la oficina de EOPS/CARE al teléfono 650-306-3300. La oficina está localizada en el edificio 9, Oficina 133.

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

CalWORKs, es un programa educativo de Cañada College, y es diseñado específicamente para asistir a los estudiantes de AFDC/TANF en 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 ayudan a los estudiantes de CalWORKs a obtener el entrenamiento necesario para encontrar empleo en áreas de alta demanda. El Programa de CalWORKs también ayudará a los estudiantes de AFDC/TANF en cubrir las horas requeridas 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

Para más información, favor de llamar 650-306-3452.

Cuotas

Las cuotas alistadas en este catálogo son las que están en efecto al momento de impreso. Las cuotas son sujetas de cambios en cualquier momento por acción de estatuto Federal o Estatal, el Consejo de Gobernadores de los Colegios Comunitarios de California, o el Consejo de Administradores del Distrito de Colegios Comunitarios del Condado de San Mateo. Una lista de cuotas es publicada en el Horario de Cursos cada semestre y es disponible en WebSMART y en este Catálogo en la sección de Fees.

Todos los estudiantes inscritos en los cursos en cualquier colegio comunitario de California deben pagar \$46.00 por unidad. Favor de leer el Horario de Cursos o el enlace de Fees/Cuotas en el Sitio de Admisión/Registración de Cañada College para la tasa de cuotas actual. .

Todos los estudiantes internacionales nuevos pagan una cuota de solicitud internacional de \$50, la cual no es reembolsable.

Cuota de Servicios de Salud (no reembolsable): \$18.00 por semestre; \$15.00 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 campus:

- \$50.00 por semestre o \$2.00 por día
- \$25.00 durante la sesión de verano o \$2.00 por día
- \$90 por un permiso de 2 semestres (otoño y primavera)
- \$30 por semestre para los estudiantes con una beca BOG

Se puede comprar los permisos de estacionamiento en línea (por WebSMART) durante la registración y pro todo el período del permiso. Todos los permisos son enviados a la dirección especificada en el pedido. Los permisos son transferibles de vehículo a vehículo. Hay más información sobre los permisos de estacionamiento en la página 211 sobre Estacionamiento y Reglas de Tránsito (“Parking and Traffic Regulations”).

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

Cuota de la Asociación Estudiantil: La Cuota de Asociación Estudiantil opcional (Otoño y Primavera solo) es \$8.00, y se puede pagar la cuota al momento de inscripción en WebSMART o en la Oficina de Cajera. Los estudiantes que pagan la cuota reciben una Tarjeta de Identificación de la Asociación Estudiantil, la cual les autoriza a rebajas especiales en los negocios locales, el cine, las tiendas, los restaurantes, y los eventos atléticos en el campus de Cañada College. 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 sección de Fees de este catálogo.

Programas y Servicios Para Estudiantes Discapacitados

Cañada College les brinda apoyo académico y adaptaciones razonables a todos los estudiantes con una discapacidad documentada de acuerdo con la Decreto de Estadounidenses 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 303.

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 del Civil Rights Act of 1964, Title IX de las Education Amendments of 1972 (45CRF 86), Section 504 del Rehabilitation Act de 1973 (P.L. 93-112), y el 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 del 1964 Civil Rights Act y Section 504, Rehabilitation Act de 1973 - debe dirigirse a la oficina

del Vicepresidente de Servicios Estudiantiles, que se encuentra en Edificio 8, Oficina 09 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 les 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 Estadounidenses con Discapacidades

La razón del Decreto para Estadounidenses con Discapacidades ('American Disabilities Act'), PL 101-336, es extenderle los derechos civiles a la gente con discapacidades que son similares a los que ya están disponibles a toda la gente según raza, color de la piel, origen nacional, sexo, y religión por la Emenda de Derechos Civiles ('Civil Rights Act) de 1964. Prohíbe la discriminación según la discapacidad en empleo de sector privado, servicios dados por los gobiernos estatales y locales, lugares de acomodación pública, transporte, y servicios de retransmisión de telecomunicación. El ADA dice que ninguna entidad mencionada discriminará contra un individuo acreditado con una discapacidad porque de la discapacidad de tal individuo con respeto a los procedimientos de solicitud de empleo; el contractar, aumentar, o despedir de empleados; compensación de empleado; el entrenamiento de empleados; y otros términos, condiciones, y privilegios de empleo.

Las estipulaciones de empleo más importantes del ADA requieren la oportunidad igual en la selección, el entrenamiento, y el contractar de solicitantes aptos con discapacidades (los solicitantes con discapacidades pueden pedir que acomodaciones especiales sean hechas para cumplir estos procesos); el trato igual en aumentos y beneficios; acomodación razonable para solicitantes y empleados con discapacidades cuando tales acomodaciones no impongan 'privación excesiva'; y prohíbe la discriminación contra los empleados con discapacidades. (Esta estipulación es similar a la Emenda de Derechos Civiles ('Civil Rights Act') de 1964 y Title V de la Rehabilitation Act de 1973.)

Los empleadores podrían requerir que un individuo no sea una amenaza directa a la salud y seguridad de otros; no podría hacer preguntas antes de empleo sobre la discapacidad del solicitante o conducir exámenes médicos antes de empleo; y podría conducir un examen por el uso de drogas ilegales y prohibir todo uso de drogas ilegales y alcohol en el lugar de empleo.

Si se necesita más información o si hay cualquier problema o queja en campus sobre cumplimiento, favor de contactar el Vice-Presidente de Servicios Estudiantiles.

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, son consideradas como conducta intolerable en este campus 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 el Vicepresidente de Servicios Estudiantiles, que se encuentra en el edificio 8, oficina 209 o al teléfono 650-306-3234.

Enmienda Adicional

Adicional y concurrentemente al archivarse 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

El fumar está limitado a los parques de estacionamiento, pero está prohibido en el parque de estacionamiento número cuatro. 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.

Las personas que quieren solicitar 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 al centro de salud, Edificio 5, Salón 303, o al teléfono 650-306-3309.

La información completa acerca de las políticas puede ser encontrada en la sección de Policy on Drug-Free Campus 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. Each Catalog covers an academic year that reflects enrollment beginning with the fall term and includes subsequent spring and summer terms. Having “catalog rights” means students are held to the graduation requirements listed in the catalog at the time enrollment begins. Students may choose to use catalog rights for any subsequent year of continuous enrollment. For Cañada College, College of San Mateo, and Skyline College, catalog rights apply to enrollment in any of the San Mateo County Community College District colleges.

For the purpose of this policy, “continuous enrollment” means attending at least one term (fall, spring, summer) each academic year. Attendance is required through the fourth week of instruction for semester length classes or thirty percent (30%) of summer classes and semester classes that are shorter than the full semester.

Catalog rights gained at a college outside of the San Mateo Community College District are not applicable at Cañada College, College of San Mateo, or Skyline College.

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. All core classes applied to the major must receive a grade of C or better. Some majors require a minimum C (or Credit) grade in each course. Either 12 units or fifty percent of the units required for the major, whichever is fewer, must be completed at Cañada College.

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 836
2. Writing
 - a. Satisfactory completion of English 100 with a grade of “C” or better
3. Mathematics/Quantitative Reasoning
 - a. Eligibility for any transfer-level math course as determined by a Cañada College approved placement test; or
 - b. Satisfactory completion of Math 120 or 122 and 123; or
 - c. Satisfactory completion of any course having at least Math 120 (Intermediate Algebra) as a prerequisite.

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 Requirements on pages 72-73.)

- Associate in Arts Degree—18 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 activity courses in physical education for a minimum of 2 units is required for an AA/AS degree. This requirement will be waived or modified for students in the following categories:

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

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

Requirements for the Associate in Arts for Transfer (AA-T) or Associate in Science for Transfer (AS-T)

The Student Transfer Achievement Reform Act (Senate Bill 1440, now codified in California Education Code sections 66746-66749) guarantees admission to a California State University (CSU) campus for any community college student who completes an “associate degree for transfer”, a newly established variation of the associate degrees traditionally offered at a California community college. The Associate in Arts for Transfer (AA-T) or the Associate in Science for Transfer (AS-T) is intended for students who plan to complete a bachelor’s degree in a similar major at a CSU campus. Students completing these degrees (AA-T or AS-T) are guaranteed admission to the CSU system, but not to a particular campus or major.

The following is required for all AA-T or AS-T degrees:



1. Minimum of 60 CSU-transferable semester units.

2. Minimum grade point average (GPA) of at least 2.0 in all CSU-transferable coursework. While a minimum of 2.0 is required for admission, some majors may require a higher GPA. Please consult with a counselor for more information.
3. Completion of a minimum of 18 semester units in an “AA-T” or “AS-T” major as detailed in the Associate Degrees and Certificates section of this catalog. All courses in the major must be completed with a grade of C or better or a “pass” if the course is taken on a “pass-no pass” basis (title 5 § 55063).
4. Certified completion of the California State University General Education-Breadth pattern (CSU GE Breadth) (see pages 68-69); OR the Intersegmental General Education Transfer Curriculum (IGETC) pattern (see pages 70-71).

Students transferring to a CSU campus that does accept the AA-T or AS-T will be required to complete no more than 60 units after transfer to earn a bachelor’s degree (unless the major is a designated “high-unit” major). This degree may not be the best option for students intending to transfer to a particular CSU campus or to university or college that is not part of the CSU system. Students should consult with a counselor when planning to complete the degree for more information on university admission and transfer requirements.

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).

Additional Degrees and Certificates of Achievement

A student may earn multiple Associate degrees and certificates from Cañada College. Only the degrees and certificates that are approved by the state which require 12 or more units of course work will be posted to student’s academic record, and will receive diplomas for each degree and certificate of achievement earned.

To earn additional degrees and certificates, any course work used to meet the graduation requirements may count toward more than one degree and certificate. Courses used for one major may be used to meet requirements for additional majors.

Courses used to meet the competency requirements for the first degree may be used to fulfill the requirements for additional degrees, provided the student has maintained “continued attendance” (see the graduation and catalog rights requirements on page 58). If a break in enrollment occurs, a student must comply with the competency, general education, and major course requirements in effect at the time the student resumes attendance or any catalog year thereafter.

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 Achievement are those that are 12 or more units of course work that have been approved by the State of California and will be posted to the student's transcript. Skills/Career Certificates are those that are up to 11.5 units of course work and will be awarded to the student by the department offering the certificate. Skills/Career Certificates will not be posted to the transcript. 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 of Achievement have been designed on the career ladder concept. Some of the course work applied to the certificates can also be applied to associate degrees. If no associate degree major exists in the area, some of the units can be counted as electives toward any associate degree. If an associate degree with the specific major exists, the units may make up an Associate Degree major.

Certificate of Achievement 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 Admissions and Records Office, Building 9, first floor.
3. All CORE classes applied to the certificate must receive a grade of C or better. If the course is evaluated by pass or no pass 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. 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.
4. Overall grade point average of at least 2.0 in all certificate courses (required core + selectives).
5. Students must be in "good academic standing" to receive a Certificate of Achievement.

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 Student 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 2013-14

Cañada College grants credit for College Board Advanced Placement (AP) Tests toward Associate Degree General Education, California State University General Education (CSU GE) Certification, and Intersegmental General Education Transfer Curriculum (IGETC) Certification.

The following list of College Board Advanced Placement Tests indicates the applicability of the AP results. Please note that the AP results apply to General Education requirements. To receive credit, a score of 3, 4, or 5 is required, and students must submit an official copy of the test score to the Admissions and Records Office and request a SMCCCD Transcript Evaluation (TES) at www.smccd.edu/transeval. The **TES evaluation applies external exam results to GENERAL EDUCATION AREA REQUIREMENTS ONLY.**

Advanced Placement Test	Application of AP test toward Associate Degree General Education Requirements Total of 3 semester units Unless otherwise indicated Students may receive 1-3 additional units towards electives to meet the minimum 60 units graduation requirement. The elective units will not be evaluated by TES and will not be posted on students' transcript.	Application of AP test toward CSU General Education Certification Total of 3 semester units Unless otherwise indicated As of 9/6/2011	CSU General Policy RE: AP minimum semester units earned	Application of AP test toward IGETC certification: 3 Semester units or 4 quarter units unless otherwise indicated	UC AP Credit Policy -Total quarter units awarded (For UC B and UC M divided units by 1.5)
Art History	Area C1 or C2	Area C1 or C2	6 units	Area 3A or Area 3B	8 units
Art (Studio):					8 quarter unit maximum for all 3 tests
2D design	None	None	3 units	None	8 units
3 D design	None	None	3 units	None	8 units
Drawing	None	None	3 units	None	8 units
Biology	Area B2 & Area B3 4 units	Area B2 & Area B3 4 units	6 units	Area 5B & Area 5C 4 semester units or 5 Quarter units	8 units
Calculus AB	Area A3 Meets Math Competency	Area B4 (3)	3 units (3)	Area 2	8 quarter units maximum for all exams, Max. 4 quarter units between AB & AB sub-score
					8 units
Calculus BC	Area A3 Meets Math Competency A3	Area B4 (3)	6 units (3)	Area 2	8 units
Calculus BC/AB Sub-Score	Area A3 Meets Math Competency	Area B4 (3)	3 units (3)	Area 2	4 units
Chemistry	Area B1 & B3 4 unit (1)	Area B1 & B3 4 units (1)	6 units	Area 5B & Area 5C 4 semester units or 5 Quarter units	8 units
Chines Language and Culture	Area C2	Area C2	6 units	Area 3B & Area 6A	8 units
Comparative Government and Politics	Area D	Area D	3 units	Area 4	4 units
Computer Science A Computer Science AB	None None	None None	3 units (3) 6 units (3)	None None	4 quarter units maximum for both tests 2 units 4 units
English Language	Area A2 Meets English & Reading Competency	Area A2	6 unit	Area 1A	8 quarter maximum units for English Language & Lit/Comp. 8 units

English Literature	Area A2 & Area C2 Meets English & Reading Competency 6 units	Area A2 & Area C2 6 units	6 units	Area 1A or Area 3B	8 units
Environmental Science	Area B1 & Area B3 OR Area B2 & Area B3 4 units If taken before Fall 2009	Area B1 & Area B3 OR Area B2 & Area B3 4 units If taken before Fall 2009	4 units	Area 5A & Area 5C**	4 units
	Area B1 & Area B3 4 units If taken Fall 2009 or later	Area B1 & Area B3 4 units If taken Fall 2009 or later	4 units		
European History	Area C2 or Area D	Area C2 or Area D	6 units	Area 3B or Area 4	8 units
French Language	Area C2 (2)	Area C2 (2)	6 units	Area 3B & Area 6A	8 units
French Literature If taken prior to Fall 09	Area C2	Area C2	6 units	Area 3B & Area 6A	8 units
German Language	Area C2 (2)	Area C2 (2)	6 units	Area 3B & Area 6A	8 units
Human Geography	Area D	Area D	3 units	Area 4	4 Units
Italian Language and Culture	Area C2 If taken prior to Fall 10	Area C2 If taken prior to Fall 10	6 units	Area 3B & Area 6A	8 units
Japanese Language and Culture	Area C2	Area C2	6 units	Area 3B & Area 6A	8 units
Latin Literature If taken prior to Fall 09	Area C2	Area C2	6 units	Area 3B & Area 6A	4 units
Latin: Vergil	Area C2	Area C2	3 units	Area 3B & Area 6A	4 units
Macroeconomics	Area D	Area D	3 units	Area 4	4 units
Microeconomics	Area D	Area D	3 units	Area 4	4 units
Music Theory(5) If taken prior to Fall 09	Area C1 If taken prior to Fall 09	Area C1 If taken prior to Fall 09	6 units	None	8 units***
Physics:				8 quarter units maximum for all 3Physics exams:	
Physics B	Area B1 & Area B3 4 units (1)	Area B1 & Area B3 4 units (1 & 4)	6 units	Area 5A & Area 5C 4 Semester units or 5 Quarter units	8 units
Physics C: Electricity/Magnetism	Area B1 & Area B3 4 units	Area B1 & Area B3 4 units (4)	4 units	Area 5A and Area 5C **	4 units
Physics C: Mechanics	Area B1 & area B3 4 units (4)	Area B1 & B3 4 units (4)	4 units	Area 5A and Area 5C **	4 units
Psychology	Area D	Area D	3 units	Area 4	4 units
Spanish Language	Area C2 (2)	Area C2 (2)	6 units	Area 3B & Area 6A	8 units
Spanish Literature	Area C2 (2) &	Area C2 (2)	6 units	Area 3B & Area 6A	8 units
Statistics	Math Competency A3	Area B4	3 units	Area 2	4 units
U.S. Governments and politics	Area D & US-2	Area D & US-2	3 units	Area 4 & US 2	4 units
U.S. History	Area C2 or Area D and US-1	Area C2 or Area D and US-1	6 units	Area 3B or Area 4 and US 1	8 units
World History	Area C2 or D	Area C2 or D	6 units	Area 3B or Area 4	8 units

6 units if test taken prior to Fall2009, and 4 units if test taken after Fall 2009

6 units if test taken prior to Fall2009 , and 3 units if test taken after Fall 2009

If a student passes more than one AP exam in calculus or computer science, only one examination may be applied to the baccalaureate

If a student passes more than one AP exam in physics, only 6 units of credit may be applied to the baccalaureate, and only 4 units of credit may be applied to a certification in the GE Breadth

**Students who complete these exams will be required to complete at least 4 semester units or 5 quarter units to satisfy the minimum required units for Area 5.

***"UC will grant credit for the full Music Theory Exam. Students who earn only sub-score will not receive credit". See UC website:

<http://admission.universityofcalifornia.edu/counselors/exam-credit/ap-credits/index.html>

References:

CSU Chancellor Office, Memo Code: AA-2011-12: System- wide Credit for External Examination,

<http://www.calstate.edu/acadAff/codedmemos/AA-2011-12.pdf>

Standards, policies and Procedures for Intersegmental Education Transfer Curriculum Version 1.4, June 25, 2012,

http://icas-ca.org/Websites/icasca/images/IGETC_Standards_Final_version_1.4.pdf

University of California, AP credits, retrieved May 3, 2013 from:

<http://admission.universityofcalifornia.edu/counselors/downloadable-guides/index.html>

<http://admission.universityofcalifornia.edu/counselors/exam-credit/ap-credits/index.html>

Revised 5/2013

International Baccalaureate (IB) Credit Policy 2013-14

The following chart outlines the application of IB credits towards general education requirements for an Associate degree, the CSU General Education Certification, and CSU and UC Intersegmental General Education Transfer Curriculum (IGETC) certification. Students must have received a minimum required score of 5, 6, or 7 on **Higher Level** exam to receive credit for the subjects listed below.

IB Exam (All must be Higher Level)	Application to AA/AS Degree at Cañada College 3 Semester units toward General Education +	Application to CSU GE Certification 3 Semester units + (As of 9/6/2011)	Application to UC IGETC Certification 3 Semester units or 4 quarter units with a (As of 6/25/2012)
Biology HL	Area B2 Minimum score of 5	Area B2 Minimum score of 5	Area 5B - without Lab
Chemistry HL	Area B1 Minimum score of 5	Area B1 Minimum score of 5	Area 5A - without Lab
Economics HL	Area D Minimum score of 5	Area D Minimum score of 5	Area 4
Geography HL	Area D Minimum score of 5	Area D Minimum score of 5	Area 4
History (any Region) HL	Area C or Area D* Minimum score of 5	Area C2 or Area D* Minimum score of 5	Area 3B or Area 4*
Language (A1) (any language, except English) HL	N/A	N/A	Area 3B and Area 6A
Language (A1) (any language, except English) HL	N/A	N/A	Area 3B and 6A
Language (A1) (any language) HL	Area C Minimum score of 4	Area C2 Minimum score of 4	Area 3B
Language (A2) (any language) HL	Area C Minimum score of 4	Area C2 Minimum score of 4	Area 3B
Language B (any language) HL	N/A	N/A	Area 6A
Mathematics HL	Meets Math Competency, but must take math placement test for course placement Minimum score of 4	Area B4 Minimum score of 4	Area 2
Physics HL	Area B1 Minimum score of 5	Area B1 Minimum score of 5	Area 5A - without Lab
Psychology HL	Area D No units awarded toward electives Minimum score of 5	Area D (Social Sciences) Minimum score of 5	Area 4
Theater HL	Area C Minimum score of 4	Area C1 Minimum score of 4	Area 3A
*IB exam may be used only in one of the areas.			

The chart above outlines general education application for International Baccalaureate (IB) Exam. IB credit application to university majors and degree requirements is determined by evaluators at each Transfer institution. Students should be aware that college courses taken after the IB test may duplicate the content of the IB test and, in these cases; the university (transfer institution) may not award credit for both the course and the IB test. Space does not permit discussion of how AP credit is granted for every university and program. Students are advised to thoroughly investigate AP credit as it relates to University Transfer.

+ Additional credits: Students may receive an additional 3 units in the subjects above towards electives to meet the minimum 60 unit Associate degree Requirements and toward CSU Admission requirements. The elective units will not be evaluated by TES and will not be posted on the students' transcript.

Student must submit an official copy of the test score to the Admissions and Records Office and request a SMCCCD Transcript Evaluation (TES) at www.smccd.edu/transeval. The **TES evaluation applies external exam results to GENERAL EDUCATION AREA REQUIREMENTS ONLY.**

References: CSU Chancellor Office, Memo Code: AA-2011-12: System- wide Credit for External Examination Standards, policies and procedures for Intersegmental Education Transfer Curriculum Version 1.4, June 25, 2012
Cañada College 2013-2014

Revised May 2013

College Level Examination Program (CLEP) 2013-14

The following chart reflects the College Level Examination Program (CLEP) credits that may be awarded toward Cañada College Associate Degree General Education (GE) requirements, and/or California State University General Education Certification. Students must submit an official copy of test results to the Admissions and Records Office, and request a SMCCCD transcript Evaluation (TES) at www.smccd.edu/transeval. Students are advised to consult with individual CSU campuses for credits. **CLEP cannot be used in IGETC certification.**

CLEP Subject Exam	Passing Score For CSU and SMCCD Associate Degree	Minimum Semester Credits Earned	CSU GE Breadth and/or American Institutions 3 semester units	Application to Cañada College Associate Degree General Education 3 semester units Elective units may apply – the TES evaluation applies CLEP exam results to general education area requirements ONLY, TES does not apply to electives, and will not post them on students' transcript.
American Government	50	3	Area D	Social Sciences
American Literature	50	3	Area C2	Humanities
Analyzing and Interpreting Literature	50	3	Area C2	Humanities
Biology	50	3	Area B2	Scientific Inquiry & Quantitative Reasoning
Calculus	50	3	Area B4	Critical Thinking/Analytical Thinking Meets Math Competency
Chemistry	50	3	Area B1	Scientific Inquiry & Quantitative Reasoning
College Algebra	50	3	Area B4	Critical Thinking/Analytical Thinking Meets Math Competency
College Algebra - Trigonometry	50	3	Area B4	Critical Thinking/Analytical Thinking Meets Math Competency
College Math	50	0	N/A	N/A
English Composition (no essay)	50	0	N/A	N/A
English Composition (with essay)	50	0	N/A	N/A
English Literature	50	3	Area C2	Humanities
Financial Accounting	50	3	N/A	N/A
French Level I (1)	50	6	N/A	N/A
French Level II (1)	59	12	Area C2	Humanities
Freshman college composition	50	0	N/A	N/A
German Level I (1)	50	6	N/A	N/A
German Level II (1)	60	12	Area C2	Humanities
History, United States I	50	3	Area D & US 1	Social Sciences
History, United States II	50	3	Area D & US 1	Social Sciences
Human Growth and Development	50	3	Area E	Social Sciences
Humanities	50	3	C2	Humanities
Information System and Computer applications	50	3	N/A	N/A
Introduction to educational Psychology	50	3	N/A	N/A
Introductory Business Law	50	3	N/A	N/A
Introductory Psychology	50	3	Area D	Social Sciences
Introductory Sociology	50	3	Area D	Social Sciences
Natural Sciences	50	3	Area B1 or B2	Scientific Inquiry & Quantitative Reasoning
Pre-Calculus	50	3	Area B4	Critical Thinking/Analytical Thinking Meets Math Competency
Principles of Accounting	50	3	N/A	N/A
Principles of Macroeconomics	50	3	Area D	Social Sciences

Continued on next page

Principles of Management	50	3	N/A	N/A
Principles of Marketing	50	3	N/A	N/A
Principles of Microeconomics	50	3	Area D	Social Sciences
Social Sciences and History	50	0	N/A	N/A
Spanish Level I (1)	50	6	N/A	N/A
Spanish Level II (1)	63	12	Area C2	Humanities
Trigonometry	50	3	Area B4	Critical Thinking/Analytical Thinking Meets Math Competency
Western Civilization I	50	3	Area C2 or Area D	Humanities or Social Sciences
Western Civilization II	50	3	Area D	Social Sciences

If a student passes more than one CLEP test in the same language other than English (e.g., two exams in French), then only one examination may be applied to the baccalaureate. For each test in a language other than English, a passing score of 50 is considered "Level I" and earns six units of baccalaureate credit; the higher score listed for each test is considered "Level II" and earns additional units of credit and placement in Area C2 of GE Breadth, as noted.

Reference:

CSU Chancellor Office, Memo Code: AA-2011-12: System- wide Credit for External Examination

5/3/2012

Additional Information on External Examinations (AP, IB, CLEP):

1. The AP, IB, and CLEP charts above outline how the results of these exams may apply to General Education requirements.
2. San Mateo Community College District applies AP, IB, and CLEP credit to Associate Degree General Education area requirements in the same manner as the CSU system applies AP, IB, and CLEP credit to CSU GE area requirements.
3. The chart does not provide information about if or how external exam results apply to major course requirements. The application of AP, IB, and CLEP results to university majors and degree requirements is determined by each transfer institution.
 - a. At Cañada College, College of San Mateo, and Skyline College, each instructional division determines if or how AP, IB, and/or CLEP credit is applied to associate degree major or certificate requirements.
4. Students who have earned credit through AP, IB, and/or CLEP should not take a comparable college course because credit will not be granted for both the external examination and the comparable college course.
5. Each AP exam may be applied to one CSU GE breadth/IGETC area as satisfying one course requirement with the exception of Language other than English (LOTE). Space does not permit discussion of how AP credit is granted for every university and program. Students are advised to thoroughly investigate AP credit as it relates to a University.

To receive credit for External Examination, AP, IB or CLEP:

Students, who are planning to receive credit for external examinations must:

- Submit official copy of the test results to the Admissions and Records Office
- Request a SMCCCD Transcript Evaluation at www.smccd.edu/transeval
- Work with your counselor to develop a comprehensive Student Educational Plan (SEP) after the TES evaluation is completed and appears on Degree Works.

Note:

- Beginning in fall 2013, when students request the TES evaluation, the results will appear on Web SMART Degree Works Audit.
- The TES evaluation applies external exam results to GENERAL EDUCATION AREA REQUIREMENTS ONLY.
- Visit TES web site, www.smccd.edu/transeval, for more information about the application of external exams and the unit values applied to general education areas, admission units generated by external exams, and other information and restrictions.
- Students must meet with a counselor to review and evaluate the results of these external exams to ensure they plan their education path correctly. However, it is students' responsibility to thoroughly research this information.

Revised 5/2013

Requirements for the Associate in Arts for Transfer (AA-T) or Associate in Science for Transfer (AS-T)

The Student Transfer Achievement Reform Act (Senate Bill 1440, now codified in California Education Code sections 66746-66749) guarantees admission to a California State University (CSU) campus for any community college student who completes an “associate degree for transfer”, a newly established variation of the associate degrees traditionally offered at a California community college. The Associate in Arts for Transfer (AA-T) or the Associate in Science for Transfer (AS-T) is intended for students who plan to complete a bachelor’s degree in a similar major at a CSU campus. Students completing these degrees (AA-T or AS-T) are guaranteed admission to the CSU system, but not to a particular campus or major.

The following is required for all AA-T or AS-T degrees:

1. Minimum of 60 CSU-transferable semester units.
2. Minimum grade point average (GPA) of at least 2.0 in all CSU-transferable coursework. While a minimum of 2.0 is required for admission, some majors may require a higher GPA. Please consult with a counselor for more information.
3. Completion of a minimum of 18 semester units in an “AA-T” or “AS-T” major as detailed in the Associate Degrees, Certificates, Transfer section of this catalog. All courses in the major must be completed with a grade of “C” or better or a “P” if the course is taken on a “pass-no pass” basis (title 5§ 55063).
4. Certified completion of the California State University General Education-Breadth pattern (CSU GE Breadth); OR the Intersegmental General Education Transfer Curriculum (IGETC) pattern.

Students transferring to a CSU campus that does accept the AA-T or AS-T will be required to complete no more than 60 units after transfer to earn a bachelor’s degree (unless the major is a designated “high-unit” major). This degree may not be the best option for students intending to transfer to a particular CSU campus or to university or college that is not part of the CSU system. Students should consult with a counselor when planning to complete the degree for more information on university admission and transfer requirements.

At the time of the 2013-2014 College Catalog publication, a student may earn an AA-T/AS-T in the following subjects:

- Business Administration (AS-T)
- Communication Studies (AA-T)
- Early Childhood Education/Child Development (AS-T)
- Kinesiology (AS-T)
- Mathematics (AS-T)
- Physics (AS-T)
- Psychology (AA-T)
- Sociology. (AA-T)

Additional majors are being developed. Please see a counselor for more information.

More information about the SB1440 and Transfer Degree is available at: adegreewithaguarantee.com.

CSU General Education Requirements 2013-2014

The following is a general Education pattern for California State University (CSU) which can be fully or partially certified upon successful completion of courses. Full certification indicates that the lower division general education courses are complete. Students must request the certification with their final transcript or once courses are complete, online via WEBSMART or Cañada College web site, canadacollege.edu/forms/transcript.php.

The minimum admission requirement to CSU Campuses as a junior are:

- Successful Completion of at least 60 CSU transferrable units that includes courses in area A1, A2, A3, and B4, courses in major, general education, and electives
- Successful Completion of courses in areas A1, A2, A3, and B4 (Golden 4) with grade of C or higher – for some campuses and programs students may not take these courses during last term prior to their attendance at a CSU Campus- Please meet with a counselor for more information and planning
- Minimum GPA of 2.0 for resident students and 2.4 for non-resident students

Note:

A course may be listed in more than one area; however, it can be used to satisfy only one area.

Full completion of CSU GE may not apply to all majors. Please consult with a counselor

- AP Test may be listed in more than one area; however, it can be used to satisfy only one area
- For the most up-to-date transfer information including general education and lower division major requirements, go to www.assist.org.
- Certification will be completed only before transferring. Certification will NOT be processed after students have transferred and are enrolled at a CSU campus

Legend	C = Completed	IP = In-Progress	P = Planned			
Area A: English Language Communication and Critical Thinking			9 units Required	C	IP	P
One course required from each section in area A						
A1 Oral Communication:	COMM 110, 130, 127	• Other: _____				
A2 Written Communication:	ENGL100	• Other: _____				
A3 Critical Thinking:	ENGL110,165 PHIL 103, 200 PLSC 103	• Other: _____				
Area B: Scientific Inquiry and Quantitative Reasoning			9 units Required	C	IP	P
One course from Physical Science, one from Life Science, and one from Math Concepts. Also must include one lab course from B3 or any course indicated by an *						
B1 Physical Science:	ASTR 100 CHEM 112*, 192*, 210*, 220*, 231*, 235, 410* GEOG 100 GEOL 100 METE 100 OCEN 100 PHYS 210*, 220*, 250*, 260*, 405	• Other: _____				
B2 Life Science:	ANTH 125 BIOL 100, 103*, 110*, 130, 225*, 230*, 240*, 250*, 260*	• Other: _____				
B3 LAB: These courses meet the lab requirement, but they must be taken concurrently or after successfully completing the corresponding lecture course. Courses with () meet area B3 Lab requirements.						
	ANTH 126 ASTR 101 BIOL 132 CHEM 238 GEOL 101 OCEN 101	• Other: _____				
B4 Math Concept:	Math 125, 130, 140, 200, 222, 241, 242, 251, 252, 253, 270, 275	• Other: _____				
Area C: Arts and Humanities			9 units Required	C	IP	P
Choose 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 101, 102, 103, 104, 105, 214, 301 DRAM 101, 140, 160+ INTD 150, 151 LIT.441, 442 MUS. 100, 115, 202, 210, 230, 240, 250, 260, 271	• Other: _____				
C2 Humanities:	RAM 151, 152 ENGL 110, 161, 164 ECE. 192 HIST 100, 101, 104, 106, 243, 245+, 246+, 247+, 422+, 451+, 452+, 455 LIT.151, 152, 200+, 205, 231, 232, 251, 252+, 266+, 371+, 372+, 373+, 375+, 441, 442 PHIL 100, 160, 190, 240, 300, 320 SPAN 120, 121, 122, 130, 131, 132, 140, 150+, 152+, 161+, 162+	• Other: _____				

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CSU General Education Requirements 2013-2014 (Continued)

Area D: Social Sciences	9 units Required	C	IP	P
The 3 courses selected must be from at least two disciplines.				
Social institutions: ANTH 110, 200+, 351 COMM 150+, 180 ECE. 201, 212+, 264 ECON 100, 102, 230+ EDUC 100 ENGL 200 GEOG 110 HIST 104, 106, 201, 202, 242+, 243, 245+, 246+, 247+, 422+, 451+, 452+, 455 HMSV 264 LING 200 PLSC 130, 150, 170, 200, 210, 310+, 320 PSYC 100, 106+, 200, 201, 205, 300, 340, 410 SOCI 100, 105, 141+, 205 The following courses will fulfill the CSU requirements for United States History, and 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 200, 210 US-3: PLSC 200, 210, 310 • Other: _____				
Area E: Lifelong Learning & Self Development				
3 units Required (max. 2 units from E2)				
E1: BIOL 310 CRER 137 HSCI 100, 104, 105, 116, 430 KINE 101 PSYC 200, 340 E2: DANC 220 (please meet with a counselor for dance courses) FITN 112, 117, 118, 119, 122, 128, 129, 151, 153, 154, 210, 304.1, 304.2, 304.3, 304.4; 334.1, 334.2, 334.3, 334.4; 335.1, 335.2, 335.3, 335.4 INDV 160.1, 160.2, 160.3, 160.4; 251.1, 251.2, 251.3, 251.4; TEAM 101, 102, 105, 111.1, 111.2, 111.3, 111.4; 141.1, 141.2, 141.3, 141.4; 148, 151; 171.1, 171.2, 171.3, 171.4; 185 VARS 104, 114, 140, 154, 170, 340 • Other: _____				

Note: Courses indicated by + meet Cañada’s Associate Degree Ethnic Studies requirement) and “ • Other” indicates if area requirement is met by other means such as completing a course at another accredited institution, or by AP/IB/CLEP

Inter-segmental General Education Transfer Curriculum (IGETC) 2013-2014

The Intersegmental General Education Transfer Curriculum (IGETC) is a general Education pattern that fulfills the lower-division general education requirements for most University of California (UC) and all California State University (CSU) campuses. IGETC is also accepted by some private/independent or out-of-state universities.

Legend	C = Completed	IP = In-Progress	P = Planned	
Area 1: English Communication		6-9 Semester Units		
UC requires two courses, one from Group A and B CSU requires three courses one course from each group below.		C	IP	P
1A: English Composition - ENGL 100	• Other: _____			
1B: Critical Thinking - English Composition – Select one Course: ENGL 110, 165	• Other: _____			
1C: Oral Communication (CSU requirement only) – Select one course, - COMM 110, 130, 127	• Other: _____			
Area 2: Mathematical Concepts and Quantitative Reasoning		3 Semester Units		
One course: MATH 125, 140, 200, 222, 241, 242, 251, 252, 253, 270, 275				
• Other: _____				
Area 3: Arts and Humanities		9 Semester Units		
Three courses with at least one from Area 3A (Arts) and one from Area 3B (Humanities)		C	IP	P
3A - Arts: - ART 101, 102, 103, 104, 105 DRAM 101, 140, 160+ LIT. 441, 442 MUS. 100, 115, 202, 210, 230, 240, 250, 271				
• Other: _____				
3B - Humanities: DRAM 151, 152 HIST 100, 101, 104, 106, 201, 202, 242+, 245+, 246+, 247+, 422+, 451+, 452+, 455 LIT 151, 152, 200+, 205, 231, 232, 251, 252+, 266+, 371+, 372+, 373+, 375+ PHIL 100, 160, 190, 240, 300, 320 SPAN 130~, 140~, 150~+, 152~+, 161+, 162+				
• Other: _____				
Area 4: Social and Behavioral Sciences Three courses selected must be from at least two disciplines.		9 Semester Units		
ANTH 110, 200+, 351 COMM 150+, 180 ECE. 201, 212+ ECON 100, 102, 230+ EDUC 100 ENGL 200 GEOG 110				
HIST 104, 106, 201, 202, 242+, 245+, 246+, 247+, 422+, 451+, 452+, 455 LING 200 PLSC 130, 150, 170, 200, 210, 320 PSYC 100, 106+ 200, 201, 205, 300, 340, 410 SOCI 100, 105, 141+, 205				
• Other: _____				
Area 5: Physical and Biological Sciences		7 Semester Units		
Two courses are required: one from 5A and one from 5B. At least one course must have lab. Courses identified by an * will satisfy the lab requirement. Courses listed in Area 5C are lab courses that must be taken concurrently or after successfully completing the corresponding lecture course.		C	IP	P
5A - Physical Science: ASTR 100 CHEM 112*, 192*, 210*, 220*, 231*, 235, 410* GEOG 100 GEOL 100 METE 100 OCEN 100 PHYS 210*, 220*, 250*, 260*, 405				
• Other: _____				
5B- Biological Sciences: ANTH 125 BIOL 100, 103*, 110*, 130, 225*, 230*, 240*, 250*, 260*				
• Other: _____				
5C – Science Laboratory: These courses meet the lab requirements, but they must be taken concurrently or after successfully completing the corresponding lecture course. ANTH126 ASTR 101 BIOL 132 CHEM 238 GEOL 101 OCEN 101				
• Other: _____				
Area 6- Language other than English (LOTE) - UC Requirement only				
To demonstrate proficiency in a LOTE, one of the following must be completed:				
<ul style="list-style-type: none"> • Successful completion of one of the following Cañada courses: SPAN 120, 122, 130~, 131, 132, 140~, 150~+, 152~+, 161, 162 • Successful completion of two years of high school in one language (grade of C or higher) – must be verified by an official high school transcript • Successful completion of a course at a college or university (with a grade of C or higher) - must be verified by an official transcript: _____ • Successful completion, grade of C or higher (2.0), of two years of formal schooling at six grade level or higher in an institution where the language of instruction is not English. • Satisfactory score of 3 or higher, on College Board Advanced placement examinations in languages other than English • Satisfactory score of 5 or higher, on International Baccalaureate higher level examinations in languages other than English • Other – Please consult with a counselor 				

Courses indicated by “+” meet Cañada’s Associate Degree Ethnic Studies requirement

Courses indicated by “~” are listed in multiple areas; they 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.

“• Other” indicates if area requirement is met by other means such as completing a course at another accredited institution, or by AP/IB

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Inter-segmental General Education Transfer Curriculum (IGETC) 2013-2014 (Continued)

CSU Graduation Requirement in U.S. History, Constitution and American Ideals (Not part of IGETC)

These requirements may be completed prior to transfer to a CSU campus. 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). CSU campuses have the discretion whether to allow courses used to satisfy the CSU United States History, Constitution and American Ideals (AI) graduation requirement to count in both Areas 3B/4 and to meet the AI graduation requirement.

US-1: ECON 230 HIST 201, 202 **US-2: HIST 201, 202 PLSC 200, 210** **US-3: PLSC 200, 210, 310**

The minimum Admission requirement to UC campuses as a junior are:

- Successful completion of at least 60 UC transferrable units that include courses in area 1A, 1B, (1C for CSU transfer only), and Area 2. For some campuses and programs students may not take these courses during last term prior to their attendance at a UC/CSU Campus. Please meet with a counselor for more information and planning.
- Minimum GPA varies by campus and by major – visit the UC web site at admission.universityofcalifornia.edu/transfer
- Some courses may be listed in more than one area; however, it can be used to satisfy only one area – except for the Area 6 (LOTE)
- AP Test may be listed in more than one area; however, it can be used to satisfy only one area

For the most up-to-date transfer information including general education and lower division major requirements, go to www.assist.org.

Notes:

- Completion of IGETC is not an admission requirement for a CSU or UC campus; however, it may be required for some programs at UC campuses; Students transferring to UC campuses may also opt to complete campus specific breadth requirements. Please consult with a counselor.
- Upon full completion of IGETC, students may request a certification indicating completion of lower division general education courses for UC or any of the 23 CSU campuses. Partial Certification is also available, please consult with a counselor.
- A full certification of 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.
- Certification will be completed only before transferring. Certification will NOT be processed after students have transferred and are enrolled at a CSU or UC campus
- Students must request the certification with their final transcript or once courses are complete, on-line via WebSMART or the Cañada College web site at canadacollege.edu/forms/transcript.php.
- All courses in IGETC must be completed with a grade of C or higher.

Please meet with a counselor for more information.

Cañada College AA/AS Degree Requirements 2013-2014

The requirements may be followed throughout the course of study as long as students attend college at least one semester each academic calendar. If there is a break in attendance, student must meet the graduation requirements listed in the catalog of the academic year that s/he resume her/his studies.

Legend	C = Completed	IP = In-Progress	P = Planned
Graduating with an Associate Degree in Arts (AA) or Associate Degree in Science (AS) requires 60 degree applicable units that should include the following:	C	IP	P
1. Residence: A minimum of 12 units must be completed at Cañada College	C	IP	P
2. Scholarship: A minimum overall GPA of 2.0 in the: <ul style="list-style-type: none"> • 60 units submitted for the AA/AS Degree • Units applied to the major • Course work taken in the San Mateo County Community College District (SMCCCD) 	C	IP	P
3. Basic Competency Requirement: Math: <ul style="list-style-type: none"> • Placement into transfer-level MATH course on SMCCCD Math Placement Test or • Completion of Intermediate Algebra (MATH 120 or both MATH 122 and 123) with a grade of "C" or better or • Completion of any course with a MATH 120 prerequisite with a grade of "C" or better 	C	IP	P
4. Ethnic Studies: Completion of a minimum of 3 units from the following list of courses with a grade of "C" or better. These course(s) can also be used to satisfy a GE area. ANTH 200 COMM 150 DRAM 160 ECE. 212, 254 ECON 230 HIST 242, 245, 246, 247, 422, 451, 452 LIT. 200, 252, 266, 371, 372, 373, 375 PLSC 310 PSYC 106 SOCI 141 SPAN 150, 152, 161, 162	C	IP	P
5. Physical Education: Two activity courses in Physical Education are required. However this requirement may be waived or modified for students in one of the following categories: <ol style="list-style-type: none"> 1. Graduates of community colleges or other accredited colleges and universities, or 2. Veterans with one or more years of service, or 3. Persons excused for medical reasons 	C	IP	P
6. Major: <ul style="list-style-type: none"> • List of required courses for the major is available in the college catalog • 50% of the units required for the major must be completed at Cañada College 	C	IP	P
7. General Electives: Additional courses to meet the minimum 60 units degree requirement (non-degree applicable courses do not meet this requirement).	C	IP	P
8. General Education: 19 units required - General Education courses introduce the student to areas of study that develop breadth of knowledge and contribute to a balanced education. <p style="text-align: center;">See General Education (GE) Areas A through E listed on the next page.</p>	C	IP	P

Continued on next page

Cañada College AA/AS Degree Requirements 2013-2014 (Continued)

General Education Requirements for an AA/AS Degree

Legend	C = Completed	IP = In-Progress	P = Planned			
GE Area A: English Language Communication and Critical Thinking			6 units Required	C	IP	P
			3 units from A2 and 3 units from A1 or A3			
A1: Oral Communication Requirement:	COMM 110, 130, 127	• Other: _____				
A2: Written Communication Requirement:	ENGL100	• Other: _____				
A3: Critical Thinking Requirement:	ENGL110,165 Phil 103, 200 PLSC 103 MATH 125, 130, 140, 200, 222, 241, 242, 251, 252, 253, 270, 275	• Other: _____				
GE Area B: Scientific Inquiry and Quantitative Reasoning			4 units Required	C	IP	P
One course required from any of the following areas: B1 or B2. Must include one lab course (indicated by *)						
B1: Physical Science:						
ASTR 100, 101* CHEM 112*, 192*, 210*, 220*, 231*, 235, 238*, 410* GEOG 100 GEOL 100, 101* METE 100 OCEN 100, 101* PHYS 210*, 220*, 250*, 260*, 405 • Other: _____						
B2: Life Science: ANTH 125, 126* BIOL 100, 103*, 110*, 130, 132*, 225*, 230*, 240*, 250*, 260* • Other: _____						
B3: Lab courses: The following courses are stand-alone lab courses that must be taken concurrently or after successfully completed the corresponding lecture course.						
ANTH 126 ASTR 101 BIOL 132 CHEM 238 GEOL 101 OCEN 101 • Other: _____						
GE Area C: Arts and Humanities			3 units Required	C	IP	P
C1 Arts: ART 101, 102, 103, 104, 105, 214, 301 DRAM 101, 140, 160+ INTD 150, 151 LIT. 441, 442 MUS. 100, 115, 202, 210, 230, 240, 250, 260, 271 • Other: _____						
C2 Humanities: DRAM 151, 152 ENGL 110, 161, 164 ECE. 192 HIST 100, 101, 104, 106, 243, 245+, 246+, 247+, 422+, 451+, 452+, 455 LIT. 151, 152, 200+, 205, 231, 232, 251, 252+, 266+, 371+, 372+, 373+, 375+, 441, 442 PHIL 100, 160, 190, 240, 300, 320 SPAN 120, 121, 122, 130, 131, 132, 140, 150+, 152+, 161+, 162+ • Other: _____						
GE Area D: Social Sciences			3 units Required	C	IP	P
Social institutions: ANTH 110, 200+, 351 COMM 150+, 180 ECE. 201, 212+, 264 ECON 100, 102, 230+ EDUC 100 ENGL 200 GEOG 110 HIST 104, 106, 201, 202, 242+, 243, 245+, 246+, 247+, 422+, 451+, 452+, 455 HMSV 264 LING 200 PLSC 130, 150, 170, 200, 210, 310+, 320 PSYC 100, 106+, 200, 201, 205, 300, 340, 410 SOCI 100, 105, 141+, 205 The following courses will fulfill the CSU requirements for United States History, and 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 200, 210 US-3: PLSC 200, 210, 310 • Other: _____						
GE Area E: Lifelong Learning and Self Development			3 units Required (max. 2 units from E2)	C	IP	P
Up to 3 units of course work in Area E may be applied towards completion of General Education requirements, or students may select additional 3 units of General Education from Areas A-D above.						
E1: BIOL 310 CRER 137 HSCI 100, 104, 105, 116, 430 KINE 101 PSYC 200, 340						
E2: (Physical Education activity courses – maximum of 2 activity courses may apply to General Education requirements):						
DANC 220 (<i>please meet with a counselor for dance courses</i>) FITN 112, 117, 118, 119, 122, 128, 129, 151, 153, 154, 210, 304.1, 304.2, 304.3, 304.4; 334.1, 334.2, 334.3, 334.4; 335.1, 335.2, 335.3, 335.4 INDV 160.1, 160.2, 160.3, 160.4; 251.1, 251.2, 251.3, 251.4 TEAM 101, 102, 105, 111.1, 111.2, 111.3, 111.4; 141.1, 141.2, 141.3, 141.4; 148, 151; 171.1, 171.2, 171.3, 171.4; 185 VARS 104, 114, 140, 154, 170, 340 • Other: _____						

Note:

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

Courses identified with "+" will also fulfill the Ethnic Studies requirements

"• Other" indicates if area requirement is met by other means such as completing a course at another accredited institution, or by AP/IB/CLEP

California State University— Transfer Courses 2013–2014

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 ASSIST (www.assist.org) to access CSU and UC transferable course lists, IGETC lists, CSU General Education Breadth Requirements lists, course-to-course equivalency information, and major course requirement information. The ASSIST website 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 annually as curriculum changes and colleges and universities make new articulation agreements.

ACCOUNTING

ACTG 100, 121, 131, 200, 680-689, 695

ANTHROPOLOGY

ANTH 110, 125, 126, 200, 351, 352, 380, 381, 680-689, 695

ARCHITECTURE

ARCH 110, 680-689, 695

ART

ART 101, 102, 103, 104, 105, 109, 201, 204, 205, 206, 207, 210, 214, 221, 222, 229, 250, 301, 304, 306, 351, 352, 680-689, 695

ASTRONOMY

ASTR 100, 101, 680-689, 695

BIOLOGICAL SCIENCES

BIOL 100, 103, 110, 130, 132, 225, 230, 240, 250, 260, 310, 380, 381, 680-689, 695

BUSINESS

BUS 100, 101, 103, 108, 115, 150, 180, 201, 335, 393, 395, 396, 397, 680-689, 695

CAREER & PERSONAL DEVELOPMENT

CRER 110, 137, 140, 300, 401, 407, 430, 680-689, 695

CHEMICAL LABORATORY TECHNOLOGY

CHMT 310, 340

CHEMISTRY

CHEM 112, 192, 210, 220, 231, 235, 238, 410, 680-689, 695

COMMUNICATION STUDIES

COMM 110, 127, 130, 140, 150, 180, 680-689, 695

COMPUTER BUSINESS OFFICE TECHNOLOGY

CBOT 415, 417, 430, 431, 435, 436, 448, 457, 460, 470, 472, 474, 475, 476, 480, 680-689, 695

COMPUTER INFORMATION SCIENCE

CIS 113, 118, 242, 250, 252, 262, 284, 286, 294, 321, 680-689, 695

COOPERATIVE EDUCATION

COOP 670, 672

DRAMA

DRAM 101, 140, 150, 151, 152, 160, 200, 201.1, 201.2, 201.3, 201.4, 208, 209, 210, 211, 212, 221, 233, 300.1, 300.2, 300.3, 300.4, 305, 306, 680-689, 695

EARLY CHILDHOOD EDUCATION

ECE 191, 192, 201, 210, 211, 212, 213, 223, 225, 230, 240, 241, 242, 244, 247, 249, 250, 252, 254, 260, 262, 264, 313, 331, 333, 335, 337, 362, 363, 366, 382, 670, 672, 680-689, 695

ECONOMICS

ECON 100, 102, 230, 680-689, 695

EDUCATION

EDUC 100

ENGINEERING

ENGR 100, 111, 210, 215, 230, 240, 260, 261, 270, 410, 413, 680-689, 695

ENGLISH

ENGL 100, 110, 161, 162, 164, 165, 200, 680-689, 695

ENGLISH AS A SECOND LANGUAGE

ESL 400

ENVIRONMENTAL SCIENCE

ENVS 115

ENVIRONMENTAL TECHNOLOGY

ENVT 105, 106, 107, 108

FASHION DESIGN

FASH 100, 110, 111, 113, 115, 116, 118, 122, 123, 132, 133, 134, 146, 150, 151, 162, 163, 164, 166, 167, 168, 170, 171, 172, 173, 175, 178, 180, 195, 196, 197, 199, 225, 226, 228, 670, 672, 680-689, 695

GEOGRAPHY

GEOG 100, 110, 680-689, 695

GEOLOGY

GEOL 100, 101, 680-689, 695

HEALTH SCIENCE

HSCI 100, 104, 105, 115, 116, 430, 432, 480, 481, 665, 680-689, 695

HISTORY

HIST 100, 101, 104, 106, 201, 202, 242, 243, 245, 246, 247, 422, 451, 452, 455, 680-689, 695

HUMAN SERVICES

HMSV 100, 110, 115, 120, 160, 161, 262, 264, 265, 266, 670, 672, 680-689, 695

INTERDISCIPLINARY STUDIES

IDST 100

INTERIOR DESIGN

INTD 115, 126, 128, 129, 148, 150, 151, 175, 250, 260, 270, 271, 276, 340, 350, 356, 360, 400, 401, 403, 450, 670, 672, 680-689, 695

KINESIOLOGY

KINE 101, 245, 250, 251, 308

LEARNING CENTER

LCTR 100, 110, 120, 139, 140, 151, 680-689, 695

LIBRARY SCIENCE

LIBR 100, 120, 680-689, 695

LINGUISTICS

LING 200, 680-689, 695

LITERATURE

LIT 151, 152, 200, 205, 231, 232, 251, 252, 266, 371, 372, 373, 375, 441, 442, 680-689, 695

MANAGEMENT

MGMT 100, 204, 215, 220, 680-689, 695

MATHEMATICS

MATH 125, 130, 140, 200, 222, 241, 242, 251, 252, 253, 268, 270, 275, 680-689, 695

MEDICAL ASSISTING

MEDA 100, 110, 111, 115, 120, 121, 140, 141, 150, 160, 161, 162, 163, 164, 165, 166, 190, 670, 672, 680-689, 695

METEOROLOGY

METE 100, 680-689, 695

MULTIMEDIA

MART 314, 325, 361, 362, 363, 365, 366, 368, 369, 370, 372, 373, 376, 377, 378, 379, 380, 389, 390, 400, 405, 410, 417, 418, 420, 421, 430, 431, 432, 440, 670, 672, 680-689, 695

MUSIC

MUS 100, 109, 115, 120, 121, 122, 161, 202, 210, 230, 240, 250, 260, 271, 290, 301.1, 301.2, 301.3, 301.4, 371, 372, 373, 374, 461, 462, 463, 464, 476, 486, 490, 680-689, 695

OCEANOGRAPHY

OCEN 100, 101, 680-689, 695

PARALEGAL

LEGL 249, 250, 251, 252, 254, 255, 257, 260, 262, 264, 268, 272, 274, 276, 670, 672, 680-689, 695

PHILOSOPHY

PHIL 100, 103, 160, 190, 200, 240, 300, 320, 680-689, 695

PHYSICAL EDUCATION

DANC 121.1, 121.2, 121.3, 121.4, 125.1, 125.2, 125.3, 125.4, 130.1, 130.2, 130.3, 130.4, 140.1, 140.2, 140.3, 140.4, 150.1, 151.1, 151.2, 151.3, 151.4, 220, 391, 400.1, 400.2, 400.3, 400.4, 680-689, 695

FITN 112, 117, 118, 119, 122, 128, 129, 151, 152, 153, 154, 210, 235, 304.1, 304.2, 304.3, 304.4, 334.1, 334.2, 334.3, 334.4, 335.1, 335.2, 335.3, 335.4, 680-689, 695

INDV 160.1, 160.2, 160.3, 160.4, 251.1, 251.2, 251.3, 251.4

PE 305, 306, 680-689, 695

TEAM 101, 102, 105, 111.1, 111.2, 111.3, 111.4, 141.1, 141.2, 141.3, 141.4, 148, 171.1, 171.2, 171.3, 171.4, 185, 186

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

PHYSICS

PHYS 210, 211, 220, 221, 250, 260, 270, 405, 680-689, 695

POLITICAL SCIENCE

PLSC 103, 130, 150, 170, 200, 210, 310, 320, 325, 680-689, 695

PSYCHOLOGY

PSYC 100, 106, 200, 201, 205, 300, 340, 410, 680-689, 695

RADIOLOGIC TECHNOLOGY

RADT 400, 408, 410, 415, 418, 420, 428, 430, 435, 438, 440, 441, 448, 458, 468, 471, 474, 475, 680-689, 695

SOCIOLOGY

SOCI 100, 105, 141, 205, 680-689, 695

SPANISH

SPAN 110, 111, 112, 120, 121, 122, 130, 131, 132, 140, 150, 152, 161, 162, 196, 680-689, 695

University of California—Transfer Courses 2013–2014

The following is a list of courses designated as transferable toward baccalaureate degree credit at all campuses of the University of California system. Always check with the Counseling Center for the most up-to-date information. Use ASSIST (www.assist.org) to access UC and CSU transferable course lists, IGETC lists, CSU General Education Breadth Requirements lists, course-to-course equivalency information, and major course requirement information. The ASSIST website 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 annually as curriculum changes and colleges and universities make new articulation agreements.

VARIABLE TOPICS COURSES

Variable Topics courses refer to 680's, Selected Topics, 690's, Research Projects, and 695's, Independent Study. Credit for these 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 - LIMITATIONS

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

ACCOUNTING

ACTG 121, 131

ANTHROPOLOGY

ANTH 110, 125, 126, 200, 351

ART

ART 101, 102, 103, 104, 105, 201, 204, 205, 206, 207, 214, 221, 222, 229, 301, 351

ASTRONOMY

ASTR 100, 101

BIOLOGY

BIOL 100*(* No credit if taken after a college level course in biological science), 110, 130, 132, 225, 230, 240, 250, 260, 310

BUSINESS

BUS 100*, 103, 201, 335* (*combined: maximum credit 3 units)

CAREER AND PERSONAL DEVELOPMENT

CRER 110*, 137*, 401* (*Combined: maximum credit 3 units)

CHEMISTRY

CHEM 112*, 192*, 210*, 220, 231, 235, 238

(*No credit for 112 or 192 if taken after 210, combined: maximum credit one course)

COMMUNICATION STUDIES

COMM 110, 127, 130, 140, 150, 180

COMPUTER BUSINESS OFFICE TECHNOLOGY

CBOT 430*, 431* (*430 & *431 must both be taken to receive transfer credit)

COMPUTER INFORMATION SCIENCE

CIS 118, 250, 252, 284, 286

DRAMA

DRAM 101, 140, 150, 151, 152, 160, 200, 208, 209, 210, 211, 212, 221, 233, 300, 305, 306

EARLY CHILDHOOD EDUCATION

ECE. 201, 212

ECONOMICS

ECON 100, 102, 230

EDUCATION

EDUC 100

ENGINEERING

ENGR 100, 111, 210, 215, 230, 240, 260, 261, 270, 410*, 413* (*410 and 413 combined: maximum credit: one course)

ENGLISH

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

ENGLISH AS A SECOND LANGUAGE

ESL 400

ENVIRONMENTAL SCIENCE

ENVS 115

FASHION DESIGN

FASH 113

GEOGRAPHY

GEOG 100, 110

GEOLOGY

GEOL 100, 101

HEALTH SCIENCE

HSCI 100, 116, 430*, 432* (*combined maximum credit: one unit)

HISTORY

HIST 100, 101, 104, 106, 201, 202, 242, 245, 246, 247, 422, 451, 452, 455

INTERIOR DESIGN

INTD 148, 150, 151, 400,

KINESIOLOGY

KINE 101+, 308+

(+ combined with PE 305 and 306, maximum credit, 8 units)

LIBRARY SCIENCE

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

LINGUISTICS

LING 200 (same as ENGL 200)

LITERATURE

LIT 151, 152, 200, 205, 231, 232, 251, 252, 266, 371, 372, 373, 375, 441, 442

MATHEMATICS

MATH 125, 140, 200, 222, 241*, 242*, 251*, 252*, 253, 268, 270, 275 (*241, 242 & 251, 252 Combined: maximum credit, one series)

METEOROLOGY

METE 100

MULTIMEDIA

MART 314, 362*, 363, 376*, 418(*combined maximum credit: one course)

MUSIC

MUS 100, 115, 202, 210, 230, 240, 250, 271, 371, 372, 373, 374, 461, 462, 463, 464, 476, 486, 490

OCEANOGRAPHY

OCEN 100, 101

PHILOSOPHY

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

PHYSICAL EDUCATION

DANC 220*, 391,

FITN 112*, 122*, 128*, 129*, 151*, 153*, 154*, 210*, 235*, 304.1*, 304.2*, 304.3*, 304.4*, 334.1*, 334.2*, 334.3*, 334.4*, 335.1*, 335.2*, 335.3*, 335.4*

INDV 160.1*160.2*, 160.3*, 160.4*, 251.1*, 251.2*, 251.3*, 251.4*

P.E. 305+, 306+

TEAM 101*, 102*, 105*, 111.1*, 111.2*, 111.3*, 111.4*, 141.1*, 141.2*, 141.3*, 141.4*, 148*, 171.1*, 171.2*, 171.3*, 171.4*, 185*

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

(*Combined with PE activity, maximum credit 4 units)

(+combined with KINE 101 and 308, maximum credit 8 units)

PHYSICS

PHYS 210*, 211, 220*, 221, 250*, 260*, 270* (*210, 220 combined with 250, 260, 270: maximum credit, one series, deduct for duplication on topics)

POLITICAL SCIENCE

PLSC 103, 130, 150, 170, 200, 210, 310, 320, 325

PSYCHOLOGY

PSYC 100, 106, 200*, 201*, 205, 300, 340, 410

(*PSYC 200 & 201 combined: maximum credit one course)

SOCIOLOGY

SOCI 100, 105, 141, 205

SPANISH

SPAN 110, 111, 112 (111 and 112 combined: equivalent to 110), 120*, 121, 122* (121 and 122 combined: equivalent to 120), 130, 131, 132, (131 and 132 combined: equivalent to 130; 131 and 132 combined: equivalent to UC-H), 140, 150, 152, 161, 162, (*120 or 122 correspond to two years of high school study)

NOTE:

Additional UC transferrable courses may be added to the above list for the 2013-14 Academic Year. Once they are approved by UC, they will be posted online. Please see a counselor and/or www.ASSIST.org for up-to-date information.

Cañada College Instructional Programs Degree and Certificate Programs

Area of Study	Certificate	Degree
ACCOUNTING	•	AS
Entry Level Bookkeeper	•	
ANTHROPOLOGY		
ART		
Emphasis in Art History		AA
BIOLOGICAL SCIENCES		
Biological Sciences		AS
Allied Health		AS
BUSINESS ADMINISTRATION	•	AS-T, AS
BUSINESS - INTERNATIONAL BUSINESS		
BUSINESS MANAGEMENT		
Management	•	
Small Business	•	AS
CHEMICAL LABORATORY TECHNOLOGY	•	AS
COMMUNICATION STUDIES		AA-T, AA
COMPUTER BUSINESS OFFICE TECHNOLOGY		
General Office	•	
Administrative Assistant	•	AS
Administrative Support Assistant	•	AS
COMPUTER SCIENCE		
EARLY CHILDHOOD EDUCATION/CHILD DEVELOPMENT		
Early Childhood Education/Child Development	•	AS-T, AS
EARTH SCIENCE		AS
ECONOMICS		AA
ENGINEERING		AS
Math for Surveying and Computer-aided Design	•	
ENGLISH		AA
ENGLISH AS A SECOND LANGUAGE		
Preparation for Academic Scholarship and Success (PASS)	•	
ENVIRONMENTAL TECHNOLOGY		
FASHION		
Custom Dressmaking/Small Business Oriented	•	AS
Fashion Merchandising	•	AS
Technical (Apparel Industry Oriented)	•	AS
Theater Costuming	•	AS
GENERAL STUDIES	•	
GEOGRAPHY		AA
HISTORY		AA
HUMAN SERVICES		
Community Health Worker	•	
Human Services	•	AS
Promotor Education and Employment	•	
INTERDISCIPLINARY STUDIES		
Emphasis in Arts and Humanities		AA
Emphasis in Natural Science and Mathematics		AA
Emphasis in Social and Behavioral Sciences		AA

Area of Study	Certificate	Degree
INTERIOR DESIGN		
Interior Design	•	AS
Kitchen and Bath	•	
Redesign and Home Staging	•	
Residential and Commercial	•	
Sustainable Design	•	
KINESIOLOGY, ATHLETICS & DANCE		
Dance		AA
Fitness Professional	•	AS
Kinesiology		AA-T, AA
LATIN AMERICAN AND LATINO/A STUDIES	•	AA
MATHEMATICS		AS-T
MEDICAL ASSISTING		
Administrative Medical Assistant	•	
Medical Coding Specialist	•	
Medical Assisting	•	AS
Medical Billing Specialist	•	AS
MULTIMEDIA ART AND TECHNOLOGY		
Graphic Design	•	
Multimedia Art and Technology	•	AA
Web Design	•	
3D-Animation and Video Game Arts	•	AA
MUSIC		AA
NURSING		
PARALEGAL	•	AS
PHILOSOPHY		AA
PHYSICAL SCIENCES		
Chemistry		AS
Physics		AS-T, AS
PHYSICAL THERAPY		
POLITICAL SCIENCE		
Emphasis in Pre-Law		AA
Emphasis in Public Administration and Service		AA
PSYCHOLOGY		AA-T, AA
RADIOLOGIC TECHNOLOGY		AS
SOCIAL SCIENCES		
International Studies		AA
SOCIOLOGY		AA-T, AA
SPANISH		AA
Bilingualism and Biliteracy in English/Spanish	•	
THEATRE ARTS		AA
UNIVERSITY TRANSFER		
Option 1: CSU General Education (CSU-GE)	•	
Option 2: Intersegmental General Education Transfer Curriculum (IGETC) - CSU	•	
Option 3: Intersegmental General Education Transfer Curriculum (IGETC) - UC	•	

Important: Associate degree and certificate programs have additional college requirements beyond the major. See pages 58-60 for the complete requirements for the associate's degree and certificates.

Gainful Employment

In October of 2010, federal regulations initiated by the Obama administration required institutions to disclose key gainful employment outcomes for students of all certificate programs that are eligible for federal financial aid. On the following pages, you will find Gainful Employment tables for most certificate programs. Gainful Employment data reflects academic year 2011-12; however, there have been changes in units with specific certificates since the data was collected. At the time of this catalog publication, Gainful Employment data was not available for all certificates. This information is also available on our website with each certificate program: see canadacollege.edu/degrees for links to certificate programs. You will find in these tables:

- Certificate name
- Number of units in the certificate
- Normal time to complete the certificate
- Number of students completing the certificate in the most recent year
- Percent of graduates completing in normal time
- Number of students who received any federal student loans
- Median student loan debt
- Estimated cost of tuition
- Estimated cost of books/supplies
- Estimated cost of fees
- Total estimated cost
- Taxonomy of Programs (TOP) code
- Classification of Instructional Programs (CIP) code
- Standard Occupational Classification (SOC) codes

NOTES : The following apply to all tables:

¹ Percent of graduates completing in normal time provides the percentage of graduates during the reporting year who completed their certificate in the minimum possible time given the schedule of course offerings. For privacy reasons, this percentage is not disclosed for certificates with fewer than 10 graduates

² Median student loan debt upon completion provides the median amount in student loans accumulated by students who graduated in the program during the reporting year. For privacy reasons, the median loan debt is not disclosed for programs with fewer than 10 graduates

³ SOC code refers to the "Standard Occupational Classification" code from the U.S. Bureau of Labor Statistics.

ACCOUNTING

- Certificate of Achievement-Entry Level Bookkeeper
- Certificate of Achievement-Accounting
- Associate in Science Degree - Accounting

The Business Department offers a transfer curriculum to a four-year university, an AS Degree, and a certificate program designed to give the students both formal and practical training in accounting. The accounting 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 Achievement 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 Achievement 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.

Program Learning Outcomes:

Students completing this program will be able to:

- Listen and communicate orally and in writing within the standards of their profession.
- Articulate major standard practices within Accounting and Business professions.
- Demonstrate the knowledge and skills required for Accounting, Business and Economics for which they have trained.
- Interpret financial data, analyze business issues and identify economic trends.
- Work independently and collaboratively within a team of accountants, business people and economists.
- Recognize ethical behavior in their chosen profession and behave in a socially responsible manner.

CERTIFICATE OF ACHIEVEMENT – ENTRY LEVEL BOOKKEEPER

Core Requirements

Complete Core Courses, 12 units

	UNITS
ACTG. 100 Accounting Procedures	3
ACTG. 180 Payroll and Business Taxes	1.5
ACTG. 200 QuickBooks	3
CBOT 435 Spreadsheets	3
CBOT 448 Using Microsoft Windows	1.5
Certificate Unit Requirements Total	12*

Gainful Employment Disclosure Information	
Certificate program TOP Code: 50200; CIP Code: 15657	Entry Level Bookkeeper
Reporting year	2011-12
Total Units	12

Normal time to complete, in semesters	2
Number of program graduates in reporting year	1
Percent of graduates completing in normal time ¹	100%
Cost of tuition	\$432
Cost of books/supplies	\$687
Cost of fees	\$192
Total estimated cost	\$1,311
Median student loan debt upon completion ²	0
Occupations and SOC codes ³ Accounting Clerk, Accounting Assistant, Accounts Payables Clerk, Bookkeeper, Account Clerk, Accounts Payable Clerk, Accounts Receivable Clerk, Account Receivable Clerk, Accounts Payable Specialist, Accounting Associate	
^{1, 2, 3} - See NOTES on page 79.	

CERTIFICATE OF ACHIEVEMENT - ACCOUNTING

Core and Selective Requirements

Complete Core Courses, 21.5 units

	UNITS
ACTG 121 Financial Accounting	4
ACTG 131 Managerial Accounting	4
ACTG 180 Payroll & Business Taxes	1.5
ACTG 200 Quickbooks	3
BUS. 100 Contemporary American 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 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 Beginning Word Processing	1.5
CBOT 474 Intermediate Word Processing	1.5

Certificate Unit Requirements Total 27.5*

Gainful Employment Disclosure Information	
Certificate program TOP Code: 50200; CIP Code: 20424	Accounting
Reporting year	2011-12
Total Units	27.5
Normal time to complete, in semesters	3
Number of program graduates in reporting year	4
Percent of graduates completing in normal time ¹	40%
Cost of tuition	\$990
Cost of books/supplies	\$2,086
Cost of fees	\$236
Total estimated cost	\$3,312
Median student loan debt upon completion ²	0

Occupations and SOC codes ³ 43-3000 Accounting Clerk, Accounting Assistant, Accounts Payables Clerk, Bookkeeper, Account Clerk, Accounts Payable Clerk, Accounts Receivable Clerk, Account Receivable Clerk, Accounts Payable Specialist, Accounting Associate
^{1, 2, 3} - See NOTES on page 79.

ASSOCIATE IN SCIENCE DEGREE IN ACCOUNTING

AS Degree Requirements*

Core and Selective Requirements

Complete Core & Selective Courses, 27.5 units, listed under the Certificate of Achievement-Accounting.

Total Core/Selective Requirements: 27.5*

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

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) 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.

ANTHROPOLOGY

Degrees for the Anthropology program are currently being processed for state approval. See the Anthropology course descriptions in the Course Descriptions section of this catalog. Please check the web site to see current course offerings, and for updates on state approval of degrees: canadacollege.edu/anthropology.

Anthropology is the study of humans. The discipline breaks down into four subfields. Cultural Anthropology deals with the social lives of people around the world, including our own society: economic systems, legal practices, kinship, religions, medical practices, folklore, arts and political systems, as well as the interrelationship of these systems in environmental adaptation and social change. Archaeology focuses on the material remains of human societies from the remote and recent past with emphasis on reconstructing and understanding past modes of human cultural adaptation and change. Physical Anthropology describes and compares world human biology with a focus on humans and their primate order, and seeks to document and understand the interplay of culture and biology in the course of human evolution and adaptation. Anthropological Linguistics deals with varied aspects of human language and the characteristics of nonhuman communication systems, to achieve an understanding of past and present human language systems and their significance in social life.

With a major in Anthropology, career opportunities can include the following: Archaeologist, Linguist, Environmental Impact Analyst, Museum Curator, Health Researcher, Redevelopment Specialist, Industrial Consultant, Artifacts Conservator, Cultural Resource Manager, Ethnic Relations Specialist, Population Analyst, Urban Planner, Exhibit Designer, Expedition Guide, Film Ethnographer, Social Gerontologist, College Faculty Instructor, Medical Anthropologist, Bilingual Education Consultant, Primatologist, Zoo Director, Museum Program Director, Museum Registrar, Forensic Anthropologist, Folklorist, Archivist, Surveyor, Researcher, Urban Planner, Travel Agent/Guide, Human Resources Manager, Journalist - Marketing Manager, National/State Park Interpreter, Coroner/Medical Examiner, State/Federal Government Policy Analyst, Social Worker, Public Health Educator, Bilingual/Bicultural Program Specialist, Teacher - Visual Anthropologist.

Program Learning Outcomes:

Students completing this program will be able to:

- Analyze social science concepts and theories.
- Evaluate diverse viewpoints related to the human experience.
- Produce evidence-based arguments.

Cañada College offers lower division coursework required for transfer in the area of Anthropology. Students should use PROJECT ASSIST (www.assist.org) to research lower division major requirements at the transfer destination(s) of their choice. To ensure that students' Associate in Arts Degree General Education and Elective course choices also fulfill CSU GE /IGETC unit requirements for transfer, students should work with a Counselor/Advisor to determine appropriate transfer coursework.

ART

• Associate in Arts Degree: Art With an Emphasis in Art History

The Art Department affords a unique experience for students seeking a solid foundation in aesthetics, skill development, and understanding of the forms and history of art. The program has been designed to offer a continuity of study through structured courses in the academic tradition. The goal of the program is to support each student in the search for a personal form, the development of the capabilities to express that form, and an appreciation of art as a means of understanding the world.

Program Learning Outcomes:

Students completing this program will be able to:

- Apply critical thinking in the creative process.
- Use the language of the discipline; demonstrate to command of critical vocabulary
- Describe the roles of creative expression in human cultures
- Engage with the arts; integrate the arts into life.
- Use critical thinking in evaluating works of art in intrinsic terms, expressive content, and social context

ASSOCIATE IN ARTS DEGREE IN ART WITH AN EMPHASIS IN ART HISTORY

The Associate of Arts in Art Degree with an Emphasis in Art History is designed for students who wish to pursue the study of art forms of the past and present in a social, political, philosophical and cultural context as a foundation for understanding human history and creativity.

AA Degree Requirements*

Core and Selective Requirements

Complete Core Courses, 12 units

	UNITS
ART 101 Ancient, Classical and Medieval Art History	3
ART 102 Late Gothic, Renaissance and Baroque Art History	3
ART 103 Eighteenth and Nineteenth Century Art History	3
ART 104 Modern Art History	3

Selective courses: choose a minimum of 11 units from the following:

Complete 8 units from the following courses:

ART 201 Form and Composition I	4
ART 204 Drawing I	4
ART 205 Drawing II	4
ART 206 Figure Drawing and Portraiture	4
ART 207 Life Drawing	4
ART 214 Color	3
ART 221 Painting I	4
ART 222 Painting II	4
ART 229 Landscape Painting	2
ART 301 Design	4

Complete 3 units from the following courses:

ANTH 200 Ethnographic Film	3
ART 105 Asian Art History	3
ART 304 Gallery Design and Management	2
HIST 100 History of Western Civilization I	3
HIST 101 History of Western Civilization II	3
MUS. 115 Art, Music and Ideas	3
Total Core/Selective Requirements:	23*

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

Cañada College offers lower division coursework required for transfer in the area of Art. 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.

For Multimedia certificates and degrees see MULTIMEDIA ART AND TECHNOLOGY section.

BIOLOGICAL SCIENCES

- Associate in Science Degree - Biological Sciences
- Associate in Science Degree - Allied Health
- Professional School Preparation: Pre-Dental, Pre-Medicine, Pre-Pharmacy, Pre-Veterinary, Pre-Optometry

Program Learning Outcomes:

Students completing this program will be able to:

- Use the Scientific Method to investigate biological questions and critically evaluate and effectively communicate scientific data.
- Recognize and explain the evolutionary connections between biological structures and their function and between organisms and their environment.
- Critically evaluate biological information and examine its significance and impact on society and the environment.

ASSOCIATE IN SCIENCE DEGREE IN BIOLOGICAL SCIENCES

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

Degree recipients in Biological Sciences are prepared for careers in civil service, industry, or teaching; and are prepared for professional training in such fields as biological science education, biotechnology, nursing, public health, environmental health, biological or biomedical research, pre-medicine and all related areas of biology.

AS Degree Requirements*

Core and Selective Requirements

Complete Core Courses, 20 units

	UNITS
BIOL 225 Biology of Organisms	5
BIOL 230 Cell and Molecular Biology	5
CHEM 210 General Chemistry I	5
CHEM 220 General Chemistry II	5

Selective courses: choose a minimum of 16 units from the following:

Complete 16 units from the following courses:

BIOL 103 Native Plants and Wildflowers	3
BIOL 130 Human Biology	3
BIOL 132 Human Biology Lab	1
BIOL 240 General Microbiology	4
BIOL 250 Human Anatomy	4
BIOL 260 Human Physiology	5
BIOL 310 Nutrition	3
CHEM 231 Organic Chemistry I	5
CHEM 235/238 Organic Chemistry II/Lab II	3/2
MATH 200 Elementary Probability and Statistics	4
MATH 241/242 Applied Calculus I/II	5/3
or MATH 251/252/253 Analytical Geometry & Calculus I/II/III	5/5/5
PHYS 210/220 General Physics I/II	4/4
or PHYS 250/260/270 Physics with Calculus I/II/III	4/4/4

Total Core/Selective Requirements: 36*

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

ASSOCIATE IN SCIENCE DEGREE-ALLIED HEALTH

A major in Allied Health prepares students for further study, certification, and employment in a variety of allied health careers such as nursing, radiologic technology, respiratory therapy, occupational therapy, and physical therapy. In addition to these diagnostic and therapeutic fields, students will also be prepared to pursue further education and training in a variety of non-clinical support services, public health and health administration careers. This program provides many of the prerequisite courses needed for entry in allied health certificate programs and many of the lower division courses needed for transfer to a four-year college or university.

AS Degree Requirements*

Core and Selective Requirements

Complete Core Courses, 17 units

	UNITS
BIOL 240 General Microbiology	4
BIOL 250 Human Anatomy	4
BIOL 260 Human Physiology	5
CHEM 410 Chemistry for Health Sciences	4

Selective courses: choose a minimum of 13 units from the following:

Complete 4 units from the following courses:

BIOL 110 Principles of Biology	4
BIOL 130/132 Human Biology/Lab	3/1

Complete 9 units from the following courses:

BIOL 310 Nutrition	3
COMM 130 Interpersonal Communication	3
HSCI 100 General Health Science	2-3
HSCI 115 Intro to Health Care and the Health Professions	3
HSCI 430 First Aid	.5
HSCI 432 CPR: Adult, Child, Infant for Healthcare Providers	.5
HSCI 480 Phlebotomy	3
HSCI 481 Phlebotomy Externship	1
LCTR 151 Allied Health Science Vocabulary	1
MATH 200 Elementary Probability and Statistics	4
PSYC 100 General Psychology	3
SOCI 100 Introduction to Sociology	3

Total Core/Selective Requirements: 30*

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

PROFESSIONAL SCHOOL PREPARATION

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

Many students are interested in careers in allied health 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) 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.

Cañada College offers lower division coursework required for transfer in the area of Biological Sciences. 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.

BUSINESS ADMINISTRATION

- Certificate of Achievement - Business Administration
- Associate in Science Degree - Business Administration
- Associate in Science for Transfer Degree - Business Administration

The Business Department offers a Certificate, transfer program, and an AS Degree. The Business Administration Associate in Science degree provides the foundation for students planning to transfer to a four-year college or university and includes core requirements in accounting, economics, and information systems. This degree provides students with an understanding of basic business practices, including operations, methods, and purpose, and an introduction to the major functional areas within business. Courses specifically required for the major transfer core requirements must be evaluated by a letter grade, not by the pass (P) grade.

Program Learning Outcomes:

Upon Completion of Program requirements, students will be able to

- Design and manage business documents using current technology to engage in creative problem solving.
- Communicate an understanding of business concepts professionally through written, oral and visual presentations using current technology.
- Recognize ethical behavior in their chosen profession and behave in a socially responsible manner.
- Analyze business issues, interpret financial data and identify economic trends.

CERTIFICATE OF ACHIEVEMENT - BUSINESS ADMINISTRATION

Core and Selective Requirements

Complete Core Courses, 19 units

	UNITS
ACTG 121 Financial Accounting	4
BUS. 100 Contemporary American Business	3
BUS. 103 Introduction to Business Information Systems	3
BUS. 108 Business Writing & Presentation Methods	3
BUS. 201 Business Law	3
MGMT 215 Management of Human Resources	3

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

BUS. 101 Human Relations in Business	3
or MGMT 204 Managing Employees Effectively	3
BUS. 115 Business Mathematics	3
or MATH 120 Intermediate Algebra	5

Certificate Unit Requirements Total **25***

Gainful Employment Disclosure Information	
Certificate program TOP Code: 50500; CIP Code: 20425	Business Administration
Reporting year	2011-12
Total Units	34
Normal time to complete, in semesters	4
Number of program graduates in reporting year	1
Percent of graduates completing in normal time ¹	100%
Cost of tuition	\$1,224
Cost of books/supplies	\$2,607
Cost of fees	\$276

Total estimated cost	\$4,107
Median student loan debt upon completion ²	0
Occupations and SOC codes ³	13-0000
^{1, 2, 3} - See NOTES on page 79.	

ASSOCIATE IN SCIENCE DEGREE IN BUSINESS ADMINISTRATION

AS Degree Requirements*

Core and Selective Requirements

Complete Core Courses, 18 units

	UNITS
ACTG 121 Financial Accounting	4
ACTG 131 Managerial Accounting	4
ECON 100 Principles of Macro Economics	3
ECON 102 Principles of Micro Economics	3
MATH 200 Elementary Probability & Statistics	4

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

Complete 3 units from the following courses:

MATH 125 Elementary Finite Mathematics	3
or MATH 241 Applied Calculus I	5
or MATH 251 Analytical Geometry & Calculus I	5

Complete 6 units from the following courses:

BUS. 100 Contemporary American Business	3
BUS. 103 Introduction to Business Information Systems	3
BUS. 201 Business Law	3
CBOT 435 Spreadsheets	3
CIS 118 Introduction to Computer Science	4
CIS 250 Introduction to Object Oriented Programming: C++	3
COMM 110 Public Speaking	3
MATH 242 Applied Calculus II	3
MATH 252 Analytical Geometry and Calculus II	5

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

ASSOCIATE IN SCIENCE DEGREE FOR TRANSFER IN BUSINESS ADMINISTRATION

The AS-T major in Business Administration prepares students for transfer into bachelor's degree programs in Business Administration and similar fields. Courses offered are transferable as lower division coursework toward a bachelor's degree in Business Administration. Students are required to have a grade of "C" or better in order to apply these courses to the AS-T degree.

Career Opportunities:

Include a wide variety of positions in business, marketing, international business, banking industry, accounting, and economic fields. Courses in the Business Administration discipline include: financial and managerial accounting, microeconomics, macroeconomics, business law, business calculus or statistics or finite math and includes a choice of business information systems or computer skills or introduction to business or business communication.

AS-T Degree Requirements*

Core and Selective Requirements

Complete Core Courses, 17 units

	UNITS
ACTG 121 Financial Accounting	4
ACTG 121 Financial Accounting	4
ACTG 131 Managerial Accounting	4

BUS. 201 Business Law	3
ECON 100 Principles of Macro Economics	3
ECON 102 Principles of Micro Economics	3

Selective courses: choose a minimum of 9-16 units from the following:

LIST A: Select a minimum of 3-8 units:

MATH 125 Elementary Finite Mathematics	3
MATH 200 Elementary Probability and Statistics	4
MATH 241 Applied Calculus I	5
and MATH 242 Applied Calculus II	3

LIST B: Select a minimum of 6-8 units:

Any course from List A not already chosen

BUS. 103 Introduction to Business Information Systems	3
or CBOT 430 Computer Applications, Part I	1.5
and CBOT 431 Computer Applications, Part II	1.5

General Education Requirements*

Certified Completion of CSU GE Breadth Pattern 34 - 39
or

Certified Completion of IGETC for CSU Pattern 37

Electives: Transferable elective courses to total 60 units (if applicable).

Total Units 60

Cañada College offers lower division coursework required for transfer in the area of Business Administration. 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.

BUSINESS - INTERNATIONAL BUSINESS

Degrees and Certificates for the International Business program are currently being processed for state approval. See the Business course descriptions in the Course Descriptions section of this catalog. Please check the web site to see current course offerings, and for updates on state approval of degrees: canadacollege.edu/internationalbusiness.

The International Business program is designed to provide students with a solid foundation in global business practices, such as international trade, finance, law and marketing. Courses are designed to enhance cultural sensitivity for a career in this growing field. Whether you are an entrepreneur, a new business manager or a professional seeking a career transition with international business responsibility, this certificate applies techniques and content that are consistent with modern global business practices, providing knowledge and skills that you can use immediately. Benefit from the advantage of curriculum that is overseen by an advisory board of international business and education leaders. Course curriculum is aligned with the NASBITE Certified Global Business Professional (CGBP) credential. At the completion of this program, students will be prepared to take the CGBP exam.

Career Opportunities:

Career opportunities exist in the following areas: international trade and commerce, e-commerce, international and intercultural communication (such as public relations specialists), international economists, supply chain managers, financial analysts and marketing managers.

Program Learning Outcomes:

Upon completion of program requirements, students will be able to:

- Design and manage business documents using current technology to engage in creative problem solving.
- Communicate an understanding of business concepts professionally through written, oral and visual presentations using current technology.
- Recognize ethical behavior in a diverse world of people and cultures and behave in a socially responsible manner.
- Analyze business issues, interpret financial data and identify economic trends.

BUSINESS MANAGEMENT

- Certificate of Achievement - Entrepreneurship and Small Business Management
- Certificate of Achievement - Management
- Associate in Science Degree- Entrepreneurship and Small Business Management

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.

Program Learning Outcomes:

Students completing this program will be able to:

- Listen and communicate orally and in writing within the standards of their profession.
- Articulate major standard practices within Accounting and Business professions.
- Demonstrate the knowledge and skills required for Accounting, Business and Economics for which they have trained.
- Interpret financial data, analyze business issues and identify economic trends.
- Work independently and collaboratively within a team of accountants, business people and economists.
- Recognize ethical behavior in their chosen profession and behave in a socially responsible manner.

CERTIFICATE OF ACHIEVEMENT - ENTREPRENEURSHIP AND SMALL BUSINESS MANAGEMENT

Core and Selective Requirements

Complete Core Courses, 21 units

	UNITS
ACTG 100 Accounting Procedures	3
ACTG 200 QuickBooks	3
BUS. 100 Contemporary American Business	3
BUS. 150 Entrepreneurship/Small Business Management	3
BUS. 180 Marketing	3
BUS. 395 Getting Started in Business the Green, Sustainable Way	1
BUS. 396 Developing a Business Plan Incorporating Sustainable Practices	1
BUS. 397 Develop Tools to Create a Marketing Plan	1
CBOT 430 Computer Applications, Part I	1.5
CBOT 431 Computer Applications, Part II	1.5
Certificate Unit Requirements Total	21*

Gainful Employment Disclosure Information	
Certificate program TOP Code: 50640; CIP Code: 20426	Small Business
Reporting year	2011-12
Total Units	27.5
Normal time to complete, in semesters	3
Number of program graduates in reporting year	1
Percent of graduates completing in normal time ¹	0%

Cost of tuition	\$ 990
Cost of books/supplies	\$1,422
Cost of fees	\$ 224
Total estimated cost	\$2,636
Median student loan debt upon completion ²	0
Occupations and SOC codes ³ 41-0000 Small Business Entrepreneur, entry level Bookkeeper, Administrative Assistant	
^{1, 2, 3} - See NOTES on page 79.	

CERTIFICATE OF ACHIEVEMENT - MANAGEMENT

The Management Certificate provides the education you need to become a more effective manager. Whether you now hold a supervisory position or seek a managerial role, this certificate offers the theory and practical application of leadership and management essentials. Starting with an overview of personal and company-wide behavior, and how to influence both, you build on that foundation with in-depth courses in business communications, organizational strategies, leadership and ethical responsibilities.

Career Opportunities:

Individuals with Management knowledge find work in a variety of industries with a variety duties. They may manage direct reports or projects, specialize in certain areas, such as inventory management or reorganizing corporate structures to eliminate inefficiencies. Some specialize in a specific industry, such as healthcare or telecommunications, and in government usually specialize by type of agency.

Core and Selective Requirements

Complete Core Courses, 15 units

	UNITS
BUS. 108 Business Writing and Presentation Methods	3
MGMT 100 Introduction to Business Management	3
MGMT 204 Managing Employees Effectively	3
MGMT 215 Management of Human Resources	3
MGMT 220 Organizational Behavior	3

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

ACTG 100 Accounting Procedures	3
or ACTG 121 Financial Accounting	4
BUS. 100 Contemporary American Business	3
BUS. 150 Entrepreneurship: Small Business Management	3
BUS. 180 Marketing	3
BUS. 335 Theories and Practices of Global Business	3
BUS. 393 Starting and Growing a Sustainable Business	3
CBOT 435 Spreadsheets	3
CBOT 436 Database Management	3
COOP 672 Cooperative Education/Internship	2
ECON 100 Principles of Macro Economics	3
ECON 102 Principles of Micro Economics	3
Total Units	21*

ASSOCIATE IN SCIENCE DEGREE IN ENTREPRENEURSHIP AND SMALL BUSINESS MANAGEMENT

AS Degree Requirements*

Core and Selective Requirements

Complete Core Courses, 21.0 units, listed under the Certificate of Achievement–Small Business.

Total Core/Selective Requirements: 21.0*

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

CHEMICAL LABORATORY TECHNOLOGY

- Certificate of Achievement - Chemical Laboratory Technology
- Associate in Science Degree - Chemical Laboratory Technology

The Chemical Laboratory Technology Program prepares students to work in research laboratories to study and develop new chemical processes and materials to meet the technological needs of an ever changing chemical industry. Graduates of this program operate laboratory equipment, set up chemical reactions, isolate and characterize products, follow proper safety, hazardous materials management and waste disposal procedures, record and analyze experimental results, and read, write and orally deliver technical reports. This program offers a certificate and/or an A.S. degree in Chemical Laboratory Technology.

After completion of the Certificate, students can seek employment in chemistry and chemistry related laboratories that utilize chemical instrumentation. After completion of the Associate in Science Core coursework and depending upon the choice of Selective coursework, students may seek employment in chemistry and chemical related fields or to pursue further studies in technical fields such as, but not limited to: biology, biochemistry, biotechnology, chemistry, environmental chemistry, forensic chemistry and hazardous materials management. This Program can also provide sufficient background preparation for professional training in majors such as technical writing, patent law, medicine and education.

CERTIFICATE OF ACHIEVEMENT - CHEMICAL LABORATORY TECHNOLOGY

Core and Selective Requirements

Complete Core Courses, 26 units

	UNITS
CHEM 210 General Chemistry I	5
CHEM 220 General Chemistry II	5
CHMT 310 Introduction to Chemical Laboratory Technology	4
CHMT 340 Introduction to Chemical Laboratory Instrumentation	5
CHMT 672 Cooperative Education: Internship	2

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

BIOL 110 Principles of Biology	4
BIOL 225 Biology of Organisms	5
BIOL 230 Cell and Molecular Biology	5
BIOL 240 General Microbiology	4
CHEM 231 Organic Chemistry I	5
ENGR 100 Introduction to Engineering	3
ENGR 215 Computational Methods for Engineers & Scientists	3
ENGR 270 Materials Science	3
MATH 251 Analytical Geometry & Calculus I	5
PHYS 210 General Physics I	4
PHYS 250 Physics with Calculus I	4
Certificate Unit Requirements Total	30*

ASSOCIATE IN SCIENCE DEGREE IN CHEMICAL LABORATORY TECHNOLOGY

AS Degree Requirements*

Core and Selective Requirements

Complete Core Courses, 31 units

	UNITS
CHEM 210 General Chemistry I	5
CHEM 220 General Chemistry II	5

CHEM 231 Organic Chemistry I	5
CHEM 235 Organic Chemistry II	3
CHEM 238 Organic Chemistry Laboratory II	2
CHMT 310 Introduction to Chemical Laboratory Technology	4
CHMT 340 Introduction to Chemical Laboratory Instrumentation	5
CHMT 672 Cooperative Education: Internship	2

Selective courses: choose a minimum of 8 units from the following:

BIOL 110 Principles of Biology	4
BIOL 225 Biology of Organisms	5
BIOL 230 Cell and Molecular Biology	5
BIOL 240 General Microbiology	4
ENGR 100 Introduction to Engineering	3
ENGR 215 Computational Methods for Engineers & Scientists	3
ENGR 270 Materials Science	3
MATH 251 Analytical Geometry & Calculus I	5
MATH 252 Analytical Geometry & Calculus II	5
PHYS 210/220 General Physics I/II	4/4
PHYS 250 Physics with Calculus I	4
Total Core/Selective Requirements:	39*

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

COMMUNICATION STUDIES

- AA-T Associate in Arts Degree for Transfer - Communication Studies
- Associate in Arts Degree - Communication Studies

Communication is fundamental to all human endeavors. The communication major studies the ways humans use communication to shape identity and ideas. Graduates will transfer with both an understanding of important communication theory as well as demonstrated proficiency in communication skills. Communication studies majors will explore a variety of communication contexts, from intimate relationships, to public address, to new and emergent media, exploring the many ways communication shapes our identities and our realities.

Communication skills are essential in both work and social settings. Oral and written communication skills are at the top of the list of qualities that employers look for in job candidates. Career opportunities for the program graduate includes the following careers: Advertising Executive, Business Executive, Communication Specialist, Consultant, Employee Relations Representative, Film Editor, Human Resource Administrator, Impression Management Specialist, Journalist, Media Consultant, Newscaster, Professor, Public Relations Representative, Publications, Radio Programmer, Sales Representative, Speech Writer, Teacher, Technical Writer, Television Producer, Trainer, Writer.

Program Learning Outcomes:

Students completing this program will be able to:

- Successfully prepare written and oral communication that illustrates critical thinking, creation of inquiry- or research-based texts, and information literacy.
- Demonstrate civic engagement in both written and oral argument.
- Use both written and verbal expression in interdisciplinary contexts.

AA-T ASSOCIATE IN ARTS DEGREE FOR TRANSFER IN COMMUNICATION STUDIES

AA-T Degree Requirements*

Core and Selective Requirements

Complete Core Courses, 9 units

	UNITS
COMM 110 Public Speaking	3
COMM 150 Intercultural Communication	3
COMM 180 Introduction to Communication Studies	3

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

A: Choose a minimum of 6 units from the following:

COMM 127 Argumentation and Debate	3
COMM 130 Interpersonal Communication	3
COMM 140 Small Group Communication	3

B: Choose a minimum of 3 units from the following:

Any List A course not used above.

ANTH 110 Cultural Anthropology	3
ENGL 110 Composition, Literature, and Critical Thinking	3
PSYC 100 General Psychology	3
SOCI 100 Introduction to Sociology	3

General Education Requirements:*

Certified Completion of CSU GE Breadth Pattern 34 - 39
or

Certified Completion of IGETC for CSU Pattern 37

Electives: Transferable elective courses to total 60 units (if applicable).

ASSOCIATE IN ARTS DEGREE IN COMMUNICATION STUDIES

AA Degree Requirements*

Core and Selective Requirements

Complete Core Courses, 9 units

	UNITS
COMM 110 Public Speaking	3
COMM 150 Intercultural Communication	3
COMM 180 Introduction to Communication Studies	3

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

A: Choose a minimum of 6 units from the following:

COMM 127 Argumentation and Debate	3
COMM 130 Interpersonal Communication	3
COMM 140 Small Group Communication	3

B: Choose a minimum of 3 units from the following:

Any List A course not used above.

ANTH 110 Cultural Anthropology	3
ENGL 110 Composition, Literature, and Critical Thinking	3
PSYC 100 General Psychology	3
SOCI 100 Introduction to Sociology	3

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 Achievement - General Office
- Certificate of Achievement – Administrative Assistant
- Certificate of Achievement –Administrative Support Assistant
- Associate in Science Degree - Administrative Assistant
- Associate in Science Degree - Administrative Support Assistant

Program Learning Outcomes:

Students completing this program will be able to:

- Develop the computer skills and confidence to obtain employment.
- Develop the ability and knowledge to plan, design, create, edit, integrate, and manage business documents using current technology.
- Utilize current supporting technology, according to industry standards, to increase workplace effectiveness.

CERTIFICATE OF ACHIEVEMENT – GENERAL OFFICE

The General Office certificate curriculum is designed to prepare students for employment as entry level general office clerks in a variety of business settings as support staff. This curriculum gives an entry level employee the solid foundational skills needed in an office. The curriculum includes training in keyboarding, human relations in business, computer applications using MS Office, managing business documents, using MS Windows and using the Internet.

This program is for individuals who seek entry-level employment as a General Office Clerk in the business environment.

Core and Selective Requirements

Complete Core Courses, 10.5 units

	UNITS
BUS. 101 Human Relations in Business	3
CBOT 430 Computer Applications, Part I	1.5
CBOT 431 Computer Applications, Part II	1.5
CBOT 448 Using Microsoft Windows	1.5
CBOT 472 Beginning Word Processing	1.5
CBOT 475 Using Outlook	1.5

Selective courses: choose a minimum of 1.5 units from the following:

CBOT 415 Beginning Computer Keyboarding	1.5
CBOT 417 Skill Building	1.5
CBOT 474 Intermediate Word Processing	1.5

Certificate Unit Requirements Total 12*

Gainful Employment Disclosure Information	
Certificate program TOP Code: 51400; CIP Code: 15652	General Office
Reporting year	2011-12
Total Units	12
Normal time to complete, in semesters	2
Number of program graduates in reporting year	2
Percent of graduates completing in normal time ¹	50%
Cost of tuition	\$432
Cost of books/supplies	\$792
Cost of fees	\$156
Total estimated cost	\$1,380

Median student loan debt upon completion ²	0
Occupations and SOC codes ³ Clerk, Receptionist, Secretary, Office Assistant, Office Clerk, Customer Service Representative, Office Coordinator	
^{1, 2, 3} - See NOTES on page 79.	

CERTIFICATE OF ACHIEVEMENT – ADMINISTRATIVE ASSISTANT

This Certificate and Degree prepares the person to perform high-level administrative support tasks such as compiling correspondence, preparing statistical reports, scheduling appointments, assisting clients in person and over the phone, arranging conference calls, taking and disseminating minutes of meetings, handling information requests, organizing and maintaining paper and electronic files. These positions require the employee to interact effectively with coworkers and handle several tasks at once. This person may train and supervise lower-level clerical personnel.

This program is for individuals who seek employment in mid to high level administrative assistant positions working in general business offices, law firms, and insurance companies as an administrative assistant, executive secretary, information clerk, or related position.

Core and Selective Requirements

Complete Core Courses, 23 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 Using PowerPoint for Business	2
CBOT 460 Office Procedures in Today's World	3
CBOT 472 Beginning Word Processing	1.5
CBOT 474 Intermediate Word Processing	1.5
CBOT 475 Using Outlook	1.5
CBOT 476 Adobe Acrobat	1.5

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

Complete 1 unit from the following courses:

COOP 670 Cooperative Education/Work Experience	1
or COOP 672 Cooperative Education: Internship	1

Complete 9 units from the following courses:

ACTG 100 Accounting Procedures	3
ACTG. 200 QuickBooks	3
BUS. 100 Contemporary American Business	3
BUS. 115 Business Mathematics	3
BUS. 201 Business Law	3
CBOT 470 Advanced Spreadsheets	1.5
CBOT 480 Internet - A Communication Tool	1.5

Certificate Unit Requirements Total 33*

CERTIFICATE OF ACHIEVEMENT – ADMINISTRATIVE SUPPORT ASSISTANT

This Certificate and Degree prepares workers to perform clerical duties such as answering telephones, e-mail, word processing, prepare correspondence, reports, forms, emails or other materials. These positions require employees to interact effectively with coworkers and multitask.

After completing the certificate and or degree, you have the skills necessary to work in an office environment. Job titles include, but not limited to general office support, administrative support assistant, or receptionist.

*and additional Certificate or Degree Requirements outlined on pages 58-60

Core and Selective Requirements

Complete Core Courses, 16.5 units

	UNITS
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 448 Using Microsoft Windows	1.5
CBOT 472 Beginning Word Processing	1.5
CBOT 474 Intermediate Word Processing	1.5
CBOT 475 Using Outlook	1.5
CBOT 476 Adobe Acrobat	1.5

Selective courses: choose a minimum of 7 units from the following:

Complete 1 unit from the following courses:

COOP 670 Cooperative Education/Work Experience	1
or COOP 672 Cooperative Education: Internship	1

Complete 6 units from the following courses:

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 Using PowerPoint for Business	2
CBOT 460 Office Procedures in Today's World	3
CBOT 480 Internet - A Communication Tool	1.5

Certificate Unit Requirements Total 23.5*

Gainful Employment Disclosure Information	
Certificate program TOP Code: 51400; CIP Code: 20429	Administrative Support Assistant
Reporting year	2011-12
Total Units	23.5
Normal time to complete, in semesters	3
Number of program graduates in reporting year	2
Percent of graduates completing in normal time ¹	100%
Cost of tuition	\$846
Cost of books/supplies	\$1,436
Cost of fees	\$262
Total estimated cost	\$2,544
Median student loan debt upon completion ²	0
Occupations and SOC codes ³ 43-0000 Office and Administrative Support Workers	
^{1, 2, 3} - See NOTES on page 79.	

ASSOCIATE IN SCIENCE – ADMINISTRATIVE ASSISTANT

AS Degree Requirements*

Core and Selective Requirements

Complete Core & Selective Courses, 30 units, listed under the Certificate of Achievement-Administrative Assistant.

Total Core/Selective Requirements: **30***

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

ASSOCIATE IN SCIENCE – ADMINISTRATIVE SUPPORT ASSISTANT

AS Degree Requirements*

Core and Selective Requirements

Complete Core & Selective Courses, 33 units, listed under the Certificate of Achievement-Administrative Support Assistant.

Total Core/Selective Requirements: **33***

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

COMPUTER SCIENCE

Degrees and Certificates for the Computer Science program are currently being processed for state approval. See the Computer Information Science course descriptions in the Course Descriptions section of this catalog. Please check the web site to see current course offerings, and for updates on state approval of degrees: canadacollege.edu/computerscience.



Program Learning Outcomes:

Upon completion of Certificate or Degree requirements, students will be able to:

- Apply knowledge of math, science and computer science to identify, formulate and solve computer science problems.
- Communicate effectively and work well in situations that require teamwork.
- Design and perform tests, analyze and interpret data and prepare a report summarizing the results of the tests.
- Develop a design or system given a set of requirements and specifications.
- Use techniques, skills and computer tools necessary for computer science practice.

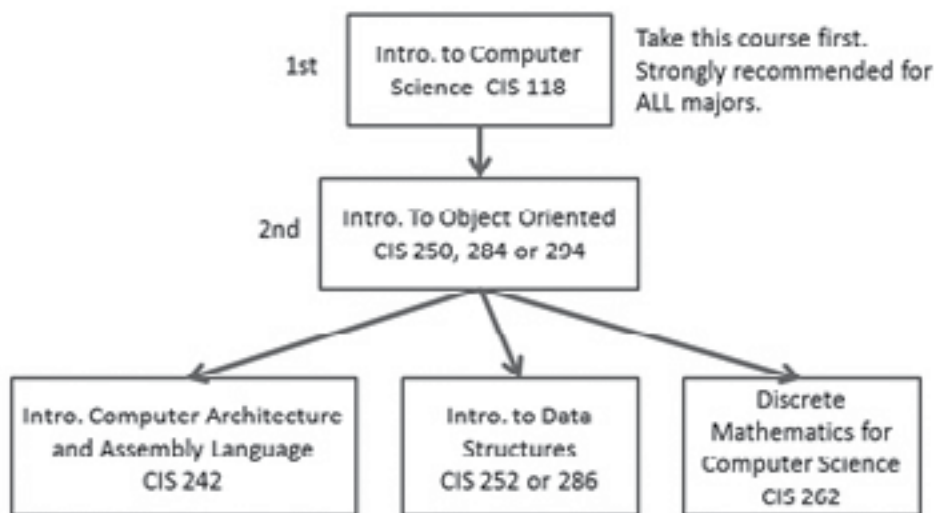
Studying Computer Science at Cañada College provides the essential concepts and skills necessary for success in every field today. The Computer Science program at Cañada College provides the core lower division courses required for a BS degree in Computer Science. Students who already possess a degree will also gain substantial skills through completion of the core courses. The core courses are:

1. Introduction to Computer Science -First course-Strongly advised for ALL majors.
 - a. CIS 118 - Introduction to Computer Science.

2. Object Oriented Programming (1 course)
 - a. CIS 250 - Introduction to Object Oriented Programming: C++
 - b. CIS 284 - Introduction to Object Oriented Programming: Java
 - c. CIS 294 - Introduction to Object Oriented Programming: Objective-C
 3. Data Structures (1 course)
 - a. CIS 252 - Introduction to Data Structures: C++
 - b. CIS 286 - Introduction to Data Structures: Java
 4. Computer Architecture and Assembly Language
 - a. CIS 242 - Computer Architecture and Assembly Language
 5. Discrete Math
 - a. CIS 262 - Discrete Math for Computer Science
- Elective: CIS 321 – Introduction to iOS programming

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

Computer Science Lower Division Core Requirements



*and additional Certificate or Degree Requirements outlined on pages 58-60

EARLY CHILDHOOD EDUCATION/ CHILD DEVELOPMENT

- Certificate of Achievement - Early Childhood Education/Child Development
- AS-T Associate in Science Degree for Transfer
- Associate in Science Degree- Early Childhood Education /Child Development

The Early Childhood Education/Child Development program is designed to meet the needs of individuals planning a career working with young children and/or are currently working with young children. The child from birth to school age is the primary focus. Current research and practical applications are combined in order to assist students in planning their most effective role with children. Children's growth, developmentally appropriate practice, cultural diversity, observational skills, family support and professional development within the ECE field are major components of the program. In order to meet the varied needs of ECE students, courses are offered mornings, afternoons, evenings and weekends. The program makes every effort to schedule classes to meet the diversity of students' needs and to encourage students to plan ahead in order to complete specific program requirements.

Graduates of the ECE/CD program with the ECE/CD certificate are prepared for positions in the Early Care and Education field as teachers, family child care providers and para professionals in elementary school settings. Graduates with an AS degree with a major in ECE/CD are prepared for positions as head teachers, master teachers, site supervisors and program directors.

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.

Program Learning Outcomes:

Students completing this program will be able to:

- Communicate their understanding of Early Childhood Education/Child Development concepts professionally through written, oral and visual presentations.
- Demonstrate an understanding of early childhood education theories and trends and of the needs of young children by developing and maintaining healthy, safe, respectful, challenging and culturally responsive learning environments.
- View themselves as an early childhood education professional and, through the practice of reflection, critically assess their own teaching experiences to continuously guide and inform their practice.

AREA OF SPECIALIZATION - FAMILY DEVELOPMENT

Complete 6 units from the following:

	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 a minimum of 3 units from the following:

HMSV 265 **and** HMSV 266 Family Development Portfolio,

Part I and Part II	1.5/1.5
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
Unit Total	9*

CERTIFICATE OF ACHIEVEMENT - EARLY CHILDHOOD EDUCATION/CHILD DEVELOPMENT

Core & Selective Requirements

Complete Core Courses, 24 units

	UNITS
ECE. 201 Child Development	3
ECE. 210 Early Childhood Education Principles	3
ECE. 211 Early Childhood Education Curriculum	3
ECE. 212 Child, Family, and Community	3
ECE. 254 Teaching in a Diverse Society	3
ECE. 313 Health & Safety for Young Children	3
ECE. 333 Observation and Assessment of Young Children	3
ECE. 366 Practicum in Early Childhood Education	3
Certificate Unit Requirements Total	24*

Gainful Employment Disclosure Information

Certificate program TOP Code: 130500; CIP Code: 20441	Early Childhood Education/Child Development
Reporting year	2011-12
Total Units	24
Normal time to complete, in semesters	3
Number of program graduates in reporting year	56
Percent of graduates completing in normal time ¹	34%
Cost of tuition	\$864
Cost of books/supplies	\$1,490
Cost of fees	\$198
Total estimated cost	\$2,552
Median student loan debt upon completion ²	0
Occupations and SOC codes ³ Teacher, Preschool Teacher, Pre-Kindergarten Teacher (Pre-K Teacher), Lead Teacher, Toddler Teacher, Teacher Assistant, Group Teacher, Early Childhood Teacher, Headstart Teacher, Head Start Teacher	
1, 2, 3 - See NOTES on page 79.	

AS-T ASSOCIATE IN SCIENCE DEGREE IN EARLY CHILDHOOD EDUCATION/CHILD DEVELOPMENT FOR TRANSFER

AS-T Degree Requirements*

Core and Selective Requirements

Complete Core Courses, 24 units

	UNITS
ECE. 201 Child Development	3
ECE. 210 Early Childhood Education Principles	3
ECE. 211 Early Child Education Curriculum	3
ECE. 212 Child, Family and Community	3
ECE. 254 Teaching in a Diverse Society	3
ECE. 313 Health and Safety for Young Children	3
ECE. 333 Observation and Assessment of Young Children	3
ECE. 366 Practicum in Early Childhood Education	3

Total Core/Selective Requirements	19-20*
General Education Requirements:*	
Certified Completion of CSU GE Breadth Pattern	34-39
OR	
Certified Completion of IGETC for CSU Pattern	37
Electives: Transferable elective courses to total 60 units (if applicable).	

ASSOCIATE IN SCIENCE DEGREE IN EARLY CHILDHOOD EDUCATION/CHILD DEVELOPMENT

AS Degree Requirements*

Core & Selective Requirements

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

Total Core/Selective Requirements:	24*
And required General Education coursework and electives as needed to meet the minimum 60 units required for the Associate degree.	

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.

AREAS OF SPECIALIZATION WITHIN THE ECE/CD PROGRAM APPLICABLE TO THE MASTER TEACHER PERMIT

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

The Teaching Experience

ECE. 244 Prekindergarten Learning & Development Guidelines	3
ECE. 331 The Role of the Teacher	1
ECE. 362 Communicating with Parents	1
ECE. 363 Mental Development & Problem Solving	1
ECE. 382 Male Involvement in Early Childhood	1

Ready for School Specialization

ECE. 244 Prekindergarten Learning & Development Guidelines	3
ECE. 247 Foundations for School Success	3

COURSES WITHIN THE ECE/CD PROGRAM APPLICABLE TO THE SITE SUPERVISOR AND PROGRAM DIRECTOR PERMITS

ECE. 240 ECE Administration: Business/Legal	3
ECE. 241 ECE Administration: Human Relations	3
ECE. 242 Adult Supervision in ECE/CD Classrooms	2

EARTH SCIENCE

• Associate in Science Degree

A major in earth science prepares students for further study in the areas of geology, oceanography, meteorology and earth science. Each of these fields study features of the earth.

Study of the earth science prepares students for careers in real estate appraisal, location expertise, forestry technician, park ranger, hazardous waste planner, teacher, cartographer, GIS specialist, map librarian, community developer, weather forecaster, outdoor guide, soil conservationist, hydrologist, among others.

Program Learning Outcomes:

Students completing this program will be able to:

- Use the scientific method and appreciate its importance to the development of scientific thought.
- Demonstrate critical thinking and analyze physical systems in terms of scientific concepts.
- Document and communicate their work effectively.

ASSOCIATE IN SCIENCE DEGREE IN EARTH SCIENCE

AS Degree Requirements*

Core and Selective Requirements

Choose a minimum of 30 units from the following:

1. Choose a minimum of 7 units from the following:

	UNITS
GEOL 100/101 Introduction to Geology/Lab	3/1
OCEN 100/101 Oceanography/Lab	3/1
METE 100 Meteorology - Weather Processes	3

2. Choose a minimum of 23 units from the following:

CHEM 210/220 General Chemistry I/II	5/5
GEOG 100 Physical Geography	3
GEOG 110 Cultural Geography	3
GEOL 100/101 Introduction to Geology/Lab	3/1
MATH 200 Statistics	4
MATH 241/242 Applied Calculus/Applied Calculus II	5/3
OR MATH 251/252 Analytical Geometry and Calculus I/II	5/5
OCEN 100/101 Oceanography/Lab	3/1
PHYS 210/220 General Physics I/II	4/4
OR PHYS 250/260/270 Physics with Calculus I/II/III	4/4/4
METE 100 Meteorology - Weather Processes	3

Total Core/Selective Requirements: 30*

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

Cañada College offers lower division coursework required for transfer in the areas related to Earth Science. 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.

ECONOMICS

• Associate in Arts Degree

Two of the most concise definitions of economics are as follows: Economics is the study of production, consumption and allocation decisions under conditions of scarcity, or as economist Steven Landsburg says, "People respond to incentives." Everything else is noise. Economics is usually broken down into two sub-disciplines:

Macroeconomics looks at the performance of the economy as a whole. Many macroeconomic issues appear in the news daily. Economic students study topics such as economic growth; inflation; changes in employment and unemployment, our trade performance with other countries and the relative success or failure of government economic policies and the policies made by the Federal Reserve.

Microeconomics looks at economics at the level of individual consumers, groups of consumers, or firms. The general concern of microeconomics is the efficient allocation of scarce resources between alternative uses. Microeconomics looks at the determination of price through the optimizing behavior of consumers and firms; with consumers seeking to maximize happiness and firms, profit.

Program Learning Outcomes:

Students completing this program will be able to:

- Analyze social science concepts and theories.
- Evaluate diverse viewpoints related to the human experience.
- Produce evidence-based arguments.

ASSOCIATE IN ARTS DEGREE IN ECONOMICS

AA Degree Requirements*

Core and Selective Requirements

Complete Core Courses, 6 units

	UNITS
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:	
ACTG 121 Financial Accounting	4
ACTG 131 Managerial Accounting	4
ANTH 110 Cultural Anthropology	3
ECON 230 Economic History of the United States	3
HIST 101 History of Western Civilization II	3
HIST 201 United States History I	3
or HIST 202 United States History II	
MATH 200 Elementary Probability and Statistics	4
MATH 241, 242 Applied Calculus I, II	5/5
or MATH 251, 252 Analytical Geometry & Calculus I/II	
PHIL 100 Introduction to Philosophy	3
PSYC 100 General Psychology	3
Total Core/Selective Requirements:	18*

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

Cañada College offers lower division coursework required for transfer in Economics. 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.

ENGINEERING

- **Certificate of Achievement - Math for Surveying and Computer-aided Design**
- **Associate in Science Degree**
(Civil, Mechanical, Chemical, Electrical, Environmental, Materials, and Other Principal Branches)

A Certificate for the Engineering program is currently being processed for state approval. See the Engineering course descriptions in the Course Descriptions section of this catalog. Please check the web site to see current course offerings, and for updates on state approval: canadacollege.edu/engineering.

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 are civil, computer, electrical and mechanical engineering. All engineering branches place a heavy emphasis on problem solving. Engineering education focuses on teaching mathematical, scientific and engineering principles and their application to the creative and effective solution of problems.

Engineering is one of the highest paid professions in the country. Engineering graduates work in a variety job functions (research and development, testing, design, construction, manufacturing, sales, consulting, management) and a variety of industry sectors (aerospace, computers/electronics manufacturing, electrical/electronics manufacturing, electrical equipment manufacturing, metals, machinery, architectural, engineering and related services, chemical, drugs, plastics, biotechnology, computers and technical consulting, research and development, professional and technical services, utilities).

Program Learning Outcomes:

Upon completion of program requirements, students will be able to:

- Apply knowledge of math, science, and engineering to identify, formulate, and solve engineering problems.
- Communicate effectively and work well in situations that require teamwork.
- Design and perform tests or experiments, analyze and interpret data, and prepare a report summarizing the results of the tests or experiments.
- Develop a design or system given a set of requirements and specifications.
- Use techniques, skills, and modern engineering and computer tools necessary for engineering practice.

CERTIFICATE OF ACHIEVEMENT - MATH FOR SURVEYING AND COMPUTER-AIDED DESIGN

The Certificate in Surveying and Computer-Aided Design (CAD) prepares students for an entry level position surveying land for construction projects, as well as preparing technical drawings, designs, diagrams and specifications for a wide variety of commercial, industrial, and government projects. Students learn the practice of using land surveying equipment and gain proficiency in using computers and computer software (AutoCAD and SolidWorks) to develop the basic skills needed to obtain a position as an engineering CAD technician, or other technical drafting positions. Upon completion of the certificate, students will be two semesters away from completing the lower-division coursework needed to transfer as a junior to a four-year engineering program.

Core & Selective Requirements

Complete Core Courses, 36 units

	UNITS
CHEM 210 General Chemistry I	5
ENGR 111 Surveying	4
ENGR 210 Engineering Graphics	4
MATH 130 Analytical Trigonometry	4
MATH 222 Pre-Calculus College Algebra/Trigonometry	5
MATH 251 Analytical Geometry and Calculus I	5
MATH 252 Analytical Geometry and Calculus II	5
PHYS 250 Physics with Calculus I	4
Total Units	36*

ASSOCIATE IN SCIENCE DEGREE IN ENGINEERING

AS Degree Requirements*

Core and Selective Requirements

Complete Core Courses, 23 units

	UNITS
CHEM 210 General Chemistry I	5
MATH 251 Analytical Geometry and Calculus I	5
MATH 252 Analytical Geometry and Calculus II	5
PHYS 250 Physics with Calculus I	4
PHYS 260 Physics with Calculus II	4

Selectives Group 1: Complete 6-8 units from the following courses:

ENGR 100 Introduction to Engineering	3
ENGR 111 Surveying	4
ENGR 210 Engineering Graphics	4
ENGR 215 Computational Methods for Engineers and Scientists	3
ENGR 230 Statics	3
ENGR 240 Engineering Dynamics	3
ENGR 260 Circuits And Devices	3
ENGR 261 Circuits and Devices Laboratory	1
ENGR 270 Materials Science	3

Selectives Group 2: Complete 10-12 units from the following list:

Any courses from Group 1 not already chosen

CHEM 220 General Chemistry II	5
CIS 250 Introduction to Object Oriented Programming: C++	3
CIS 284 Introduction to Object Oriented Programming - Java	3
MATH 253 Analytic Geometry and Calculus III	5
MATH 270 Linear Algebra - Honors	3
MATH 275 Ordinary Differential Equation - Honors	3
PHYS 270 Physics with Calculus III	4

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

Cañada College offers lower division coursework required for transfer in Engineering. 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.

ENGLISH

• Associate in Arts Degree

The English Department at Cañada College offers a faculty whose special fields range from medieval to modern, Middle Eastern, American, and Comparative Literature, who are published writers, and who are, above all, dedicated and accomplished teachers. Courses offered cover English, European, American, Latino, Native-American literature; Film Studies and Appreciation, 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.

A Major in English will prepare students for career possibilities in such areas as Journalism, Editing, Teaching, Multimedia, Communications, Administration, Public Service, Advertising, Broadcasting, and many more.

Program Learning Outcomes:

Students completing this program will be able to:

- Successfully prepare written and oral communication that illustrates critical thinking, creation of inquiry- or research-based texts, and information literacy.
- Demonstrate civic engagement in both written and oral argument.
- Use both written and verbal expression in interdisciplinary contexts.

ASSOCIATE IN ARTS DEGREE IN ENGLISH

AA Degree Requirements*

Core & Selective Requirements

Complete Core Courses, 3 units

	UNITS
ENGL 110 Composition, Literature, and Critical Thinking	3
Selective courses: choose a minimum of 15 units from the following:	
A. Choose a minimum of 6 units from the following	
LIT 151 Introduction to Shakespeare	3
OR DRAM 151 Introduction to Shakespeare	3
LIT. 200 Major Figures in American Literature	3
LIT 205 New Voices in World Literature	3
LIT. 231 Survey of English Literature I	3
LIT. 232 Survey of English Literature II	3
B. Choose two courses from the following:	
Any courses from List A not used above.	
ENGL 161 Creative Writing I	3
ENGL 162 Creative Writing II	3
LIT. 251 Women in Literature	3
LIT. 252 Women Writers: Multicultural Perspectives	3
LIT. 266 Black Literature	3
LIT. 371 Mexican-American Literature	3
LIT. 372 Myth and Folklore of la Raza	3
LIT. 373 Latin American Literature in Translation	3
LIT. 375 Native-American Literature	3
LIT. 441 Film Study and Appreciation I	3
LIT. 442 Film Study and Appreciation II	3
C. Choose one course from the following	
Any course from lists A or B not used above	
ENGL 100 Reading and Composition	3
ENGL 165 Advanced Composition	3
ENGL 200 Introduction to Linguistics: A Survey of Language	3

DRAMA 140 Introduction to the Theater	3
SPAN 120 Advanced Elementary Spanish	5
SPAN 121 Advanced Elementary Spanish I	3
SPAN 122 Advanced Elementary Spanish II	3
SPAN 130 Intermediate Spanish	5
SPAN 131 Intermediate Spanish I	3
SPAN 132 Intermediate Spanish II	3
SPAN 140 Advanced Intermediate Spanish	3
SPAN 150 Spanish for Heritage Speakers I	4
SPAN 152 Spanish for Heritage Speakers II	4
SPAN 161 Latino Literature I	3
SPAN 162 Latino Literature II	3
Total Core/Selective Requirements:	18*

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

Cañada College offers lower division coursework required for transfer in English. 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.

ENGLISH AS A SECOND LANGUAGE

• Certificate of Achievement - Preparation for Academic Scholarship and Success (PASS)

The Preparation for Academic Scholarship and Success (PASS) Language Certificate is a multi-skill, academic English language certificate. Upon completion, students are able to read, write, speak, and understand English in college-level academic contexts. Students who earn the Preparation for Scholarship and Success (PASS) Language Certificate are prepared to take college courses for transfer, certificates, and degrees in both academic and vocational areas. Additionally, this certificate officially recognizes the acquisition of the English language necessary to succeed in college-level courses and compete successfully in the labor market.

The Preparation for Academic Scholarship and Success (PASS) Language Certificate assists community employers in determining the level of English language qualifications and basic computer skills of potential employees.

Program Learning Outcomes:

Students completing this program will be able to:

- Produce and interpret oral and written English at an advanced level in order to successfully enter academic or career pathways.
- Use academic and study skills to succeed at the transfer level.
- Use technology and information competency skills to succeed at the transfer level.
- Develop a Student Educational Plan by identifying and assessing educational opportunities at Cañada College.

CERTIFICATE OF ACHIEVEMENT - PREPARATION FOR ACADEMIC SCHOLARSHIP AND SUCCESS (PASS)

Core and Selective Requirements

Complete Core Courses, 8 units

UNITS

ESL 400 Composition for Non-Native Speakers	5
ENGL 100 Reading and Composition	3

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

Complete 4 units from the following courses:

CRER 401 College Success	1
CRER 407 Exploring Careers, Majors and Transfer	1
CBOT 430 Computer Applications, Part I	1.5
CBOT 431 Computer Applications, Part II	1.5
CBOT 457 Using PowerPoint in Business	2
CBOT 472 Beginning Word Processing	1.5
CBOT 474 Intermediate Word Processing	1.5
LIBR 100 Introduction to Information Research	1
Certificate Unit Requirements Total	12*

Gainful Employment Disclosure Information	
Certificate program TOP Code: 130330; CIP Code: 20440	Preparation for Academic Work
Reporting year	2011-12
Total Units	12
Normal time to complete, in semesters	2
Number of program graduates in reporting year	12
Percent of graduates completing in normal time ¹	42%

Cost of tuition	\$432
Cost of books/supplies	\$450
Cost of fees	\$147
Total estimated cost	\$1,029
Median student loan debt upon completion ²	0
Occupations and SOC codes ³ Recognizes the acquisition of the English language necessary to succeed in college-level courses and complete successfully in the labor market.	
^{1, 2, 3} - See NOTES on page 79.	

*and additional Certificate or Degree Requirements outlined on pages 58-60

ENVIRONMENTAL TECHNOLOGY

A Certificate for the Environmental Technology program is currently being processed for state approval. See the Environmental Technology course descriptions in the Course Descriptions section of this catalog. Please check the web site to see current course offerings, and for updates on state approval of degrees: canadacollege.edu/environmentaltechnology.

Recycling and resource management is among the largest and most rapidly growing industries in America. As more cities and businesses develop sustainability and zero waste policies, the need increases for personnel who can properly manage resource use and recycling. Utilizing resources efficiently can enable businesses to increase their economic bottom line, improve community relations, and contribute to environmental health. The recycling and resource management curriculum emphasizes an interdisciplinary approach, exploring recycling and resource management from a variety of perspectives and in a variety of settings. Core curriculum will provide students with an in-depth study of waste and resource management, emphasizing cultural, community, and business applications. Courses cover governmental and organizational policies, practices, and procedures in waste resource management, including best management practices and successful community and educational programs.

Career Opportunities:

Students will prepare for entry-level positions in recycling and resource management or job advancement within that field. Courses will focus on presenting skills and knowledge needed to prepare students for a wide range of work opportunities in the industry. Recycling and resource management jobs can be found in a growing number of sectors, including government agencies, manufacturing firms, nonprofit organizations, recycling companies, hauling companies, re-use businesses, grocery store chains, colleges and universities, healthcare industries, property management, consulting agencies, marketing firms, and restaurants. Examples of careers in recycling and resource management include the following: Green Procurement Specialist, Marketing and Sales Associate, Materials Handler, Recycling Coordinator, Waste Auditor, Zero Waste Events Coordinator, Zero Waste Specialist

Program Learning Outcomes:

Upon Completion of Certificate requirements, students will be able to:

- Demonstrate a comprehensive perspective on the role that recycling and waste diversion plays in solving economic and environmental issues.
- Successfully integrate recycling and resource management strategies.
- Apply social marketing and resource management strategies in business and community plans.
- Write zero waste business and community plans from goals to implementation.

FASHION DESIGN AND MERCHANDISING

- Certificate of Achievement - Custom Dressmaking/Small Business Oriented
- Certificate of Achievement - Fashion Merchandising
- Certificate of Achievement - Technical (Apparel Industry Oriented)
- Certificate of Achievement - Theater Costuming
- Associate in Science Degree- Custom Dressmaking/Small Business Oriented
- Associate in Science Degree- Fashion Merchandising
- Associate in Science Degree- Technical (Apparel Industry Oriented)
- Associate in Science Degree- Theater Costuming

The Fashion Design and Merchandising 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.

Program Learning Outcomes:

Students completing this program will be able to:

- Communicate design concepts clearly and concisely (i.e. visual, oral, and written).
- Develop competitive industry standard skills in the respective fields.
- Understand the elements and principles of design through discipline-specific implementation.

Gainful Employment Disclosure Information

Certificate program TOP Code: 126100; CIP Code: 12252	Fashion Design
Reporting year	2011-12
Total Units	35
Normal time to complete, in semesters	4
Number of program graduates in reporting year	13
Percent of graduates completing in normal time ¹	23%
Cost of tuition	\$1,260
Cost of books/supplies	\$1,300
Cost of fees	\$198
Total estimated cost	\$2,758
Median student loan debt upon completion ²	0
Occupations and SOC codes ³ 21-1090 Designer, Fashion Designer, Design Director, Costume Designer, Product Developer, Apparel Fashion Designer, Clothing Designer, Dance Costume Designer, Historic Clothing and Costume Maker, Latex Fashions Designer	
^{1, 2, 3} - See NOTES on page 79.	

CERTIFICATE OF ACHIEVEMENT - CUSTOM DRESSMAKING / SMALL BUSINESS

Core & Selective Requirements
Complete Core Courses, 31 units



	UNITS
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 166 Fashion Entrepreneurship	3
FASH 168 Fashion Draping	3
FASH 195 Portfolio Development	1

Selective courses: choose a minimum of 4.5 units from the following:

Complete 1.5 units from the following courses:

CBOT 430 Computer Applications, Part I	1.5
CBOT 431 Computer Applications, Part II	1.5

Complete 3 units from the following courses:

COOP 672 Cooperative Education/Internship	3
FASH 122 Advanced Tailoring	3
FASH 124 Creative Techniques 	3
FASH 129 Clothing Choices for A 	0.5
FASH 132 Trouser Construction	1
FASH 133 Copying Ready-to-Wear	1
FASH 140 Basic Serging	1
FASH 146 Designer Techniques in Sewing	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 Pants Drafting	2
FASH 172 Bustier	1

Certificate Unit Requirements Total 35.5*

CERTIFICATE OF ACHIEVEMENT - FASHION 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, 18 units

	UNITS
BUS. 115 Business Mathematics	3
FASH 100 Principles of Design	3
FASH 151 Fashion Merchandising	3
FASH 225 Apparel Analysis	3
FASH 226 Visual Merchandising and Display	3

FASH 228 Fashion Show Production 3
Certificate Unit Requirements Total 18*

Gainful Employment Disclosure Information	
Certificate program TOP Code: 130320; CIP Code: 19263	Fashion Merchandising
Reporting year	2011-12
Total Units	25
Normal time to complete, in semesters	3
Number of program graduates in reporting year	1
Percent of graduates completing in normal time ¹	0%
Cost of tuition	\$900
Cost of books/supplies	\$1,000
Cost of fees	\$198
Total estimated cost	\$2,098
Median student loan debt upon completion ²	0
Occupations and SOC codes ³ Visual Merchandiser (VM), Merchandiser, Decorator, Display Associate, Display Specialist, Display Decorator, In-Store Marketing Associate, Visual Manager, Visual Merchandising Specialist, Visual Presentation Manager, Retail Sales Clerk	
^{1, 2, 3} - See NOTES on page 79.	

CERTIFICATE OF ACHIEVEMENT - TECHNICAL (APPAREL INDUSTRY ORIENTED)

The Fashion 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.

Core & Selective Requirements

Complete Core Courses, 27 units

	UNITS
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	1

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 166 Fashion Entrepreneurship	3
FASH 173 Lingerie Design and Construction	1

Certificate Unit Requirements Total 33*

*and additional Certificate or Degree Requirements outlined on pages 58-60

CERTIFICATE OF ACHIEVEMENT - 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, 22 units

	UNITS
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 Pattern Design for Historic Costume	3

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

Complete 3 units from the following:

FASH 199 Costuming for Theatrical Production	3
FASH 672 Cooperative Education: Internship	3

Complete 3 units from the following:

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

Certificate Unit Requirements Total 28*

Gainful Employment Disclosure Information	
Certificate program TOP Code: 130310; CIP Code: 20439	Theater Costuming
Reporting year	2011-12
Total Units	28
Normal time to complete, in semesters	4
Number of program graduates in reporting year	0
Percent of graduates completing in normal time ¹	N/A
Cost of tuition	\$1,008
Cost of books/supplies	\$1,600
Cost of fees	\$ 198
Total estimated cost	\$2,806
Median student loan debt upon completion ²	0
Occupations and SOC codes ³ 41-0000 Dresser, Wardrobe Supervisor, Costume Shop Manager, Costume Seamstress, Wardrobe Assistant, Costume Cutter, Costume Draper, Costumer, Wardrobe Attendant, Theatrical Wardrobe Attendant	
^{1, 2, 3} - See NOTES on page 79.	

ASSOCIATE IN SCIENCE DEGREE IN CUSTOM DRESSMAKING / SMALL BUSINESS ORIENTED

The Fashion 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.

AS Degree Requirements*

Core & Selective Requirements

Complete Core Courses 31 units

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	1

Selectives courses: choose a minimum of 4.5 units from the following:

Complete 1.5 units from the following courses:

CBOT 430 Computer Applications, Part I	1.5
CBOT 431 Computer Applications, Part II	1.5

Complete 3 units from the following courses:

COOP 672 Cooperative Education/Internship	3
FASH 122 Advanced Tailoring	3
FASH 132 Trouser Construction	1
FASH 133 Copying Ready-to-Wear	1
FASH 140 Basic Serging	1
FASH 146 Designer Techniques in Sewing	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 Pants Drafting	2
FASH 172 Bustier	1

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

ASSOCIATE IN SCIENCE DEGREE IN FASHION MERCHANDISING

AS Degree Requirements*

Core & Selective Requirements

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

Total Core/Selective Requirements: 18*

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

ASSOCIATE IN SCIENCE DEGREE IN TECHNICAL (APPAREL INDUSTRY ORIENTED)

AS Degree Requirements*

Core & Selective Requirements

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

Total Core/Selective Requirements: 33*

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

ASSOCIATE IN SCIENCE DEGREE IN THEATER COSTUMING

AS Degree Requirements*

Core & Selective Requirements

Complete Core and Selective Courses listed under the Certificate of Achievement–Theater Costuming.

Total Core/Selective Requirements: 28*

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

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.

Contact: Ronda Chaney, Phone: 306-3370

Web: www.canadacollege.edu/fashion**GENERAL STUDIES**• **Certificate of Achievement - Pathways to Student Success**

The Pathways to Student Success Certificate of Achievement acknowledges the work of students to reach and complete the first level of college work in English, Reading, Math, and other academic and technology skills. Students receiving this certificate will be able to use the reading, writing, computation and study skills necessary to succeed in transfer level courses and will develop a Student Educational Plan by identifying and assessing educational opportunities at Cañada College. The certificate indicates to employers that the students have college level communications skills in addition to the necessary critical thinking skills needed to be able to compete in today's workforce. Earning this certificate of achievement also encourages students to persist and earn other certificates and/or Associate degrees.

Program Learning Outcomes:

Upon Completion of Certificate requirements, students will be able to:

- Use the reading, writing, and computation skills necessary to succeed in transfer level courses.
- Successfully prepare written and oral communication that illustrates critical thinking and creation of inquiry-or research based texts, and information literacy.
- Use mathematical reasoning and a generalized problem solving process to solve real-world problems.

CERTIFICATE OF ACHIEVEMENT - PATHWAYS TO STUDENT SUCCESS**Core and Selective Requirements**

Complete Core Courses, 3 units

	UNITS
ENGL 100 Reading and Composition	3
Selective courses: choose a minimum of 13 units from the following:	
Area A: Complete 3 units from the following courses:	
COMM 110 Public Speaking	3
COMM 130 Interpersonal Communication	3
Area B: Complete a minimum of 5 units from the following courses:	
MATH 120 Intermediate Algebra	5
MATH 122 Intermediate Algebra I and MATH 123 Intermediate Algebra II	3 3
Area C: Complete a minimum of 2.5 units from the following courses:	
CRER 137 Life and Career Planning	3
CRER 110 Honors Colloquium in Career and Personal Development: Transfer Essentials and Planning	1
CRER 401 College Success	1
CRER 407 Exploring Careers, Majors and Transfer	1
CRER 430 Career Assessment	0.5
Area D: Complete a minimum of 2.5 units from the following courses:	
CBOT 430 Computer Applications, Part I or CBOT 431 Computer Applications, Part II	1.5 1.5
LIBR 100 Introduction to Information Research	1
Certificate Unit Requirements Total	16*

GEOGRAPHY

• **Associate in Arts Degree**

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.

Study of geography prepares students for careers in location expertise, route delivery management, forestry, park ranger, teacher, community developer, outdoor guide, and soil conservationist, among others.

Program Learning Outcomes:

Students completing this program will be able to:

- Use the scientific method and appreciate its importance to the development of scientific thought.
- Demonstrate critical thinking and analyze physical systems in terms of scientific concepts.
- Document and communicate their work effectively.

ASSOCIATE IN ARTS DEGREE IN GEOGRAPHY

AS Degree Requirements*

Core and Selective Requirements

Complete Core Courses, 10 units

	UNITS
GEOG 100 Physical Geography	3
GEOG 110 Cultural Geography	3
MATH 200 Statistics	4

Selective courses: choose a minimum of 8 units from the following:

ANTH 110 Cultural Anthropology	3
CIS 118 Introduction to Computer Science	4
ECON 100 Principles of Macro Economics	3
ENGL 110 Composition, Literature, and Critical Thinking	3
MATH 130 Analytical Trigonometry	4
MATH 222 Pre-Calculus College Algebra/Trigonometry	5

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

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.

HISTORY

• **Associate in Arts Degree**

History is the study of continuity and change in human societies over time. It is by nature an extremely broad discipline that includes an analysis of individuals and groups, events and phenomena, long-term trends and short-term trends, institutions, societies, and cultures. Our history program at Cañada is designed to offer history majors and those interested in history not only basic transfer courses, but also the opportunity to receive a broader background in both U.S. history and the history of different regions in the world. The faculty of the history department includes specialists in many different areas of history, and thus we are able to offer our students a solid program that will prepare them to transfer to any four year university.

History majors commonly become teachers, professors, lawyers, journalists, public policy professionals, politicians, diplomats, diplomatic core professionals, political activists, writers, civil servants, and city planners.

Program Learning Outcomes:

Students completing this program will be able to:

- Analyze social science concepts and theories.
- Evaluate diverse viewpoints related to the human experience.
- Produce evidence-based arguments.

ASSOCIATE IN ARTS DEGREE IN HISTORY

AA Degree Requirements*

Core and Selective Requirements

Complete Core Courses, 6 units

	UNITS
HIST 201 U. S. History Through 1877	3
HIST 202 U. S. History From 1877 to the Present	3

Selective courses: choose a minimum of 18 units from the following:

Complete 6 units from the following courses, (remaining 6 units may be taken in the following section):

HIST 100 History of Western Civilization I	3
HIST 101 History of Western Civilization II	3
HIST 104 World History I	3
HIST 106 World History II	3

Complete 12 units from the following courses:

HIST 100 History of Western Civilization I	3
HIST 101 History of Western Civilization II	3
HIST 104 World History I	3
HIST 106 World History II	3
HIST 242 African-American History	3
HIST 243 African 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 422 Modern Latin America	3
HIST 451 Far Eastern Civilization & Heritage I	3
HIST 452 Far Eastern Civilization & Heritage II	3
HIST 455 Middle Eastern History	3

Total Core/Selective Requirements: 24*

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

Cañada College offers lower division coursework required for transfer in History. Students should use PROJECT ASSIST (www.assist.org).

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.

HUMAN SERVICES

- Certificate of Achievement - Promotor Education & Employment Project
- Certificate of Achievement - Community Health Worker
- Certificate of Achievement - Human Services
- Associate in Science Degree- 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.

Program Learning Outcomes:

Students completing this program will be able to:

- View the client as a whole person in the context of family and community in assessing the client’s strengths and needs.
- Demonstrate a working knowledge of emergency and non-emergency services available in San Mateo County.
- Demonstrate an understanding of the qualities and characteristics of effective human service professionals.

AREA OF SPECIALIZATION - FAMILY DEVELOPMENT

Complete 6 units from the following:

	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 a minimum of 3 units from the following:	
HMSV 265 and HMSV 266 Family Development Portfolio, Part I and Part II	1.5/1.5
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
Unit Total	9*

CERTIFICATE OF ACHIEVEMENT - PROMOTOR EDUCATION & EMPLOYMENT PROJECT

The curriculum is designed to prepare individuals for entry-level positions in community-oriented health and social services. It provides a family oriented, culturally and linguistically appropriately and sensitive approaches to health & human service delivery, information and referral sources, and client advocacy in various settings.

Examples of type of positions graduates would be employed as are unit assistant, caregiver, admitting clerk, nutrition aide, health promoter, and health plan representative.

Core and Selective Requirements

Complete Core Courses, 16.5 units

	UNITS
CBOT 430 Computer Applications, Part I or CBOT 431 Computer Applications, Part II	1.5
HSCI 100 General Health Science	3

*and additional Certificate or Degree Requirements outlined on pages 58-60

HSCI 430 First Aid	0.5
HSCI 432 CPR: Adult, Child, Infant for Healthcare Providers	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
Certificate Unit Requirements Total	16.5*

Gainful Employment Disclosure Information	
Certificate program TOP Code: 210400; CIP Code: 15653	Promotor Education & Employment Project
Reporting year	2011-12
Total Units	17
Normal time to complete, in semesters	2
Number of program graduates in reporting year	7
Percent of graduates completing in normal time ¹	43%
Cost of tuition	\$ 612
Cost of books/supplies	\$ 618
Cost of fees	\$ 156
Total estimated cost	\$1,386
Median student loan debt upon completion ²	0
Occupations and SOC codes ³ Caregiver, Unit Assistant, Admitting Clerk, Nutrition Aide, Health Promoter, Health Plan representative	
^{1, 2, 3} - See NOTES on page 79.	

CERTIFICATE OF ACHIEVEMENT - COMMUNITY HEALTH WORKER

This certificate is designed for those individuals that are interested in job opportunities as community health workers. The demand for entry community health workers continues to grow statewide.

The students completing this program of study (seven courses) can then enter the workforce as a community health worker, health promoter, health aide, just to name a few positions. Community Health Workers are hired by state and county agencies, nonprofit and private providers of service.

Core and Selective Requirements

Complete Core Courses, 7 units

	UNITS
HSCI 100 General Health Science	3
HMSV 161 Information & Referral: Understanding Community Resources	1
HMSV 672 Cooperative Education: Human Services Internship	3

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

Complete 6 units from the following courses:

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

Complete 4 units from the following courses:

CBOT 430 Computer Applications, Part I	1.5
ECE. 212 Child, Family, and Community	3
HSCI 430 First Aid	0.5
HSCI 432 CPR: Adult, Child, Infant for Healthcare Providers	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	1
HMSV 160 Serving Diverse Populations	3
PSYC 100 General Psychology	3
PSYC 106 Psychology of Ethnic Minority Groups	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*

Gainful Employment Disclosure Information	
Certificate program TOP Code: 126100; CIP Code: 12252	Community Health Worker
Reporting year	2011-12
Total Units	17
Normal time to complete, in semesters	2
Number of program graduates in reporting year	9
Percent of graduates completing in normal time ¹	44%
Cost of tuition	\$612
Cost of books/supplies	\$415
Cost of fees	\$132
Total estimated cost	\$1,159
Median student loan debt upon completion ²	0
Occupations and SOC codes ³ 21-1090 Community Health Workers, Promotor, Health Worker Aide This title represents an occupation for which data collection is currently underway. Duties include: Assist individuals and communities to adopt healthy behaviors. Conduct outreach for medical personnel or health organizations to implement programs in the community that promote, maintain, and improve individual and community health. May provide information on available resources, provide social support and informal counseling, advocate for individuals and community health needs, and provide services such as first aid and blood pressure screening. May collect data to help identify community health needs	
^{1, 2, 3} - See NOTES on page 79.	

CERTIFICATE OF ACHIEVEMENT - HUMAN SERVICES

Core and Selective Requirements

Complete Core Courses, 15.5 units

	UNITS
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 or HMSV 672 Cooperative Education: Human Services Internship	3
Selective courses: choose a minimum of 11 units from the following	
BUS. 108 Business Writing & Presentation Methods	3

HSCI 100 General Health Science	2-3*
*(2 or 3 unit course may be used to fulfill requirement)	
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
COMM 130 Interpersonal Communication	3
Certificate Unit Requirements Total	26.5*

Gainful Employment Disclosure Information

Certificate program TOP Code: 210400; CIP Code: 20443	Human Services
Reporting year	2011-12
Total Units	26.5
Normal time to complete, in semesters	3
Number of program graduates in reporting year	8
Percent of graduates completing in normal time ¹	38%
Cost of tuition	\$954
Cost of books/supplies	\$1,262
Cost of fees	\$202
Total estimated cost	\$2,418
Median student loan debt upon completion ²	0
Occupations and SOC codes ³ Advocate, Homebased Assistant, Human Services Program Specialist, Mental Health Technician, Outreach Specialist, Addictions Counselor Assistant, Casework Specialist	
^{1, 2, 3} - See NOTES on page 79.	

ASSOCIATE IN SCIENCE DEGREE - HUMAN SERVICES

AS Degree Requirements*

Core and Selective Requirements

Complete Core and Selective Courses listed under the Certificate of Achievement–Human Services.

Certificate Unit Requirements Total 26.5*

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

Cañada College offers lower division coursework required for transfer in Human Services. 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.

INTERDISCIPLINARY STUDIES WITH AREAS OF EMPHASIS

• Associate in Arts Degree with Area of Emphasis

The Interdisciplinary Studies major is designed for students pursuing broad areas of study and exploration in any of the areas of emphasis described below. Option 1 enables students to complete the requirements for the Associates Degree, while option 2 enables students to complete the requirements for the Associates degree and transfer admission requirements to the California State University, University of California, or private and out-of-state universities.

Important: Completion of the CSU or UC patterns does not guarantee admission to any of these institutions. Consult with a counselor for further information.

Option 1: Cañada College Pattern

Provides an opportunity to earn an Associate in Arts degree in Interdisciplinary Studies, which covers a broad area of study and is intended for students who may not be planning to transfer to a four-year university. (replaces former Liberal Arts major)

- A. Complete Basic Competencies, including 2 units of physical activity, and Specific Areas (A, B, C, D, E) of the General Education requirements for the AA/AS degree (23 units)
- B. Complete 18 units in one of the following Areas of Emphasis
 - 1) Arts and Humanities
 - 2) Natural Science and Mathematics
 - 3) Social and Behavioral Sciences
- C. Select 19 degree-applicable units **in consultation with a counselor** to fulfill lower-division preparation and/or electives and complete the required 60 transferable and degree-applicable units for an Associate Degree.

Option 2: Transfer Pattern: California State University, University of California, or private and out-of-state university.

Intended for students who are planning to transfer to a four-year university. Courses should be chosen carefully **in consultation with a counselor**. (replaces former University Studies major)

- A. Choose a General Education Pattern
 - Complete 39 units of the CSU GE requirements (a C or better grade is required in Areas A1, A2, A3 and B4)
- OR**
 - Complete 37 units of the Intersegmental General Education Transfer Curriculum (IGETC) for UC or CSU (all courses must be completed with a C or better grade)
- B. Complete 18 units from one of the following Areas of Emphasis:
 - 1) Arts and Humanities
 - 2) Natural Science and Mathematics
 - 3) Social and Behavioral Sciences
- C. Remaining 3 to 5 units should be chosen **in consultation with a counselor** to fulfill Associate Degree competency and specific area requirements and lower-division preparation and/or electives for a total of 60 transferable, degree-applicable units for an Associate Degree.

ASSOCIATE IN ARTS DEGREE IN INTERDISCIPLINARY STUDIES WITH EMPHASIS IN ARTS AND HUMANITIES

Students earning this AA degree analyze and evaluate the ways in which people from different cultures have expressed themselves through the Arts and Humanities.

Program Learning Outcomes:

Students completing this program will be able to:

- Select, evaluate, and use information to solve problems, investigate and express a point of view, support a conclusion, engage in or assess creative expression, and explicate the intellectual connections between disciplines.
- Use spoken and written language, source material, evidence, and artistic expression to convey an idea or set of facts according to institutional and discipline standards.
- Demonstrate the ability to recognize and interpret multiple points of view and means of expression that emerge from a diverse world of peoples and cultures.

The degree in Interdisciplinary Studies with emphasis in Arts and Humanities requires a minimum of 18 units of coursework.

I. Arts:

Select 9 units, courses must be selected from at least 2 disciplines:

ART 101, 102, 103, 104, 201, 204, 214, 301

DRAM 101, 140, 151, 152

LIT. 441, 442

MUS. 100, 115, 202, 240, 250

II. Humanities

Select 9 units, courses must be selected from at least 2 disciplines:

DRAM 151, 152

ENGL 110, 161

HIST 100, 101, 104, 106, 201, 202, 242, 243, 245, 246, 247, 451, 452, 455

LIT. 151, 152, 200, 205, 231, 232, 251, 252, 266, 371, 372, 373, 375, 441, 442

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

SPAN 120, 121, 122, 130, 131, 132, 140, 150, 152, 161, 162

ASSOCIATE IN ARTS DEGREE IN INTERDISCIPLINARY STUDIES WITH EMPHASIS IN NATURAL SCIENCE AND MATHEMATICS

The Natural Science and Mathematics are a gateway to a very large number of occupations, many of which require specific coursework for transfer and/or admission to professional schools. In general, careers in the natural sciences require strong computational, communication and analytical thinking skills.

The degree in Interdisciplinary Studies with emphasis in Natural Science and Mathematics prepares students for further study and employment as life and physical scientists, health practitioners, engineers and science technicians.

Program Learning Outcomes:

Students completing this program will be able to:

- Use the scientific method to investigate scientific questions and critically evaluate and effectively communicate scientific data.
- Use symbolic, graphical and numerical representation of mathematical ideas to address real world problems.

- Critically evaluate scientific information and examine its significance and impact on society and the environment.

The degree in Interdisciplinary Studies with emphasis in Natural Science and Mathematics requires a minimum of 18 units of coursework to include introductory courses, completion of at least one course in mathematics and additional advanced courses.

At least one introductory **OR** advanced course **MUST** have a laboratory experience included (* courses) or a laboratory course must be taken (# courses).

I. Introductory Science Courses: (Select a minimum of 9 units)

1. Biology: a student may choose up to 2 of the following courses to meet this requirement:

BIOL 110*, 130, 132*, 310

2. Chemistry: a student may choose 1 of the following courses to meet this requirement:

CHEM 192*, 210*, 410*

3. Physics: a student may choose 1 of the following courses to meet this requirement:

PHYS 210*, 250*

4. Other sciences: a student may choose up to 3 of the following courses to meet this requirement:

ANTH 125

ASTR 100 & 101#

ENGR 100*

ENVS 115

GEOG 100

GEOL 100* & 101#

HSCI 100

METE 100

OCEN 100 & 101#

II. Mathematics Competency: (3 units)

MATH 125, 130, 140, 200, 222, 241, 251

III. Advanced Courses: (6 units)

BIOL 225*, 230*, 240*, 250*, 260*

CHEM 220*, 231*

MATH 242, 252, 253

PHYS 220*, 260*, 270*

ASSOCIATE IN ARTS DEGREE IN INTERDISCIPLINARY STUDIES WITH EMPHASIS IN SOCIAL AND BEHAVIORAL SCIENCES

The Social and Behavioral Sciences are a cluster of disciplines that analyze basic dimensions of the human world through the application of systematic methods. Social scientists study an array of topics and deploy a multitude of theories and research methods collecting and analyzing data from participant observations, group interviews, surveys, historical documents, laboratory experiments, and more. Students who earn an AA in the Social and Behavioral Sciences analyze and evaluate the social world from the perspectives of anthropology, economics, history, philosophy, political science, psychology, and sociology.

The degree in Interdisciplinary Studies with emphasis in Social and Behavioral Sciences prepares students for a variety of careers related to education, law, social work, business, politics, and human services.

Select 18 units from Social and Behavioral Sciences. Courses must be selected from at least 4 disciplines

ANTH 110, 200

ECON 100, 102, 230

GEOG 110**HIST** 100, 101, 104, 106, 201, 202**PHIL** 100, 160, 190, 240, 300,**PLSC** 130, 150, 210, 310**PSYC** 100, 106, 200, 205, 300, 340, 410**SOCI** 100, 105, 141, 205**INTERIOR DESIGN**

- Certificate of Achievement - Interior Design
- Certificate of Achievement - Kitchen and Bath Design (accredited by NKBA, National Kitchen & Bath Association)
- Certificate of Achievement - Redesign and Home Staging
- Certificate of Achievement- Residential and Commercial Design
- Certificate of Achievement - Sustainable Design
- Associate in Science Degree- Interior Design

The Interior Design Department offers courses designed for individuals interested in preparing for careers in the professional fields of interior design. Included in the program are a transfer program, an AS degree, and five certificate programs. The Kitchen & Bath Design Certificate is accredited by the NKBA (National Kitchen & Bath Association). The AS degree and Interior Design Certificate of Achievement meet the minimum education qualifying requirements for ASID (American Society of Interior Designers) allied membership. These, as well as the Kitchen & Bath Design Certificate and the Residential & Commercial Design Certificate fulfill the educational requirement for the IDEX exam to become a Certified Interior Designer (CID) in California. Completion of the Kitchen and Bath Design Certificate prepares students for the AKBD (Associate Kitchen & Bath Design) exam, and along with sufficient work experience in the field, the CKD (Certified Kitchen Designer) and the CBD (Certified Bath Designer) exams. If a student has an earned Bachelor's Degree, he/she needs to see a counselor regarding courses completed during the first two years of college that may be substituted for core requirement courses.

Options for career paths include residential design, space planning and home staging, kitchen and bath design, commercial design, retail sales, sustainable design, historic preservation and renovation, lighting design, or showroom or product manufacturer's representative.

Program Learning Outcomes:

Students completing this program will be able to:

- Communicate design concepts clearly and concisely (i.e. visual, oral, and written).
- Develop competitive industry standard skills in the respective fields.
- Understand the elements and principles of design through discipline-specific implementation.

CERTIFICATE OF ACHIEVEMENT - INTERIOR DESIGN**Core and Selective Requirements**

Complete Core Courses, 43.5 units

	UNITS
ARCH 110 Interior Architectural Drafting	3
CBOT 430 Computer Applications, Part I	1.5
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 148 Color and Design	3
INTD 150 History of Interiors I	3
INTD 151 History of Interiors II	3
INTD 175 Space Planning and Design	3
INTD 250 Professional Practices for Interior Designers	3
INTD 260 Overview of Lighting Design	3
INTD 360 CAD Applications for Interior Designers	3
INTD 400 Principles of Sustainable Design	3

INTD 450 Materials and Finishes 3
 Total Units 43.5*

Gainful Employment Disclosure Information	
Certificate program TOP Code: 130200; CIP Code: 20437	Interior Design
Reporting year	2011-12
Total Units	31
Normal time to complete, in semesters	4
Number of program graduates in reporting year	24
Percent of graduates completing in normal time ¹	33%
Cost of tuition	\$1,116
Cost of books/supplies	\$1,800
Cost of fees	\$198
Total estimated cost	\$3,114
Median student loan debt upon completion ²	0
Occupations and SOC codes ³ Interior Designer, Designer, Interior Design Coordinator, Interior Design Consultant, Interior Design Director, Certified Kitchen Designer, Color and Materials Designer, Commercial Interior Designer, Decorating Consultant, Director of Interiors	
1, 2, 3 - See NOTES on page 79.	

CERTIFICATE OF ACHIEVEMENT - KITCHEN AND BATH DESIGN

Career Opportunities:

Options for career paths include residential design, kitchen and bath space planning and design, retail sales and design, showroom or product manufacturer's representative.

Core and Selective Requirements

Complete Core Courses, 55.5 units

	UNITS
ARCH 110 Interior Architectural Drafting	3
CBOT 430 Computer Applications, Part I	1.5
INTD 115 Introduction to Interior Design	3
INTD 128 Presentation Techniques I	3
INTD 148 Color and Design	3
INTD 150 History of Interiors I	3
INTD 151 History of Interiors II	3
INTD 175 Space Planning and Design	3
INTD 250 Professional Practices for Interior Designers	3
INTD 260 Overview of Lighting Design	3
INTD 270 Kitchen Design	3
INTD 271 Bath Design	3
INTD 276 Advanced Kitchen and Bath Design	3
INTD 340 Furniture, Casework, and Interior Detailing	3
INTD 356 Residential & Commercial Construction	3
INTD 360 CAD Applications for Interior Designers	3
INTD 400 Principles of Sustainable Design	3
INTD 450 Materials and Finishes	3
INTD 672 Cooperative Education: Internship	3
Total Units	55.5*

Gainful Employment Disclosure Information	
Certificate program TOP Code: 130200; CIP Code: 10253	Kitchen and Bath
Reporting year	2011-12

Total Units	62
Normal time to complete, in semesters	5
Number of program graduates in reporting year	0
Percent of graduates completing in normal time ¹	N/A
Cost of tuition	\$2,232
Cost of books/supplies	\$1,700
Cost of fees	\$198
Total estimated cost	\$4,130
Median student loan debt upon completion ²	0
Occupations and SOC codes ³ Kitchen and Bath Design Assistant, Kitchen & Cabinet Assistant, Showroom Assistant, Independent Kitchen and Bath Designer	
1, 2, 3 - See NOTES on page 79.	

CERTIFICATE OF ACHIEVEMENT - REDESIGN AND HOME STAGING

Career Opportunities:

Options for career paths include residential design, space planning and home staging, retail sales, or showroom or product manufacturer's representative.

Core and Selective Requirements

Complete Core Courses, 24 units

	UNITS
FASH 226 Visual Merchandising and Display	3
INTD 115 Introduction to Interior Design	3
INTD 148 Color and Design	3
INTD 175 Space Planning and Design	3
INTD 250 Professional Practices for Interior Designers	3
INTD 260 Overview of Lighting Design	3
ARCH 110 Interior Architectural Drafting	3
INTD 450 Materials and Finishes	3
Total Units	24*

Gainful Employment Disclosure Information	
Certificate program TOP Code: 130200; CIP Code: 10251	Redesign & Home Staging
Reporting year	2011-12
Total Units	18
Normal time to complete, in semesters	2
Number of program graduates in reporting year	8
Percent of graduates completing in normal time ¹	38%
Cost of tuition	\$648
Cost of books/supplies	\$600
Cost of fees	\$100
Total estimated cost	\$1,348
Median student loan debt upon completion ²	0
Occupations and SOC codes ³ Redesign & Home Staging Director	
1, 2, 3 - See NOTES on page 79.	

CERTIFICATE OF ACHIEVEMENT - RESIDENTIAL AND COMMERCIAL DESIGN

Core and Selective Requirements

Complete Core Courses, 58.5 units

	UNITS
ARCH 110 Interior Architectural Drafting	3
CBOT 430 Computer Applications, Part I	1.5
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 148 Color and Design	3
INTD 150 History of Interiors I	3
INTD 151 History of Interiors II	3
INTD 175 Space Planning and Design	3
INTD 250 Professional Practices for Interior Designers	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	3
INTD 356 Residential & Commercial Construction	3
INTD 360 CAD Applications for Interior Designers	3
INTD 450 Materials and Finishes	3
INTD 400 Principles of Sustainable Design	3
Total Units	58.5*

CERTIFICATE OF ACHIEVEMENT - SUSTAINABLE DESIGN

The Sustainable Design Certificate of Achievement is designed for interested design students and professionals currently working in the industry (interior design, architecture, construction), to enhance their knowledge and skills to meet current codes and guidelines.

Career Opportunities:

Options for career paths include jobs with builders, designers, and architects specializing in sustainable residential and commercial design and remodeling, historic preservation and renovation, showroom or product manufacturer's representative .

Core and Selective Requirements

Complete Core Courses, 26.5 units

	UNITS
ARCH 110 Interior Architectural Drafting	3
INTD 115 Introduction to Interior Design	3
INTD 175 Space Planning and Design	3
INTD 260 Overview of Lighting Design	3
INTD 356 Residential & Commercial Construction	3
INTD 400 Principles of Sustainable Design	3
INTD 401 Sustainability and Home Energy Assessment	1.5
INTD 403 Sustainable Practices	3
INTD 450 Materials and Finishes	3
INTD 672 Cooperative Education: Internship	1
Total Units	26.5*

Gainful Employment Disclosure Information

Certificate program TOP Code: 130200; CIP Code: 17137	Interior Design: Green/Sustainable Design
Reporting year	2011-12
Total Units	16
Normal time to complete, in semesters	2

Number of program graduates in reporting year	0
Percent of graduates completing in normal time ¹	N/A
Cost of tuition	\$576
Cost of books/supplies	\$985
Cost of fees	\$132
Total estimated cost	\$1,693
Median student loan debt upon completion ²	0
Occupations and SOC codes ³	Residential and commercial design and remodeling, historic preservation and renovation, show room or product manufacturer's representative, work with builders and architects specializing in sustainable design projects
^{1, 2, 3} - See NOTES on page 79.	

ASSOCIATE IN SCIENCE DEGREE IN INTERIOR DESIGN

AS Degree Requirements*

Core & Selective Requirements

Complete Core Courses, 43.5 units,

ARCH 110 Interior Architectural Drafting	3
CBOT 430 Computer Applications, Part I	1.5
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 148 Color and Design	3
INTD 150 History of Interiors I	3
INTD 151 History of Interiors II	3
INTD 175 Space Planning and Design	3
INTD 250 Professional Practices for Interior Designers	3
INTD 260 Overview of Lighting Design	3
INTD 360 CAD Applications for Interior Designers	3
INTD 400 Principles of Sustainable Design	3
INTD 450 Materials and Finishes	3

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

Cañada College offers lower division coursework required for transfer in Interior 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.

Web: canadacollege.edu/interiordesign

*and additional Certificate or Degree Requirements outlined on pages 58-60

KINESIOLOGY, ATHLETICS AND DANCE

- Certificate of Achievement - Fitness Professional
- Associate in Science Degree- Fitness Professional
- Associate in Arts Degree- Dance
- AA-T Associate in Arts Degree for Transfer in Kinesiology
- Associate in Arts Degree in Kinesiology

The Kinesiology, Athletics and Dance Department offers two career pathways – transfer to a four year university or workforce bound after completing the Fitness Professional certificate/degree. Also offered are 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.

Program Learning Outcomes:

Students completing this program will be able to:

- Recognize and evaluate the importance of physical activity in leading a healthy, functional lifestyle and in creating or increasing a sense of well-being.
- Exhibit interpersonal communication, cooperative relationships and social interaction within diverse and dynamic environments.
- Analyze and understand the discipline of kinesiology to apply appropriate scientific and quantitative conclusions to physical activity.
- Demonstrate and improve fitness components along with alignment, body positioning, special awareness, or rhythm while performing exercise movements.
- Demonstrate professional and ethical decision-making and civic responsibility when applying knowledge of kinesiology.

CERTIFICATE OF ACHIEVEMENT - FITNESS PROFESSIONAL

The Fitness Professional degree 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).

Career Opportunities:

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, 18 units

	UNITS
BIOL 310 Nutrition	3
CBOT 430 Computer Applications, Part I	1.5
HSCI 432 CPR: Adult, Child, Infant for Healthcare Providers	0.5
KINE 245 Principles and Techniques of Resistance, Balance and	

Flexibility Training	3
KINE 250 Personal Trainer Preparation: Anatomy and Physiology	3
KINE 251 Personal Trainer: Health Appraisal and Exercise Prescription	3
KINE 308 Introduction to Fitness-Related Injuries	3
KINE 672 Cooperative Education: Internship	1

Selective courses: choose a minimum of 4-5 units from the following:

Group A: select a minimum of 3-4 units from the following: **Units**

BIOL 250 Human Anatomy	4
BUS. 150 Entrepreneurship: Small Business Management	3
BUS. 393 Starting and Growing a Sustainable Business	3
COMM 130 Interpersonal Communication	3
HSCI 104 Nutrition and Physical Fitness	1
KINE 101 Introduction to Kinesiology	3

Group B: select one of the following activity courses: **Units**

FITN 122 Total Body Burn	1
FITN 128 Get on the Ball Exercising	1
FITN 129 Beginning Strength Training on the Ball	1
FITN 151 Step Aerobics	1
FITN 235 Boot Camp	1
FITN 304.1 Walking Fitness I	1
FITN 304.2 Walking Fitness II	1
FITN 304.3 Walking Fitness III	1
FITN 304.4 Walking Fitness IV	1
FITN 334.1 Yoga I	1
FITN 334.2 Yoga II	1
FITN 334.3 Yoga III	1
FITN 334.4 Yoga IV	1
FITN 335.1 Pilates I	1
FITN 335.2 Pilates II	1
FITN 335.3 Pilates III	1
FITN 335.4 Pilates IV	1
Total Units	22 - 23*

Gainful Employment Disclosure Information

Certificate program TOP Code: 83520; CIP Code: 19027	Fitness Professional
Reporting year	2011-12
Total Units	21
Normal time to complete, in semesters	3
Number of program graduates in reporting year	0
Percent of graduates completing in normal time ¹	N/A
Cost of tuition	\$756
Cost of books/supplies	\$1,266
Cost of fees	\$202
Total estimated cost	\$2,224
Median student loan debt upon completion ²	0
Occupations and SOC codes ³ Personal Trainer, Aerobics Instructor, Fitness Instructor, Group Fitness Instructor, Group Exercise Instructor, Fitness Coordinator, Fitness Director, Fitness Technician, Fitness Trainer, Private Trainer	
^{1, 2, 3} - See NOTES on page 79.	

ASSOCIATE IN SCIENCE DEGREE IN FITNESS PROFESSIONAL

The Fitness Professional degree 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).

Career Opportunities:

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.

AS Degree Requirements*

Core and Selective Requirements

Complete Core Courses, 27 units

	UNITS
BIOL 250 Human Anatomy	4
BIOL 260 Human Physiology	5
BIOL 310 Nutrition	3
CBOT 430 Computer Applications, Part I	1.5
HSCI 432 CPR: Adult, Child, Infant for Healthcare Providers	0.5
KINE 245 Principles and Techniques of Resistance, Balance and Flexibility Training	3
KINE 250 Personal Trainer Preparation: Anatomy and Physiology	3
KINE 251 Personal Trainer: Health Appraisal and Exercise Prescription	3
KINE 308 Introduction to Fitness-Related Injuries	3
KINE 672 Cooperative Education: Internship	1
Selective courses: choose a minimum of 4-5 units from the following:	
Group A: choose 3-4 units from the following:	
BUS. 150 Entrepreneurship: Small Business Management	3
BUS. 393 Starting and Growing a Sustainable Business	3
COMM 130 Interpersonal Communication	3
HSCI 104 Nutrition and Physical Fitness	1
KINE 101 Introduction to Kinesiology	3
Group B: choose one course from the following activity courses:	
FITN 122 Total Body Burn	1
FITN 128 Get on the Ball Exercising	1
FITN 129 Beginning Strength Training on the Ball	1
FITN 151 Step Aerobics	1
FITN 235 Boot Camp	1
FITN 304.1 Walking Fitness I	1
FITN 304.2 Walking Fitness II	1
FITN 304.3 Walking Fitness III	1
FITN 304.4 Walking Fitness IV	1
FITN 334.1 Yoga I	1
FITN 334.2 Yoga II	1
FITN 334.3 Yoga III	1
FITN 334.4 Yoga IV	1
FITN 335.1 Pilates I	1
FITN 335.2 Pilates II	1
FITN 335.3 Pilates III	1

FITN 335.4 Pilates IV 1
 and required General Education coursework and electives as needed to meet the minimum 60 units required for the Associate degree.

ASSOCIATE IN ARTS DEGREE IN DANCE

The Dance program allows students to develop technical, aesthetic and artistic skills required to pursue a four-year dance degree. Courses cover topics on ballet, modern dance, jazz dance, history, anatomy, dance composition and music. Upon completion of the program, the dancers will possess good problem-solving skills, an ability to work with people, good health and physical stamina, along with flexibility, agility, coordination, and grace, a sense of rhythm, a feeling for music, and a creative ability to express themselves through movement.

Career Opportunities:

Career opportunities include Dance Performers, Dance Instructors, Dance Teachers, Dance Aerobics Instructors and Choreographers. Dancers perform in a variety of settings, including opera, musical theater, and other musical productions. They also perform in television, movies, music videos, and commercials, in which they may sing and act. Choreographers and Dance Instructors create original dances, teach dance and develop new interpretations of existing dances. They work in theaters, dance schools, dance and movie studios, and at fashion shows, and are involved in auditioning performers for dance parts.

AA Degree Requirements*

Core and Selective Requirements

Complete Core Courses, 16 units

	UNITS
ART 104 History of Modern Art	3
DANC 391 Dance Composition - Theory and Choreography	3
DANC 672 Cooperative Education: Internship	1
DRAM 221 Stage Movement	3
KINE 250 Personal Trainer Preparation: Anatomy and Physiology	3
MUS. 100 Fundamentals of Music	3

Selective courses: choose a minimum of 13-14 units from the following:

Group A: Complete 6 units from the following (minimum of one course from each one of the families):

	Units
DANC 121.1 Modern Dance I	1
DANC 121.2 Modern Dance II	1
DANC 121.3 Modern Dance III	1
DANC 121.4 Modern Dance IV	1
DANC 130.1 Jazz Dance I	1
DANC 130.2 Jazz Dance II	1
DANC 130.3 Jazz Dance III	1
DANC 130.4 Jazz Dance IV	1
DANC 140.1 Ballet I	1
DANC 140.2 Ballet II	1
DANC 140.3 Ballet III	1
DANC 140.4 Ballet IV	1
DANC 400.1 Dance Performance and Production I	1
DANC 400.2 Dance Performance and Production II	1
DANC 400.3 Dance Performance and Production III	1
DANC 400.4 Dance Performance and Production IV	1

Group B: complete 4 units from the following (no more than 1 course per family):

DANC 125.1 Salsa I	1
DANC 125.2 Salsa II	1
DANC 125.3 Salsa III	1
DANC 125.4 Salsa IV	1

*and additional Certificate or Degree Requirements outlined on pages 58-60

DANC 150.1 Hip Hop I	1
DANC 151.1 Social Dance I	1
DANC 151.2 Social Dance II	1
DANC 151.3 Social Dance III	1
DANC 151.4 Social Dance IV	1
DANC 220 Dance Conditioning	1
FITN 335.1 Pilates I	1
FITN 335.2 Pilates II	1
FITN 335.3 Pilates III	1
FITN 335.4 Pilates IV	1

Group C: complete 3-4 units from the following:

BUS. 150 Entrepreneurship: Small Business Management	3
BUS. 393 Starting and Growing a Sustainable Business	3
COMM 130 Interpersonal Communication	3
DRAM 200 Theory of Acting	4
DRAM 201.1 Acting I	1
or DRAM 201.2 Acting II	1
or DRAM 201.3 Acting III	1
or DRAM 201.4 Acting IV	1
ECE. 331 The Role of the Teacher	1

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

AA-T ASSOCIATE IN ARTS DEGREE IN KINESIOLOGY FOR TRANSFER

An Associate Degree in Kinesiology offers the foundation for major course requirements towards a Bachelor's Degree program at a four-year university. Upon completion of the Associate's degree, students gain an understanding of how human movement can affect sports training, health, as well as a solid foundation to build their selected sub discipline in Kinesiology at a four-year university. For additional AA or AA-T degree requirements, please see explanation in college catalog or see a Counselor.

Career Opportunities:

An associate degree in Kinesiology prepares students for transfer to obtain a Bachelor's degree to work in a variety of fields, such as health, wellness, fitness, personal trainer, coaching, athletic trainer, group exercise instructor, exercise physiologist, etc.

AA-T Degree Requirements*

Core and Selective Requirements

Complete Core Courses, 15 units

	UNITS
BIOL 250 Human Anatomy	4
BIOL 260 Human Physiology	5
KINE 101 Introduction to Kinesiology	3

Movement Based Courses: Select a maximum of one course from any three of the following areas for a maximum of 3 units.

Area 1: Dance

DANC 121.1 Modern Dance I	1
DANC 121.2 Modern Dance II	1
DANC 121.3 Modern Dance III	1
DANC 121.4 Modern Dance IV	1
DANC 125.1 Salsa I	1
DANC 125.2 Salsa II	1
DANC 125.3 Salsa III	1
DANC 125.4 Salsa IV	1
DANC 130.1 Jazz Dance I	1
DANC 130.2 Jazz Dance II	1
DANC 130.3 Jazz Dance III	1

DANC 130.4 Jazz Dance IV	1
DANC 140.1 Ballet I	1
DANC 140.2 Ballet II	1
DANC 140.3 Ballet III	1
DANC 140.4 Ballet IV	1
DANC 150.1 Hip Hop I	1
DANC 151.1 Social Dance I	1
DANC 151.2 Social Dance II	1
DANC 151.3 Social Dance III	1
DANC 151.4 Social Dance IV	1
DANC 220 Dance Conditioning	1
DANC 400.1 Dance Performance and Production I	1
DANC 400.2 Dance Performance and Production II	1
DANC 400.3 Dance Performance and Production III	1
DANC 400.4 Dance Performance and Production IV	1

Area 2: Fitness

FITN 112 Cross Training	1
FITN 117 Fitness Assessment, Strength and Conditioning	1
FITN 118 Beginning Fitness Center	1
FITN 119 Intermediate Fitness Center	1
FITN 122 Total Body Burn	1
FITN 128 Get on the Ball Exercising	1
FITN 129 Beginning Strength Training on the Ball	1
FITN 151 Step Aerobics	1
FITN 153 Soccer Conditioning	1
FITN 154 Volleyball Conditioning	1
FITN 210 Varsity Weight Conditioning	1
FITN 235 Boot Camp	1
FITN 304.1 Walking Fitness I	1
FITN 304.2 Walking Fitness II	1
FITN 304.3 Walking Fitness III	1
FITN 304.4 Walking Fitness IV	1
FITN 334.1 Yoga I	1
FITN 334.2 Yoga II	1
FITN 334.3 Yoga III	1
FITN 334.4 Yoga IV	1
FITN 335.1 Pilates I	1
FITN 335.2 Pilates II	1
FITN 335.3 Pilates III	1
FITN 335.4 Pilates IV	1

Area 3: Individual Sports

INDV 160.1 Golf I	1
INDV 160.2 Golf II	1
INDV 160.3 Golf III	1
INDV 160.4 Golf IV	1
INDV 251.1 Tennis I	1
INDV 251.2 Tennis II	1
INDV 251.3 Tennis III	1
INDV 251.4 Tennis IV	1

Area 4: Team Sports

TEAM 105 Advanced Baseball	1
TEAM 111.1 Basketball I	1
TEAM 111.2 Basketball II	1
TEAM 111.3 Basketball III	1
TEAM 111.4 Basketball IV	1
TEAM 141.1 Soccer I	1
TEAM 141.2 Soccer II	1
TEAM 141.3 Soccer III	1
TEAM 141.4 Soccer IV	1
TEAM 148 Indoor Soccer	1
TEAM 171.1 Volleyball I	1

TEAM 171.2 Volleyball II	1
TEAM 171.3 Volleyball III	1
TEAM 171.4 Volleyball IV	1
TEAM 185 Expert Volleyball Training	1

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

***These courses may also count toward GE Requirements.**

BIOL 130 * Human Biology	3
<i>and BIOL 132 * Human Biology Laboratory</i>	1
CHEM 210 * General Chemistry I	5
MATH 200 * Elementary Probability and Statistics	4
PHYS 210 * General Physics I	4

General Education Requirements*

Certified Completion of CSU GE Breadth Pattern **34 - 39**
or

Certified Completion of IGETC for CSU Pattern **37**

Electives: Transferable elective courses to total 60 units (if applicable).

ASSOCIATE IN ARTS DEGREE IN KINESIOLOGY

An Associate Degree in Kinesiology offers the foundation for major course requirements towards a Bachelor's Degree program at a four-year university. Upon completion of the Associate's degree, students gain an understanding of how human movement can affect sports training, health, as well as a solid foundation to build their selected sub discipline in Kinesiology at a four-year university. For additional AA or AA-T degree requirements, please see explanation in college catalog or see a Counselor.

Career Opportunities:

An associate degree in Kinesiology prepares students for transfer to obtain a Bachelor's degree to work in a variety of fields, such as health, wellness, fitness, personal trainer, coaching, athletic trainer, group exercise instructor, exercise physiologist, etc.

AA Degree Requirements*

Core and Selective Requirements

Complete Core Courses, 15 units

	UNITS
BIOL 250 Human Anatomy	4
BIOL 260 Human Physiology	5
KINE 101 Introduction to Kinesiology	3

Movement Based Courses: Select a maximum of one course from any three of the following areas for a maximum of 3 units.

Area 1: Dance

DANC 121.1 Modern Dance I	1
DANC 121.2 Modern Dance II	1
DANC 121.3 Modern Dance III	1
DANC 121.4 Modern Dance IV	1
DANC 125.1 Salsa I	1
DANC 125.2 Salsa II	1
DANC 125.3 Salsa III	1
DANC 125.4 Salsa IV	1
DANC 130.1 Jazz Dance I	1
DANC 130.2 Jazz Dance II	1
DANC 130.3 Jazz Dance III	1
DANC 130.4 Jazz Dance IV	1
DANC 140.1 Ballet I	1
DANC 140.2 Ballet II	1
DANC 140.3 Ballet III	1
DANC 140.4 Ballet IV	1
DANC 150.1 Hip Hop I	1
DANC 151.1 Social Dance I	1

DANC 151.2 Social Dance II	1
DANC 151.3 Social Dance III	1
DANC 151.4 Social Dance IV	1
DANC 220 Dance Conditioning	1
DANC 400.1 Dance Performance and Production I	1
DANC 400.2 Dance Performance and Production II	1
DANC 400.3 Dance Performance and Production III	1
DANC 400.4 Dance Performance and Production IV	1

Area 2: Fitness

FITN 112 Cross Training	1
FITN 117 Fitness Assessment, Strength and Conditioning	1
FITN 118 Beginning Fitness Center	1
FITN 119 Intermediate Fitness Center	1
FITN 122 Total Body Burn	1
FITN 128 Get on the Ball Exercising	1
FITN 129 Beginning Strength Training on the Ball	1
FITN 151 Step Aerobics	1
FITN 153 Soccer Conditioning	1
FITN 154 Volleyball Conditioning	1
FITN 210 Varsity Weight Conditioning	1
FITN 235 Boot Camp	1
FITN 304.1 Walking Fitness I	1
FITN 304.2 Walking Fitness II	1
FITN 304.3 Walking Fitness III	1
FITN 304.4 Walking Fitness IV	1
FITN 334.1 Yoga I	1
FITN 334.2 Yoga II	1
FITN 334.3 Yoga III	1
FITN 334.4 Yoga IV	1
FITN 335.1 Pilates I	1
FITN 335.2 Pilates II	1
FITN 335.3 Pilates III	1
FITN 335.4 Pilates IV	1

Area 3: Individual Sports

INDV 160.1 Golf I	1
INDV 160.2 Golf II	1
INDV 160.3 Golf III	1
INDV 160.4 Golf IV	1
INDV 251.1 Tennis I	1
INDV 251.2 Tennis II	1
INDV 251.3 Tennis III	1
INDV 251.4 Tennis IV	1

Area 4: Team Sports

TEAM 105 Advanced Baseball	1
TEAM 111.1 Basketball I	1
TEAM 111.2 Basketball II	1
TEAM 111.3 Basketball III	1
TEAM 111.4 Basketball IV	1
TEAM 141.1 Soccer I	1
TEAM 141.2 Soccer II	1
TEAM 141.3 Soccer III	1
TEAM 141.4 Soccer IV	1
TEAM 148 Indoor Soccer	1
TEAM 171.1 Volleyball I	1
TEAM 171.2 Volleyball II	1
TEAM 171.3 Volleyball III	1
TEAM 171.4 Volleyball IV	1
TEAM 185 Expert Volleyball Training	1

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

*These courses may also count toward GE Requirements.

BIOL 130 * Human Biology	3
and BIOL 132 * Human Biology Laboratory	1
CHEM 210 * General Chemistry I	5
MATH 200 * Elementary Probability and Statistics	4
PHYS 210 * General Physics I	4

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

The following courses are recommended (NOT required and CANNOT be substituted for any of the core/selective requirements listed above):

KINE 245 Principles and Techniques of Resistance, Balance and Flexibility Training	3
KINE 250 Personal Trainer Preparation: Anatomy and Physiology	3
KINE 251 Personal Trainer: Health Appraisal and Exercise Prescription	3
KINE 308 Introduction to Fitness-Related Injuries	3

Contact: Ana Miladinova, Dance/Fitness Assistant Professor

Phone: 306-3147

Email: miladinovaa@smccd.edu

Web: www.canadacollege.edu/athletics

LATIN AMERICAN AND LATINO/A STUDIES

- Certificate of Achievement
- Associate in Arts

Latin American and Latino/a Studies is an interdisciplinary program that combines courses from multiple academic departments to give students a broad understanding of historical, political, social, geographic and cultural aspects of Latin America and Latino/a communities. Coursework in social sciences, literature, music, drama and Spanish language provides a uniquely comprehensive approach to historical and contemporary issues as well as questions of identity, heritage and creative expression.

Career Opportunities:

The Latin American and Latino/a Studies program affords students access to a range of career opportunities in the United States and abroad. The continuing importance of Latin America for the U.S. and the growing Latino/a population in the U.S. have produced an increasing need for trained persons with a knowledge of Latin American and Latino/a communities to work in social service, government and foreign service, non-governmental organizations, law, teaching, business and other fields.

Program Learning Outcomes:

Upon completion of program requirements, students will be able to:

- Demonstrate knowledge of Latin American history, geography, cultural traditions and innovations, political structures, and social issues.
- Engage with the integrative, multidisciplinary nature of Latin American and Latino Studies and apply multiple perspectives from the Humanities and Social Sciences.
- Use effective written and oral communication skills that reflect knowledge of the Spanish language, critical thinking and a comparative approach to cross cultural understanding.

CERTIFICATE OF ACHIEVEMENT - LATIN AMERICAN AND LATINO/A STUDIES

Core and Selective Requirements

Selective courses: complete a total of 21-25 units as follows:

	UNITS
Area 1: Social Sciences. Students must complete at least two courses from the following (6 units):	
HIST 246 History of Latinos in the U.S.	3
HIST 422 Modern Latin America	3
PLSC 320 Latin American Politics	3

Selective courses: choose a minimum of 9-10 units from the following:

Area 2: Arts, Culture and Literature. Students must complete at least two courses from the following (6 units):

DRAM 160 Latin American Theatre	3
LIT. 371 Mexican-American Literature	3
LIT. 372 Myth and Folklore of La Raza	3
LIT. 373 Latin American Literature in Translation	3
MUS. 240 Music of the Americas	3
SPAN 161 Latino Literature I	3
SPAN 162 Latino Literature II	3

Area 3: Spanish Language and Heritage. Students must complete at least one course from the following (3-5 units):

SPAN 120 Advanced Elementary Spanish	5
SPAN 122 Advanced Elementary Spanish II	3
SPAN 130 Intermediate Spanish	5
SPAN 131 Intermediate Spanish I	3
SPAN 132 Intermediate Spanish II	3
SPAN 140 Advanced Intermediate Spanish	3
SPAN 150 Spanish for Heritage Speakers I	4
SPAN 152 Spanish for Heritage Speaker II	4

Area 4: Selectives. Choose any two additional courses (not already taken) from Areas 1, 2 or 3 above (6-10 units).

Total Units 21-25*

ASSOCIATE IN ARTS- LATIN AMERICAN STUDIES 

AA Degree Requirements*

Complete Core and Selective Courses, 21–25 units

Area 1: Social Sciences. Students must complete at least two courses from the following (6 units):

HIST 246 History of Latinos in the U.S.	3
HIST 422 Modern Latin America	3
PLSC 320 Latin American Politics	3

Area 2: Arts, Culture and Literature. Students must complete at least two courses from the following (6 units):

DRAM 160 Latin American Theatre	3
LIT. 371 Mexican-American Literature	3
LIT. 372 Myth and Folklore of La Raza	3
LIT. 373 Latin American Literature in Translation	3
MUS. 240 Music of the Americas	3
SPAN 161 Latino Literature I	3
SPAN 162 Latino Literature II	3

Area 3: Spanish Language and Heritage. Students must complete at least one course from the following (3-5 units):

SPAN 120 Advanced Elementary Spanish	5
SPAN 122 Advanced Elementary Spanish II	3
SPAN 130 Intermediate Spanish	5
SPAN 131 Intermediate Spanish I	3
SPAN 132 Intermediate Spanish II	3
SPAN 140 Advanced Intermediate Spanish	3
SPAN 150 Spanish for Heritage Speakers I	4
SPAN 152 Spanish for Heritage Speaker II	4

Area 4: Selectives. Choose any two additional courses (not already taken) from Areas 1, 2 or 3 above (6-10 units).

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

Cañada College offers lower division coursework required for transfer in the area of Latin American Studies. Students should use PROJECT ASSIST (www.assist.org) to research lower division major requirements at the transfer destination(s) of their choice. To ensure that students' Associate in Arts Degree General Education and Elective course choices also fulfill CSU GE /IGETC unit requirements for transfer, students should work with a Counselor/Advisor to determine appropriate transfer coursework.

MATHEMATICS

• AS-T Associate in Science Degree for Transfer

Mathematics provides the foundation for studying engineering, the physical, biological and health sciences, economics, business, computer science, statistics and many other fields.

Students with degrees in mathematics have a wide variety of career opportunities. Some pursue careers in the teaching of mathematics. Others pursue lucrative positions in fields such as engineering, operations research, computer programming, finance, data analysis, and law.

Program Learning Outcomes:

Students completing this program will be able to:

- Use symbolic, graphical, numerical, and written representations of mathematical ideas.
- Use mathematical reasoning and a generalized problem solving process to solve real-world problems.

AS-T ASSOCIATE IN SCIENCE DEGREE IN MATHEMATICS FOR TRANSFER

AS-T Degree Requirements*

Core and Selective Requirements

Complete Core Courses, 21 units

	UNITS
MATH 251 Analytical Geometry and Calculus I	5
MATH 252 Analytical Geometry and Calculus II	5
MATH 253 Analytical Geometry and Calculus III	5
MATH 270 Linear Algebra	3
MATH 275 Ordinary Differential Equations	3

Total Core/Selective Requirements 21*

General Education Requirements:*

Certified Completion of CSU GE Breadth Pattern 34-39

OR

Certified Completion of IGETC for CSU Pattern 37

Electives: Transferable elective courses to total 60 units (if applicable).

*and additional Certificate or Degree Requirements outlined on pages 58-60

MEDICAL ASSISTING

- Certificate of Achievement - Medical Administrative Assistant
- Certificate of Achievement - Medical Coding Specialist
- Certificate of Achievement – Medical Assisting
- Certificate of Achievement – Medical Billing Specialist
- Associate in Science Degree – Medical Assisting
- Associate in Science Degree – Medical Billing Specialist

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, key-boarding, biology, psychology, and basic mathematics.

Program Learning Outcomes:

Students completing this program will be able to:

- Apply their education and training to begin employment in health care.
- Use updated job skills to maintain or advance in current employment.

CERTIFICATE OF ACHIEVEMENT – MEDICAL ADMINISTRATIVE 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 and Selective Requirements

Complete Core Courses, 15 units

	UNITS
MEDA 115 Introduction to Electronic Health Record	3
MEDA 140 Implementation of Electronic Health Record	3
MEDA 150 Medical Office Procedures	3
MEDA 160 Medical Insurance Procedures	3
MEDA 190 Introduction To Pharmacology	3
Total Units	15*

Gainful Employment Disclosure Information	
Certificate program TOP Code: 120820; CIP Code: 15480	Medical Administrative Assistant
Reporting year	2011-12

Total Units	15
Normal time to complete, in semesters	3
Number of program graduates in reporting year	14
Percent of graduates completing in normal time ¹	36%
Cost of tuition	\$ 540
Cost of books/supplies	\$1,260
Cost of fees	\$ 206
Total estimated cost	\$2,006
Median student loan debt upon completion ²	0
Occupations and SOC codes ³ 29-2070 Medical Administrative Assistant	
^{1, 2, 3} - See NOTES on page 79.	

CERTIFICATE OF ACHIEVEMENT – MEDICAL CODING SPECIALIST

Ability to work independently and under pressure, attention to detail, organizational skills, and able to implement Federal and State compliance 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 and Selective Requirements

Complete Core Courses, 15 units

	UNITS
BIOL 130 Human Biology	3
MEDA 110 Basic Medical Terminology I	3
MEDA 111 Basic Medical Terminology II	3
MEDA 161 ICD (International Classification of Diseases)-10-CM (Clinical Modification) Beginning Coding	1
MEDA 162 ICD (International Classification of Diseases)-10-CM (Clinical Modification) Intermediate Coding	1
MEDA 163 ICD (International Classification of Diseases)-10-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
Total Units	15*

Gainful Employment Disclosure Information	
Certificate program TOP Code: 122310; CIP Code: 15400	Medical Coding Specialist
Reporting year	2011-12
Total Units	15
Normal time to complete, in semesters	2
Number of program graduates in reporting year	15
Percent of graduates completing in normal time ¹	33%
Cost of tuition	\$ 540
Cost of books/supplies	\$ 693
Cost of fees	\$ 132
Total estimated cost	\$1,365
Median student loan debt upon completion ²	0

Occupations and SOC codes ³ 31-9090 Medical Coder, Medical Coding Specialist
^{1, 2, 3} - See NOTES on page 79.

CERTIFICATE OF ACHIEVEMENT – MEDICAL ASSISTING

Core and Selective Requirements

Complete Core Courses, 38 units

	UNITS
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 Introduction to Electronic Health Record	3
MEDA 120 Clinical Procedures I	4
MEDA 121 Clinical Procedures II	4
MEDA 140 Implementation of Electronic Health Record	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
Certificate Unit Requirements Total	38*

Gainful Employment Disclosure Information	
Certificate program TOP Code: 120800; CIP Code: 20434	Medical Assisting
Reporting year	2011-12
Total Units	41
Normal time to complete, in semesters	5
Number of program graduates in reporting year	15
Percent of graduates completing in normal time ¹	47%
Cost of tuition	\$1,476
Cost of books/supplies	\$1,628
Cost of fees	\$ 296
Total estimated cost	\$3,400
Median student loan debt upon completion ²	0
Occupations and SOC codes ³ 31-9092 Medical Assistant, Certified Medical Assistant (CMA), Doctor's Assistant, Medical Office Assistant, Optometric Assistant, Clinical Assistant, Outpatient Surgery Assistant	
^{1, 2, 3} - See NOTES on page 79.	

CERTIFICATE OF ACHIEVEMENT – 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.

Career Opportunities:

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 and Selective Requirements

Complete Core Courses, 24 units

	UNITS
ACTG 100 Accounting Procedures	3
MEDA 100 Introduction to Medical Assisting	3
MEDA 110 Basic Medical Terminology I	3
MEDA 111 Basic Medical Terminology II	3
MEDA 150 Medical Office Procedures	3
MEDA 160 Medical Insurance Procedures	3
MEDA 161 ICD (International Classification of Diseases)-10-CM (Clinical Modification) Beginning Coding	1
MEDA 162 ICD (International Classification of Diseases)-10-CM (Clinical Modification) Intermediate Coding	1
MEDA 163 ICD (International Classification of Diseases)-10-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
Total Units	24*

Gainful Employment Disclosure Information	
Certificate program TOP Code: 120800; CIP Code: 20435	Medical Billing Specialist
Reporting year	2011-12
Total Units	24
Normal time to complete, in semesters	3
Number of program graduates in reporting year	9
Percent of graduates completing in normal time ¹	44%
Cost of tuition	\$ 864
Cost of books/supplies	\$1,212
Cost of fees	\$ 134
Total estimated cost	\$2,210
Median student loan debt upon completion ²	0
Occupations and SOC codes ³ 31-9090 Billing Clerk, Billing Coordinator, Billing Specialist	
^{1, 2, 3} - See NOTES on page 79.	

ASSOCIATE IN SCIENCE – MEDICAL ASSISTING

AS Degree Requirements*

Core and Selective Requirements

Complete Core Courses, 38 units

BIOL 130 Human Biology	3
MEDA 100 Introduction to Medical Assisting	3
MEDA 110 Basic Medical Terminology I	3
MEDA 111 Basic Medical Terminology II	3
MEDA 115 Introduction to Electronic Health Record	3
MEDA 120 Clinical Procedures I	4
MEDA 121 Clinical Procedures II	4
MEDA 140 Implementation of Electronic Health Record	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

and required General Education coursework and electives as needed

*and additional Certificate or Degree Requirements outlined on pages 58-60

to meet the minimum 60 units required for the Associate degree.

ASSOCIATE IN SCIENCE – MEDICAL BILLING SPECIALIST

AS Degree Requirements*

Core and Selective Requirements

Complete Core Courses, 24 units

ACTG 100 Accounting Procedures	3
MEDA 100 Introduction to Medical Assisting	3
MEDA 110 Basic Medical Terminology I	3
MEDA 111 Basic Medical Terminology II	3
MEDA 150 Medical Office Procedures	3
MEDA 160 Medical Insurance Procedures	3
MEDA 161 ICD (International Classification of Diseases)-10-CM (Clinical Modification) Beginning Coding	1
MEDA 162 ICD (International Classification of Diseases)-10-CM (Clinical Modification) Intermediate Coding	1
MEDA 163 ICD (International Classification of Diseases)-10-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

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

Contact: Victoria Clinton, Phone: 306-3392

Email: clinton@smccd.edu

Web: www.canadacollege.edu/medicalassisting

MULTIMEDIA ART AND TECHNOLOGY

- Certificate of Achievement - Graphic Design
- Certificate of Achievement - Web Design
- Certificate of Achievement - Multimedia Art and Technology
- Certificate of Achievement - 3D Animation and Videogame Art
- Associate in Arts Degree - Multimedia
- Associate in Arts Degree - 3D Animation and Videogame Art

Program Learning Outcomes:

Students completing this program will be able to:

- Communicate design concepts clearly and concisely (i.e. visual, oral, and written).
- Develop competitive industry standard skills in the respective fields.
- Understand the elements and principles of design through discipline-specific implementation.

CERTIFICATE OF ACHIEVEMENT - 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

	UNITS
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
Certificate Unit Requirements Total	16.5*

Gainful Employment Disclosure Information	
Certificate program TOP Code: 61460; CIP Code: 15654	Graphic Design
Reporting year	2011-12
Total Units	16.5
Normal time to complete, in semesters	2
Number of program graduates in reporting year	5
Percent of graduates completing in normal time ¹	80%

Cost of tuition	\$ 594
Cost of books/supplies	\$1,078
Cost of fees	\$ 228
Total estimated cost	\$1,900
Median student loan debt upon completion ²	0
Occupations and SOC codes ³ 27-0000 Graphic Design Assistant, Freelance Graphic Designers, Graphic Design Production Assistant, Pre Press Assistant, Graphic Artist, Graphic Designer	
1, 2, 3 - See NOTES on page 79.	

CERTIFICATE OF ACHIEVEMENT - 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

	UNITS
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
Certificate Unit Requirements Total	16.5*

Gainful Employment Disclosure Information	
Certificate program TOP Code: 61430; CIP Code: 15655	Web Design
Reporting year	2011-12
Total Units	16.5
Normal time to complete, in semesters	2
Number of program graduates in reporting year	1
Percent of graduates completing in normal time ¹	0%
Cost of tuition	\$ 594
Cost of books/supplies	\$1,048
Cost of fees	\$ 228
Total estimated cost	\$1,870
Median student loan debt upon completion ²	0
Occupations and SOC codes ³ 27-0000 Freelance and in-house Web Design Assistant, Web Production Assistant, and Motion Graphics Designers	
1, 2, 3 - See NOTES on page 79.	

CERTIFICATE OF ACHIEVEMENT - MULTIMEDIA ART AND TECHNOLOGY

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, 18 units

	UNITS
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 6 units from the following:

Complete 3 units from the following courses:

ART 214 Color	3
ART 303 Color Design	3

Complete 3 units from the following courses:

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

24*

Gainful Employment Disclosure Information	
Certificate program TOP Code: 61410; CIP Code: 20432	Multimedia
Reporting year	2011-12
Total Units	30
Normal time to complete, in semesters	3
Number of program graduates in reporting year	1
Percent of graduates completing in normal time ¹	100%
Cost of tuition	\$1,080
Cost of books/supplies	\$1,873
Cost of fees	\$ 252
Total estimated cost	\$3,205
Median student loan debt upon completion ²	0

*and additional Certificate or Degree Requirements outlined on pages 58-60

Occupations and SOC codes ³ 27-1014 Graphic Designer, Production Art Designer, Web Designer, Production Assistant in Multimedia Product Development
^{1, 2, 3} - See NOTES on page 79.

CERTIFICATE OF ACHIEVEMENT - 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, 41.5 units

	UNITS
ART 207 Life Drawing	4
MART 325 Digital Painting	3
MART 377 Digital Imaging II	3
MART 379 Digital Animation I: Flash	3
MART 380 Digital Animation II: Flash	3
MART 389 Multimedia Careers	1.5
MART 390 Portfolio Creation	1.5
MART 400 Motion Graphics	1.5
MART 405 Storyboarding for Animation & Interactive Media	3
MART 417 Principles of Animation	3
MART 418 History of Animation	1.5
MART 420 3D Modeling and Animation I	3
MART 421 3D Modeling and Animation II	3
MART 422 Introduction to Rigging	3
MART 430 3D Character Animation	3
MART 431 Special Effects and Compositing	1.5

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

ART 206 Figure Drawing and Portraiture	4
ART 214 Color	3
ART 221 Painting I	4
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

Certificate Unit Requirements Total 44.5*

Gainful Employment Disclosure Information	
Certificate program TOP Code: 61410; CIP Code: 20430	3D Animation & Videogame Art
Reporting year	2011-12
Total Units	37.5
Normal time to complete, in semesters	4
Number of program graduates in reporting year	3
Percent of graduates completing in normal time ¹	75%

Cost of tuition	\$1,350
Cost of books/supplies	\$1,773
Cost of fees	\$278
Total estimated cost	\$3,401
Median student loan debt upon completion ²	0

Occupations and SOC codes ³ 27-1014 Videogame Art: Designer/Writer, Game Designer, Lead Designer, Game Designer/Creative Director, Lead Game Designer, Mid Level Game Designer, 3D Animation: Animator, Creative Director, Art Director, Artist, Graphic Artist, Graphic Designer, Illustrator, 3D Artist, 3D Animator, Animation Director
^{1, 2, 3} - See NOTES on page 79.

ASSOCIATE IN ARTS DEGREE IN MULTIMEDIA ART AND TECHNOLOGY

AA Degree Requirements*

Core & Selective Requirements

Complete Core and Selective Courses, 24 units, listed under the Certificate of Achievement–Multimedia Art and Technology

Total Core/Selective Requirements: 24*

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

ASSOCIATE IN ARTS DEGREE IN 3D ANIMATION AND VIDEOGAME ART

AA Degree Requirements*

Core & Selective Requirements

Complete Core and Selective Courses, 43.5 units, listed under the Certificate of Achievement–Multimedia Art and Technology

Total Core/Selective Requirements: 44.5*

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

Cañada College offers lower division coursework required for transfer in Multimedia Art and Technology. 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.

Email: canmultimediart@smccd.edu
Web: canadacollege.edu/multimedia

MUSIC

• Associate in Arts Degree

The Music Department at Cañada College provides a variety of courses to introduce students to the many ways of knowing music. The selection of courses in the music major gives a student several different creative outlets and prepares an open mind for the wide array of possibilities in the rapidly changing music world. Some courses focus on applications of technology, and others address the intersection of music and social contexts of its production. Note that this major does not specifically support transfer into most four-year degree music programs.

Students who complete this AA may be interested in careers in music marketing or music production.

Program Learning Outcomes:

Students completing this program will be able to:

- Apply critical thinking in the creative process.
- Use the language of the discipline; demonstrate to command of critical vocabulary
- Describe the roles of creative expression in human cultures
- Engage with the arts; integrate the arts into life.
- Use critical thinking in evaluating works of art in intrinsic terms, expressive content, and social context

ASSOCIATE IN ARTS -MUSIC

AA Degree Requirements*

Core and Selective Requirements

Complete Core Courses, 9 units

	UNITS
MUS. 100 Fundamentals of Music	3
MUS. 120 Songwriting Workshop I	3
MUS. 290 Introduction to Music and Computers	3

Selective courses: choose a minimum of 11 units from the following:

Complete 9 units from the following courses:

MUS. 115 Art, Music and Ideas	3
MUS. 121 Songwriting Workshop II	3
MUS. 122 Songwriting Workshop III	3
MUS. 161 Film Music Practicum	1
MUS. 202 Music Appreciation	3
MUS. 210 Histories of Popular Music and Rock	3
MUS. 230 Beethoven	3
MUS. 240 Music of the Americas	3
MUS. 250 World Music	3
MUS. 260 Music in Film, Television and Multimedia	3
MUS. 271 Opera and Musical Theater History	3

Complete 2 units from the following courses:

MUS. 301.1 Piano I	1
MUS. 301.2 Piano II	1
MUS. 301.3 Piano III	1
MUS. 301.4 Piano IV	1

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

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.

NURSING

Pre-nursing – To prepare students to enter most nursing programs, students will need to complete BIOL 240/ 250/260, general chemistry (CHEM 410 or 210/220), statistics (MATH 200) and often an interpersonal communication class and writing or critical thinking class.

To prepare students to specifically enter the San Francisco State BSN nursing program at Cañada, students will need to complete BIOL 240/250/260, general chemistry (CHEM 410 or 210 or 192), statistics (MATH 200), ENG 100, COMM 110 (or other oral communication class), PHIL 103 (or other critical thinking class), nutrition (BIOL 310) and PSYC 100. Courses not required for application but required for licensure and preparation for upper division course work include one of the following ANTH 125/350/110 or SOCI 100. Students should have no more than 1 pre-requisite in progress at the time of application.

Please Note:

- While not required, experience has shown that students do better if they take BIOL 240 last in the sequence.
- CHEM 410, CHEM 192 or CHEM 210 is required before BIOL 260 (physiology) and BIOL 240 (microbiology), so chemistry must be taken in the first year. CHEM 192 and 410 require MATH 110, while CHEM 210 requires MATH 120.
- CHEM 410 is the chemistry class most often taken by students interested in nursing.
- An introductory biology course is not required by SFSU, but either BIOL 110 or BIOL 130/132 is required before starting the BIOL 250/260/240 sequence. MATH 200 (statistics) can be taken any time after intermediate algebra.

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.

PARALEGAL

- Certificate of Achievement
- Associate in Science Degree

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 Pass (P) grade.

Program Learning Outcomes:

Students completing this program will be able to:

- Use effectively both book and electronic legal research tools, and to identify and use primary and secondary law sources.
- Use California superior court judicial council forms, and at least one software program containing such forms.
- Understand, follow and apply ethical rules for attorneys and paralegals and to identify potential ethical issues in the legal environment.

CERTIFICATE OF ACHIEVEMENT - PARALEGAL

Core and Selective Requirements

Complete Core Courses, 15 units

	UNITS
CBOT 472 Beginning Word Processing	1.5
CBOT 474 Intermediate Word Processing	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:

BUS. 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 254 Family Law	3
LEGL 260 Advanced Legal Research & Writing	3
LEGL 264 Contracts	3
LEGL 272 Immigration Law	3
LEGL 274 Advanced Family Law Projects	3
LEGL 276 Electronic Litigation	2
LEGL 670 Cooperative Education/Work Experience or LEGL 672 Cooperative Education: Internship	1-8

Total Units **27***

Gainful Employment Disclosure Information	
Certificate program TOP Code: 140200; CIP Code: 20442	Paralegal
Reporting year	2011-12
Total Units	27
Normal time to complete, in semesters	2
Number of program graduates in reporting year	23
Percent of graduates completing in normal time ¹	30%
Cost of tuition	\$ 972
Cost of books/supplies	\$ 917
Cost of fees	\$ 210

Total estimated cost	\$2,099
Median student loan debt upon completion ²	0
Occupations and SOC codes ³ 23-2000 Paralegal, Legal Assistant, Legal Clerk, Paralegal Specialist, Certified Paralegal, Immigration Paralegal	
^{1, 2, 3} - See NOTES on page 79.	

ASSOCIATE IN SCIENCE DEGREE IN PARALEGAL

AS Degree Requirements*

Core & Selective Requirements

Complete Core Courses, 15 units

CBOT 472 Beginning Word Processing	1.5
CBOT 474 Intermediate Word Processing	1.5
LEGL 249 Introduction to the Legal System	3
LEGL 250 Legal Research and 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:

BUS. 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 254 Family Law	3
LEGL 260 Advance Legal Research and Writing	3
LEGL 264 Contracts	3
LEGL 272 Immigration Law	3
LEGL 274 Advanced Family Law Projects	3
LEGL 276 Electronic Litigation	2
LEGL 670 Cooperative Education/Work Experience or LEGL 672 Cooperative Education: Internship	1 - 8

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

PHILOSOPHY

• Associate in Arts Degree

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.

Program Learning Outcomes:

Students completing this program will be able to:

- Analyze social science concepts and theories.
- Evaluate diverse viewpoints related to the human experience.
- Produce evidence-based arguments.

ASSOCIATE IN ARTS DEGREE IN PHILOSOPHY

AS Degree Requirements*

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
or SPAN 111/112 Elementary Spanish I/II	3/3
SPAN 120 Advanced Elementary Spanish	5
or SPAN 121/122 Advanced Elementary Spanish I/II	3/3

Total Core/Selective Requirements: 18*

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

Cañada College offers lower division coursework required for transfer in Philosophy. 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.

PHLEBOTOMY PROGRAM

Descriptions of the course offerings in phlebotomy can be found in the Health Science section of this catalog. Only students accepted into the phlebotomy class are eligible to register. Applications and information about application deadlines can be obtained by contacting canscitech@smccd.edu.

PHYSICAL SCIENCES

- Associate in Science Degree- Chemistry
- AS-T Associate in Science Degree in Physics for Transfer
- Associate in Science Degree- Physics

The Physical Science Degree is designed to give the student breadth in the physical sciences while providing considerable strength in one of the specialized physical science fields. The lower-division program is virtually the same as that taken in the first two years of college by a chemistry, physics, or geology major.

Career Opportunities:

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.

Program Learning Outcomes:

Students completing this program will be able to:

- Use the scientific method and appreciate its importance to the development of scientific thought.
- Demonstrate critical thinking and analyze physical systems in terms of scientific concepts.
- Document and communicate their work effectively.

ASSOCIATE IN SCIENCE DEGREE IN CHEMISTRY

AS Degree Requirements*

Core and Selective Requirements

Complete Core Courses, 30 units

CHEM 210 General Chemistry I	5
CHEM 220 General Chemistry II	5
CHEM 231 Organic Chemistry I	5
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

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

Total Core/Selective Requirements: 38*

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

AS-T ASSOCIATE IN SCIENCE DEGREE IN PHYSICS FOR TRANSFER

The Physics Transfer Degree is designed to give the student the typical lower division course work for physics. A major in physics 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.

A bachelor's degree in physics is an excellent starting point for many science careers.

AS-T Degree Requirements*

Core and Selective Requirements

Complete Core Courses, 27 units

	UNITS
MATH 251 Analytical Geometry and Calculus I	5
MATH 252 Analytical Geometry and Calculus II	5
MATH 253 Analytical Geometry and Calculus III	5
PHYS 250 General Physics I with Calculus	4
PHYS 260 General Physics II with Calculus	4
PHYS 270 General Physics III with Calculus	4

Total Core/Selective Requirements 27*

General Education Requirement: *

Certified Completion of CSU GE Breadth Pattern 34-39

OR

Certified Completion of IGETC for CSU Pattern 37

Electives: Transferable elective courses to total 60 units (if applicable).

ASSOCIATE IN SCIENCE DEGREE IN PHYSICS

AS Degree Requirements*

Core and Selective Requirements

Complete Core Courses, 43 units

CHEM 210 General Chemistry I	5
CHEM 220 General Chemistry II	5
CIS 250 Introduction to Object Oriented Programming: C++	3
MATH 251 Analytical Geometry and Calculus I	5
MATH 252 Analytical Geometry and Calculus II	5
MATH 253 Analytic Geometry and Calculus III	5
MATH 275 Ordinary Differential Equation - Honors	3
PHYS 250 Physics with Calculus I	4
PHYS 260 Physics with Calculus II	4
PHYS 270 Physics with Calculus III	4

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

Cañada College offers lower division coursework required for transfer in Chemistry and Physical Sciences. 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.

PHYSICAL THERAPY

Cañada College offers lower division coursework required for transfer in Physical Therapy. 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.

POLITICAL SCIENCE

- Associate in Arts Degree - Political Science
- Associate in Arts Degree - Political Science With Emphasis in Pre-Law
- Associate in Arts Degree with Transfer Status - Political Science With Emphasis in Pre-Law
- Associate in Arts Degree - Political Science With Emphasis in Public Administration and Service
- Associate in Arts Degree with Transfer Status - Political Science With Emphasis in Public Administration and Service

Political science is the study of governments, public policies and political processes, systems, and political behavior. Political science subfields include political theory, political economy, policy studies and analysis, comparative politics, international relations, pre-law and a host of related fields. Political scientists use both humanistic and scientific perspectives and tools and a variety of methodological approaches to examine the process, systems, and political dynamics of all countries and regions of the world.

A bachelor's degree in political science can lead to exciting careers in federal, state and local governments; law; business; international organizations; nonprofit associations and organizations; campaign management and polling; journalism; precollegiate education; electoral politics; research and university and college teaching.

Political science majors gain analytical skills, administrative competence and communication abilities that are valued in a wide spectrum of potential career areas.

Program Learning Outcomes:

Students completing this program will be able to:

- Analyze social science concepts and theories.
- Evaluate diverse viewpoints related to the human experience.
- Produce evidence-based arguments.

ASSOCIATE IN ARTS DEGREE IN POLITICAL SCIENCE

AA Degree Requirements*

Core and Selective Requirements

Complete Core Courses, 9 units

	UNITS
PLSC 130 International Relations	3
PLSC 150 Introduction to Political Theory	3
PLSC 170 Comparative Politics	3

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

Complete a minimum of 3 units from the following courses:

PLSC 210 American Politics	3
or PLSC 200 National, State and Local Governments	5

Complete a minimum of 9 units from the following courses:

ANTH 110 Cultural Anthropology	3
HIST 100 History of Western Civilization I, OR or HIST 101 History of Western Civilization II	3
HIST 201 United States History I or HIST 202 United States History II	3
PHIL 300 Introduction to World Religions	3
PLSC 103 Critical Thinking about World Politics	3
PLSC 320 Latin American Politics	3
PLSC 325 Honors Colloquium in Political Science: Politics & Religion	1

Total Core/Selective Requirements: 21*

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

ASSOCIATE IN ARTS DEGREE IN POLITICAL SCIENCE WITH EMPHASIS IN PRE-LAW

The Pre-Law Emphasis prepares students interested in entering law school by exposing them to subject matter (government, critical/logical thinking, economics and ethics) that has a legal studies focus.

AA Degree Requirements*
Core and Selective Requirements
 Complete Core Courses, 9 units

	UNITS
PLSC 130 International Relations	3
PLSC 150 Introduction to Political Theory	3
PLSC 170 Comparative Politics	3

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

Complete a minimum of 3 units from the following courses:

PLSC 210 American Politics	3
PLSC 200 National, State and Local Governments	5

Complete a minimum of 9 units from the following courses:

PLSC 310 California State and Local Government	3
OR PLSC 200 National, State and Local Governments	5
BUS 201 Business Law	3
PHIL 240 Introduction to Ethics	3
PSYC 106 Psychology of Prejudice and Discrimination	3

Associate Degree Major Unit Requirements Total	21 or 23*
Associate Degree General Education Unit Requirements Total	21
Associate Degree Elective Unit Requirements Total	14 or 16
Associate Degree Physical Education Unit Requirements Total	2
Associate Degree Unit Requirements Total	60

ASSOCIATE IN ARTS DEGREE IN POLITICAL SCIENCE WITH EMPHASIS IN PUBLIC ADMINISTRATION AND SERVICE

The Public Administration and Service emphasis provides a concentration of coursework in American political institutions, public policy and administrative processes. Students are introduced to knowledge and skills associated with managerial career positions in government. The combination of courses is geared toward promoting change - politically, economically and socially through the exploration of how laws and regulations are made as well as who influences public policy.

AA Degree Requirements*
Core and Selective Requirements
 Complete Core Courses, 9 units

	UNITS
PLSC 130 International Relations	3
PLSC 150 Introduction to Political Theory	3
PLSC 170 Comparative Politics	3

Selective courses: choose a minimum of 16 units from the following:

Complete a minimum of 3 units from the following courses:

PLSC 210 American Politics	3
PLSC 200 National, State and Local Governments	5

Complete a minimum of 13 units from the following courses:

ACTG 121 Financial Accounting	4
PLSC 310 California State and Local Government	3
OR PLSC 200 National, State and Local Governments	5
ECON 100 Principles of Macro Economics	3
ECON 102 Principles of Micro Economics	3

MATH 200 Elementary Probability and Statistics	4
Associate Degree Major Unit Requirements Total	25 or 27*
Associate Degree General Education Unit Requirements Total	21
Associate Degree Elective Unit Requirements Total	16
Associate Degree Physical Education Unit Requirements Total	2
Associate Degree Unit Requirements Total	60

DEGREE UNITS TOTALS WITH TRANSFER STATUS

Associate in Arts Degree with Transfer Status - Political Science With Emphasis in Pre-Law

Associate Degree Major Unit Requirements Total	21 or 23*
CSU GE or IGETC Unit Requirements Total	34-39

Associate in Arts with Transfer Status - Political Science With Emphasis in Public Administration and Service

Associate Degree Major Unit Requirements Total	25 or 27*
CSU GE or IGETC Unit Requirements Total	34-39

Cañada College offers lower division coursework required for transfer in Political Science. Students should use PROJECT ASSIST (www.assist.org) to research lower division major requirements at the transfer destination(s) of their choice. To ensure that students' Associate in Arts Degree General Education and Elective course choices also fulfill CSU GE / IGETC unit requirements for transfer, students should work with a Counselor/Advisor to determine appropriate transfer coursework.

PSYCHOLOGY

- AA-T Associate in Arts Degree for Transfer
- Associate in Arts Degree

Psychology, the science concerned with behavior and mental processing, is a broad discipline, essentially spanning subject matter from biology to sociology. It covers the intersection of two critical relationships: one between brain function (biology) and behavior, and one between the environment (sociology) and behavior. Psychology is concerned with the study of human and nonhuman animal behavior and mental processing. While the individual is usually the focal point (as in personality, developmental, clinical and therapy areas) the influence of group behavior on the individual is also considered. Psychology involves both pure science and practical application to everyday living. The field of psychology follows scientific methods, using careful observation, experimentation, and analysis that results in scientific findings of natural and social science.

The U.S. Bureau of Labor expects opportunities for careers in psychology to continue growth over the next decade. Numerous opportunities will develop in secondary and postsecondary education, public and private social service agencies, and management consulting service. Careers in health care will grow fastest in outpatient mental health and substance abuse treatment clinics. Businesses will use psychologists' expertise for analysis and research to provide marketing evaluation and statistical analysis as well as employee assistance programs, which offer employees help with personal problems.

Program Learning Outcomes:

Students completing this program will be able to:

- Analyze social science concepts and theories.
- Evaluate diverse viewpoints related to the human experience.
- Produce evidence-based arguments.

AA-T ASSOCIATE IN ARTS DEGREE IN PSYCHOLOGY FOR TRANSFER

AA-T Degree Requirements*

Core and Selective Requirements

Complete Core Courses, 10 units

	UNITS
MATH 200 Elementary Probability & Statistics	4
PSYC 100 General Psychology	3
PSYC 205 Social Science Research Methods or SOCI 205 Social Science Research Methods	3

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

A: Complete a minimum of 3 units from the following courses:

BIOL 110 Principles of Biology	4
BIOL 130 Human of Biology	3

B: Select any List A course (above) not used, or any of the following courses for a minimum of 3 units:

PSYC 200 Developmental Psychology	3
PSYC 201 Child Development	3
PSYC 300 Social Psychology	3
PSYC 410 Abnormal Psychology	3

C: Select a minimum of 3 units from the following courses:

PSYC 106 Psychology of Prejudice and Discrimination	3
PSYC 340 Human Sexuality	3
SOCI 100 Introduction to Sociology	3

Total Core/Selective Requirements **19-20***

General Education Requirement: *

Certified Completion of CSU GE Breadth Pattern OR	34-39
Certified Completion of IGETC for CSU Pattern	37
Electives: Transferable elective courses to total 60 units (if applicable).	

ASSOCIATE IN ARTS DEGREE IN PSYCHOLOGY

AA Degree Requirements*

Core and Selective Requirements

Complete Core Courses, 10 units

	UNITS
MATH 200 Elementary Probability & Statistics	4
PSYC 100 General Psychology	3
PSYC 205 Social Science Research Methods or SOCI 205 Social Science Research Methods	3

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

A: Complete a minimum of 3 units from the following courses:

BIOL 110 Principles of Biology	4
BIOL 130 Human of Biology	3

B: Select any List A course (above) not used, or any of the following courses for a minimum of 3 units:

PSYC 200 Developmental Psychology	3
PSYC 201 Child Development	3
PSYC 300 Social Psychology	3
PSYC 410 Abnormal Psychology	3

C: Select one course not selected above, or one of the following courses:

PSYC 106 Psychology of Prejudice and Discrimination	3
PSYC 340 Human Sexuality	3
SOCI 100 Introduction to Sociology	3

Total Core/Selective Requirements: **19***

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 Degree

(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.

Program Learning Outcomes:

Students completing this program will be able to:

- Select and manipulate appropriate technical factors for examinations, both routine and non-routine.
- Apply correct positioning skills.
- Pass the ARRT national certification on the first attempt.
- Use effective written and oral communication skills with clinical staff and patients.

ASSOCIATE IN SCIENCE DEGREE IN RADIOLOGIC TECHNOLOGY

AS Degree Requirements*

Core and Selective Requirements

Complete Core Courses, 60 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	4
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)	30
Total Core/Selective Requirements:	60*

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

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
 Web: canadacollege.edu/radtech

SOCIAL SCIENCES

• Associate in Arts Degree - International Studies

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

Program Learning Outcomes:

Students completing this program will be able to:

- Analyze social science concepts and theories.
- Evaluate diverse viewpoints related to the human experience.
- Produce evidence-based arguments.

ASSOCIATE IN ARTS DEGREE - INTERNATIONAL STUDIES

AA Degree Requirements*

Core and Selective Requirements

Complete Core Courses, 24.5 units

	UNITS
ANTH 110 Cultural Anthropology	3
CBOT 430 Computer Applications, Part I	1.5
ECON 100 Principles of Macro Economics	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 & 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
Total Core/Selective Requirements:	21.5*

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

Cañada College offers lower division coursework required for transfer in Social Science. 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.

SOCIOLOGY

• AA-T Associate in Arts Degree for Transfer

• Associate in Arts Degree

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.

Sociology provides a strong foundation in education, social work, law, business, criminal justice, health care, government service, human resources, counseling, public policy research, and much more.

Program Learning Outcomes:

Students completing this program will be able to:

- Analyze social science concepts and theories.
- Evaluate diverse viewpoints related to the human experience.
- Produce evidence-based arguments.

AA-T ASSOCIATE IN ARTS DEGREE IN SOCIOLOGY FOR TRANSFER

AA-T Degree Requirements*

Core and Selective Requirements

Complete Core Courses, 10 units

	UNITS
SOCI 100 Introduction to Sociology	3
SOCI 205 Social Science Research Methods	3
<i>OR PSYC 205 Social Science Research Methods</i>	3
MATH 200 Elementary Probability and Statistics	4

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

Complete 6 units from the following courses:

SOCI 105 Social Problems	3
SOCI 141 Ethnicity and Race and Society	3
PSYC 300 Social Psychology	3

Complete 3 units from the following courses:

ANTH 110 Cultural Anthropology	3
GEOG 110 Cultural Geography	3
HIST 201 U.S. History Through 1877	3
HIST 202 U.S. History from 1877 to the Present	3
PLSC 170 Introduction to Comparative Politics	3
PLSC 210 American Politics	3
PSYC 100 General Psychology	3

Total Core/Selective Requirements **19 ***

General Education Requirements:*

Certified Completion of CSU GE Breadth Pattern 34-39

OR

Certified Completion of IGETC for CSU Pattern 37

Electives: Transferable elective courses to total 60 units (if applicable).

ASSOCIATE IN ARTS DEGREE IN SOCIOLOGY

AA Degree Requirements*

Core and Selective Requirements

Complete Core Courses, 10 units

	UNITS
MATH 200 Elementary Probability & Statistics	4
SOCI 100 Introduction to Sociology	3
SOCI 205 Social Science Research Methods	3
<i>or PSYC 205 Social Science Research Methods</i>	

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

Complete 6 units from the following courses:

SOCI 105 Social Problems	3
SOCI 141 Ethnicity and Race in Society	3
PSYC 300 Social Psychology	3

Complete 3 units from the following courses:

ANTH 110 Cultural Anthropology	3
GEOG 110 Cultural Geography	3
HIST 201 U.S. History Through 1877	3
HIST 202 U.S. History from 1877 to the Present	3
PLSC 170 Introduction to Comparative Politics	3
PLSC 210 American Politics	3
PSYC 100 General Psychology	3

Total Core/Selective Requirements: 19*

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

SPANISH

- Certificate of Achievement - Bilingualism and Biliteracy in English/Spanish
- Associate in Arts Degree

The foreign language department offers Spanish classes at a variety of levels, from beginner to literature. There are classes for students of Spanish as a foreign language, as well as classes specifically designed for native Spanish speakers. In addition to improving students' linguistic abilities, all courses include discussion of aspects of the culture of Spanish speakers.

The ability to speak another language is an important advantage in today's world. In particular, given the demographics in California, knowledge of Spanish is a plus in any occupation, especially in those that involve interaction with the public. Spanish majors may go on to become bilingual teachers or teachers of Spanish, translators or interpreters. A working knowledge of Spanish is a valuable skill for those wishing to pursue careers in business, international relations, social work, health services and tourism.

Program Learning Outcomes:

Students completing this program will be able to:

- Compare and contrast cultural elements from Spanish speaking countries with their own culture, both within the Latino culture in the United States and American culture in general.
- Produce and understand oral and written communication at an Advanced High level, as defined by the ACTFL.
- Recognize their own errors and self-correct in order to improve accuracy in Spanish grammar and spelling.
- Compare and contrast cultural aspects of Spanish-speaking countries, including art, music, history, socio-economic and political realities.

CERTIFICATE OF ACHIEVEMENT - BILINGUALISM AND BILITERACY IN ENGLISH/SPANISH

The Certificate of Bilingualism and Biliteracy in English/Spanish shows that the student has literacy and oral skills at the collegiate level in both Spanish and English. A student who earns this certificate is able to continue studies in both languages at the transfer level, as well as present him or herself as employable in two languages.

Core and Selective Requirements

Complete Core Courses, 12.0 units

ENGL 100 Reading and Composition	3.0
SPAN 161 Latino Literature I	3.0
SPAN 162 Latino Literature II	3.0
ENGL 200 Introduction to Linguistics: A Survey of Language	3.0
OR	
LING 200 Introduction to Linguistics: A Survey of Language	3.0
Total Units of Core Courses (required):	12.0*

ASSOCIATE IN ARTS DEGREE IN SPANISH

AA Degree Requirements*

Core and Selective Requirements

Selective courses: Choose a minimum of 20 units from the following:

* 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 131/132 Intermediate Spanish I/II	3/3
SPAN 140 Advanced Intermediate Spanish	3

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

ENGL 200 Introduction to Linguistics: A Survey of Language	3
or LING 200 Introduction to Linguistics: A Survey of Language	3
SPAN 110 Elementary Spanish	5
or SPAN 111/112 Elementary Spanish I/II	3/3
SPAN 120 Advanced Elementary Spanish	5
or SPAN 121/122 Advanced Elementary Spanish I/II	3/3
SPAN 150 Spanish for Heritage Speakers I	4
SPAN 152 Spanish for Heritage Speakers II	4
SPAN 161 Latino Literature I	3
SPAN 162 Latino 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. 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

Total Core/Selective Requirements: 20*

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

Cañada College offers lower division coursework required for transfer with a major in Spanish. 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.

THEATRE ARTS

• Associate in Arts Degree

The Cañada College Theatre 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 relevant and exciting courses, as well as an extensive opportunity to put their developing knowledge and talent to work in both the creative and technical aspects of production. Students have the opportunity to perform, direct, design, build, crew, and manage plays ranging from broad comedy to edgy dramatic works.

The Cañada Theatre Arts Department can point with satisfaction to a significant and steadily growing number of its former students who go on to professional stage, film, and television work as performers, producers, and technicians - and also to the many gratified amateurs.

The Theatre Arts program is designed for students of all levels of experience. Graduates can pursue careers in: acting for stage, film, and television; voiceover for radio, TV, and video games, disk jockey; teaching drama and public speaking to children and adults in schools, theatres, and professional environments; directing for film, television, and the stage; writing for film, television, and the stage; stage management, event management, talent agent, casting director, company manager, executive director; public relations, marketing; sound design, broadcast technician, light design, makeup artist, hair stylist, wardrobe manager; carpentry, electric engineering.

Program Learning Outcomes:

Students completing this program will be able to:

- Apply critical thinking in the creative process.
- Use the language of the discipline; demonstrate to command of critical vocabulary
- Describe the roles of creative expression in human cultures
- Engage with the arts; integrate the arts into life.
- Use critical thinking in evaluating works of art in intrinsic terms, expressive content, and social context

ASSOCIATE IN ARTS DEGREE IN THEATRE ARTS

AA Degree Requirements*

Core and Selective Requirements 

Complete Core Courses, 9 units

	UNITS
DRAM 140 Introduction to the Theatre	3
DRAM 200 Theory of Acting	4
DRAM 305 Technical Production I	3

Selective Courses, choose a minimum of 12 units from the following:

Group A: Complete 3 units from the following courses:

DRAM 233 Play Production Lab	3
DRAM 300.1 Rehearsal and Performance I	3

Group B: Complete 9 units from the following courses:

DRAM 101 History of Theatre	3
DRAM 150 Script Analysis	3
DRAM 151 Introduction to Shakespeare I	3
DRAM 152 Introduction to Shakespeare II	3
DRAM 160 Latin American Theatre	3
DRAM 212 Stage Voice	3
DRAM 221 Stage Movement	3

Only three units may be selected from the following courses:

DRAM 201.1 Acting I	1
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DRAM 201.2 Acting II	1
DRAM 201.3 Acting III	1
DRAM 201.4 Acting IV	1

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

Cañada College offers lower division coursework required for transfer in Drama. 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.

UNIVERSITY TRANSFER

Meet with a Cañada College counselor to discuss how to achieve academic goals and to develop a comprehensive student educational plan (SEP).

California State University
University of California
Independent Colleges and Universities

CERTIFICATE OF ACHIEVEMENT: UNIVERSITY TRANSFER WITH THREE OPTIONS

Option 1:

California State University General education Certification (CSU/GE): 39 units

Option 2:

Intersegmental General Education Transfer Curriculum Certification CSU (IGETC/CSU): 37 units

Option 3:

Intersegmental General Education Transfer Curriculum Certification for UC (IGETC/UC): 34-39 units

For all options, find courses approved to meet university transfer general education requirements at www.assist.org and search under Cañada College.

Program Learning Outcomes:

Students completing this program will be able to:

- Select, evaluate, and use information to solve problems, investigate a point of view, support a conclusion, or engage in creative expression.
- Use language to effectively convey an idea or set of facts, including the ability to use source material and evidence according to institutional and discipline standards.
- Understand and interpret various points of view that emerge from a diverse world of peoples and/or cultures.
- Represent complex data in various mathematical forms (e.g., equations, graphs, diagrams, tables, and words) and analyze these data to make judgments and draw appropriate conclusions.

UNIVERSITY TRANSFER OPTION 1:

CSU GENERAL EDUCATION CERTIFICATION (CSU-GE)

The Certificate of Achievement in California State University General Education (CSU-GE), will be awarded upon completion of the CSU GE Certification requirements as outlined on the catalog year's CSU-GE Certification Worksheet. Students must complete a minimum of 39 units, which are distributed among five areas. CSU-GE Certification Sheet requirements are designed to be taken with a major area of concentration and elective courses in preparation for transfer to a California State University. This certificate recognizes the completion of lower-division general education requirements for the CSU. For many majors, students are encouraged to complete the CSU GE pattern; however, it is not required for admission to the CSU. An official petition must be filed with the Admission and Records Office prior to the graduation deadlines as stated in the Academic Calendar. Certification of the CSU-GE Breath will be indicated on the student's transcript. (Refer to CSU-GE pages in this catalog.)

For more information contact: Counseling Division at 650.306.3245

CSU GENERAL EDUCATION (CSU-GE)

Complete 39 units of coursework to meet the California State University General Education Certification requirements as listed below.

Complete 9 units from GE Area A: English Language Communication and Critical Thinking

Courses in Area A must be completed with a grade of "C" or higher.

One course required from each subsection.

A1: Oral Communication	3 units
A2: Written Communication	3 units
A3: Critical Thinking	3 units

Complete 9 units from GE Area B: Scientific Inquiry and Quantitative Reasoning

The course used to meet Area B4 must be completed with a grade of "C" or higher.

Select one course from Physical Science, Life Science, and Math Concepts. Must include one lab course*

B1: Physical Science	3 units
B2: Life Science	3 units
*B3: Lab (the course selected to meet either B1 or B2 must be a lab course or have a lab component to meet the B3 requirement)	
B4: Math Concept	3 units

Complete 9 units from GE Area C: Arts and Humanities

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	3 units
C2: Humanities	3 units
C1 or C2:	3 units

Complete 9 units from GE Area D: Social Sciences

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.

Area D	9 units
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Complete 3 units from GE Area E: Lifelong Learning & Self Development (see note below)

Areas E1/E2 (Note: maximum of 1 unit from E2)	3 units
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**UNIVERSITY TRANSFER OPTIONS 2 AND 3:
INTERSEGMENTAL GENERAL EDUCATION TRANSFER
CURRICULUM (IGETC) - CSU AND UC - CERTIFICATES OF
ACHIEVEMENT**

The Certificates of Achievement in Intersegmental General Education Transfer Curriculum (IGETC) – CSU or UC, will be awarded upon completion of the IGETC requirements as outlined on the catalog year's IGETC sheet. Students must complete a minimum of 34 (UC) or 37 (CSU) units, which are distributed among six areas. IGETC requirements are designed to be taken with a major area of concentration and elective courses in preparation for transfer to a California State University or a University of California campus. This certificate recognizes the completion of lower division general education requirements for IGETC. For many majors, students are encouraged to complete the IGETC pattern; however, it is not required for admission to the CSU or UC. An official petition must be filed with the Admission and Records

Office prior to the graduation deadlines as stated in the Academic Calendar. Certification of the IGETC will be indicated on the student's transcript. (Refer to IGETC pages in this catalog.)

For more information contact: Counseling Division at 650.306.3245

**UNIVERSITY TRANSFER OPTION 2:
INTERSEGMENTAL GENERAL EDUCATION TRANSFER
CURRICULUM (IGETC) - CSU**

Complete 37 units of coursework to meet the IGETC/CSU Certification requirements as listed below.

All courses MUST be completed with a grade of "C" or higher.

Complete 9 units in Area 1: English Communication

Area 1A: English Composition	3 units
Area 1B: Critical Thinking - English Composition	3 units
Area 1C: Oral Communication	3 units

Complete 3 units in Area 2: Mathematical Concepts and Quantitative Reasoning.

Area 2	3 units
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Complete 9 units in Area 3: Arts and Humanities.

At least one course must be selected from Arts and one course from Humanities. The third course can be selected from either Arts or Humanities.

Area 3A: Arts	3 units
Area 3B: Humanities	3 units
Area 3A or 3B	3 units

Complete 9 units in Area 4: Social and Behavioral Sciences.

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

Area 4	9 units
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Complete 7 units in Area 5: Physical and Biological Sciences.

At least one course must include a laboratory component.

Area 5A: Physical Science	3-4 units
Area 5B: Biological Science	3-4 units

**UNIVERSITY TRANSFER OPTION 3:
INTERSEGMENTAL GENERAL EDUCATION TRANSFER
CURRICULUM (IGETC) - UC**

Complete 34 - 39 units of coursework to meet the IGETC/UC Certification requirements as listed below.

All courses MUST be completed with a grade of "C" or higher.

Complete 6 units in Area 1: English Communication

Area 1A: English Composition	3 units
Area 1B: Critical Thinking - English Composition	3 units

Complete 3 units in Area 2: Mathematical Concepts and Quantitative Reasoning.

Area 2	3 units
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Complete 9 units in Area 3: Arts and Humanities.

At least one course must be selected from Arts and one course from Humanities. The third course can be selected from either Arts or Humanities.

Area 3A: Arts	3 units
Area 3B: Humanities	3 units
Area 3A or 3 B	3 units

Complete 9 units in Area 4: Social and Behavioral Sciences.

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

Area 4 9 units

Complete 7 units in Area 5: Physical and Biological Sciences.

At least one course must include a laboratory component.

Area 5A: Physical Science 3-4 units

Area 5B: Biological Science 3-4 units

Language other than English - Area 6:

To demonstrate proficiency in a LOTE, one of the following must be completed:

- Successful completion of two years of high school in one language (grade of C or higher) – must be verified by an official high school transcript
- Successful completion of a course at a college or university (with a grade of C or higher) - must be verified by an official College or University transcript
- Successful completion, grade of C or higher (2.0), of two years of formal schooling at six grade level or higher in an institution where the language of instruction is not English.
- Satisfactory score of 3 or higher on College Board Advanced placement examinations in languages Other than English
- Satisfactory score of 5 or higher on International Baccalaureate higher level examinations in languages other than English
- Successful completion of one of the following Cañada courses: SPAN 120, 122, 130, 131, 132, 140, 150, 152, 161, 162
- Other – Please consult with a counselor

Course Descriptions

General Information

Course Symbols

This section identifies elements that identify a course which will help students better plan their studies at Cañada College. It should be noted that both the graduation and transfer requirements are subject to change. Students should consult their counselors for the latest information.

BASIC SKILLS ADVISORY SYSTEM

Many courses have a "Basic Skills Advisory" designation. This designation recommends the minimum level needed in reading, writing, and/or mathematics to be successful in the course. .

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, ENGL 827, 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, or ENGL 847, or ESL 400.

Level 2 students must be eligible for ENGL 100.

Level 3 students must be eligible for ENGL 110. Math 2/3 students must be eligible for MATH 110 or MATH 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 and READ 826 or
ENGL 827 or
ESL 914 and ESL 924

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 and ENGL 836, or ENGL 847 or ESL 400

Level 3

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

In order to demonstrate proficiency at this level must students complete ENGL 100* with a grade of "C" or better.

*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 2/3 or M2/M3, students must be eligible for MATH 110 or 111. This means that students need to demonstrate the ability to perform basic arithmetic operations successfully. MATH 110 covers elementary algebra in one semester while MATH 111 and 112 cover elementary algebra offered in two semesters. MATH 111 and 112 are equivalent to MATH 110.

In order to demonstrate proficiency at the M2/3 level, students may attain an appropriate Placement Test score in math or they may complete successfully MATH 811 (Pre-algebra).

Math 4 (M4)

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

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

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

CREDIT VALUE

The credit value of each course in semester units is indicated just under the title. A semester unit of credit is equivalent to one hour of the student's time per week in lecture for semester length courses with two hours per week in study and preparation, or three hours per week in laboratory or activity courses.

COURSE REPETITION

For more information, please see pages 14-15

PREREQUISITES & COREQUISITES

For more information, please see page 23

LIMITATIONS ON SCHEDULING COURSES

All courses and curricula listed in this catalog will not necessarily be offered during 2013-2014. 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.

Any course may be offered either in day or evening. Additionally, some courses are offered online or as hybrid. Specific information concerning class hours and locations will be found in the current Class Schedule.

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.

DEGREE AND NON-DEGREE APPLICABLE COURSES

All courses that apply toward the associate degree require that the Curriculum Committee determine that the coursework is truly at a college level, and that the course incorporates critical thinking, among other standards. All NON-DEGREE applicable courses have the following statement at the end of their course description: "Units do not apply toward AA/AS degree".

TRANSFERABILITY OF COURSES TO STATE UNIVERSITIES

Courses that are transferrable to California State University (CSU) and/or to University of California (UC) are identified at the end of the course description as "Transfer: CSU" for transferrable courses to California State University, and "Transfer: UC" for transferrable courses to University of California. Transferrable courses to both CSU and UC campuses are identified as "Transfer: CSU, UC". A complete list of CSU and UC transferrable courses are on pages 74-77.

Courses that fulfill the CSU General Education breadth and/or UC Intersegmental General Education Transfer Curriculum (IGETC) patterns are also identified by adding "attributes" after the transferability status of the course. For example, HIST 100 is identified as "Transfer: CSU (C2), UC (IGETC 3B)". The worksheets for both CSU General Education breadth and/or UC Intersegmental General Education Transfer Curriculum (IGETC) patterns are outlined on pages 68-71

A list of transferrable courses to CSU and UC campuses is also available at www.assist.org.

Please consult with a counselor for up-to-date articulation information, and how the courses may apply to transfer lower division General Education and major preparation course requirements. Students should also consult with counselor about the transferability of courses for transfer to private and out-of-state universities.

COURSE NUMBERING AND TRANSFERABLE CREDIT

The course numbering system in use at Cañada College as part of the San Mateo County Community College District categorizes courses according to the following:

100-599 Courses generally transferable to a four-year college or university.

600-699 Courses varying in content and which are usually transferable.

700-799 Courses that are part of a specific occupational program and which are not generally regarded as transferable.

800-999 Courses that are non-transferable in nature.

From time to time, a department may offer a course which is experimental in nature, covers a special topic, or which consists of independent study tailored to a student's needs. Because such courses are never exactly the same, you will not find them described in the catalog. They are, however, regular credit courses of the College.

The following special credit courses may be offered in all instructional programs as recommended by the appropriate Division Dean and approved by the Curriculum Committee. See class schedule for specific course descriptions and current semester offerings.



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)

Units (Grade Option) 0.5-3; Class Hours: By Arrangement; Recommended: Eligibility for READ 836 and ENGL 836; or ENGL 847 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. See schedule of classes for course description.

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 ENGL 847 or ESL 400; Prerequisite(s): None. **Description:** Designed for students who are interested in furthering their knowledge via self-paced, individualized instruction provided in selected areas or directed study to be arranged with an instructor and approved by the division dean. Varying modes of instruction can be used – lecture, laboratory, research, skill development, etc. For each unit earned, students are required to devote three hours per week throughout the semester. May be repeated for credit up to 6 units; each semester that a student is enrolled in an independent study section, it is necessary to identify new learning goals and objectives which are clearly specified in a learning contract. Transfer: CSU.

879 SELECTED TOPICS (DEGREE/CERTIFICATE APPLICABLE, NON-TRANSFERABLE)

Units (Grade Option) 0.5-3; Class Hours: By Arrangement; Recommended: Eligibility for READ 836 and ENGL 836; or ENGL 847 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. See schedule of classes for course description.

880 OTHER SELECTED TOPICS (NON-DEGREE/NON-CERTIFICATE APPLICABLE, NON-TRANSFERABLE)

Units (Grade Option) 0.5-3; Class Hours: By Arrangement; Recommended: Eligibility for READ 836 and ENGL 836; or ENGL 847 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. See schedule of classes for course description.

ACCOUNTING**ACTG 100 ACCOUNTING PROCEDURES**

Units (Grade Option) 3; Class Hours: Minimum of 48 lecture hours/semester; Recommended: Eligibility for READ 836 and ENGL 836; or ENGL 847 or ESL 400, and MATH 110 or 111; Prerequisite(s): None. **Description:** Introduction to basic accounting principles and procedures. The accounting equation is utilized to record business transactions in journal form to create worksheets, trial balances, income statements, and balance sheets. Successful completion of BUS. 110 or 115 is recommended. Transfer: CSU.

ACTG 121 FINANCIAL ACCOUNTING (C-ID ACCT 110)

Units (Letter grade) 4; Class Hours: Minimum of 64 lecture hours/semester; Recommended: Eligibility for READ 836 and ENGL 836; or ENGL 847 or ESL 400, and MATH 110 or 111; Prerequisite(s): None. **Description:** Introduction to the fundamentals of basic accounting including how to record business transactions, prepare financial statements, and use accounting information in accordance with generally accepted accounting principles (GAAP) and (IFRS). 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

Units (Letter grade) 4; Class Hours: Minimum of 64 lecture hours/semester; Recommended: Eligibility for READ 836 and ENGL 836; or ENGL 847 or ESL 400; Prerequisite(s): ACTG 121. **Description:** This course covers accounting information used by managers, sources of this information and how this information is used when planning, directing operations, controlling cost, and decision-making. Topics include: cost concepts and cost behavior, costing systems, the analysis of cost for performance metrics, cost-volume-profit analysis, profit planning, capital budgeting, standard costs, financial statement analysis and discussion of ethical issues related to business operations and manufacturing. Recommended for all business major transfer students. Transfer: CSU, UC.

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 ENGL 847 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 200 QUICKBOOKS

Units (Letter grade) 3; Class Hours: Minimum of 48 lecture hours/semester; Recommended: Eligibility for READ 836 and ENGL 836; or ENGL 847 or ESL 400, and MATH 110 or 111; Prerequisite(s): None.

Description: Equivalent to ACTG 190 and 192. Development and operation of a computerized accounting system using QuickBooks; including an introduction to the basic features and instruction of how to set up a company. Students develop skills in accounts receivable, accounts payable, payroll, general ledger, bank reconciliation and preparation of financial statements. Transfer: CSU.

ANTHROPOLOGY**ANTH 110 CULTURAL ANTHROPOLOGY**

Units (Grade Option) 3; Class Hours: Minimum of 48 lecture hours/semester; Recommended: Eligibility for ENGL 100; Prerequisite(s): None.

Description: This course is an introduction to the cultures and customs of human groups throughout the world with the aim of understanding how cultures function based on their world views. Topics include subsistence methods, religious belief systems, linguistics, economics, political organization, kinship, gender, marriage and family systems, social stratification, and globalization. This course stresses anthropological concepts such as culture, cultural relativism, holism, ethnocentrism, cross-cultural comparisons, world view, culture change, and fieldwork. Transfer: CSU: DSI, UC. (IGETC: 4)

ANTH 125 PHYSICAL ANTHROPOLOGY

Units (Grade Option) 3; Class Hours: Minimum of 48 lecture hours/semester; Recommended: Eligibility for ENGL 100; Prerequisite(s): None.

Description: This course covers the concepts, methods and theory of biological evolution and its application to the human species. There is a specific focus on molecular, Mendelian and population genetics mechanisms of evolution, primatology, paleoanthropology, biocultural adaptations, human variation, and current bioethical issues. The scientific method serves as the foundation of the course. Transfer: CSU: B2, UC. (IGETC: 5B)

ANTH 126 PHYSICAL ANTHROPOLOGY LABORATORY

Units (Grade Option) 1; Class Hours: Minimum of 48 lab hours/semester; Prerequisite(s): Completion of, or concurrent enrollment in ANTH 125 and ENGL 836 or 847 or ESL 400 OR eligibility for ENGL 100 on approved college English Placement Test and other measures as necessary AND READ 836 or ESL 400 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, and MATH 811, or appropriate score on District math placement test and other measures as appropriate. **Description:** Laboratory designed to become familiar with the methods of the science of biological anthropology while investigating topics in laboratory and field situations. Topics covered in the course: the scientific method, biological variation and forces of evolution, human osteology and variation, comparative osteology of primates, and fossil evidence for human evolution. Field trips may be required. Transfer: CSU: B3, UC. (IGETC: 5C*)

ANTH 200 ETHNOGRAPHIC FILM

Units (Grade Option) 3; Class Hours: Minimum of 48 lecture hours/semester; Prerequisite(s): ENGL 836 or 847 or ESL 400 OR eligibility for ENGL 100 on approved college English Placement Test and other measures as necessary AND READ 836 or ESL 400 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:** Introduction to the use of film and photography by anthropologists as a research tool through viewing films depicting different cultures from around the world. Students are expected to analyze a variety of peoples from various ethnic groups in differing cultural contexts as to their contributions to the world community without prejudice or ethnocentrism. (Fulfills Associate degree Ethnic Studies requirement.) Transfer: CSU: DSI, UC. (IGETC: 4)

ANTH 351 ARCHAEOLOGY

Units (Grade Option) 3; Class Hours: Minimum of 48 lecture hours/semester; Prerequisite(s): ENGL 836 or 847 or ESL 400 OR eligibility for ENGL 100 on approved college English Placement Test and other measures as necessary AND READ 836 or ESL 400 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:** Introduction to the theories, concepts, and methods employed by the archaeologist in the study of human history and pre-history. The diverse evolution of cultural systems are emphasized. The challenges and achievements of non-literate and traditional cultures, diverse communities, and social classes overtime are also explored. Completion of MATH 110 or 111 is recommended. Field trips may be required. Transfer: CSU: DSI, UC. (IGETC: 4)

ANTH 352 FIELD EXPERIENCE IN ARCHAEOLOGY

Units (Grade Option) 0.5-9.0; Class Hours: Minimum of 24-432 lab hours/semester; Recommended: Eligibility for ENGL 100; Prerequisite(s): Completion of, or concurrent enrollment in ANTH 351. **Description:** A hands-on introduction to archaeological field methods, covering practical aspects of how to identify and investigate isolated artifact finds, particular sites and features, and entire landscapes. Covering survey, excavation techniques, and/or lab analysis, basic approaches to sampling, mapping and navigation, stratigraphic excavation, artifact and feature recording, and recovery methods. Transfer: CSU.

ANTH 380 TRAVEL STUDY IN ANTHROPOLOGY – PREPARING FOR THE TRIP

Units (Grade Option) 1-2; Class Hours: Minimum of 16-32 lecture hours/semester; Recommended: Eligibility for ENGL 100, and MATH 110 or 111; Prerequisite(s): ANTH 110 or 125 or 351. **Description:** Prepares students for a travel experience that focuses on Anthropology by reinforcing the knowledge learned in other Anthropology classes through application of concepts. The purpose of the course is to give context to the trip abroad so that students understand not only what they are seeing but are able to analyze the cultural experience as an Anthropologist would. Topics include learning about the culture, history, and/or archaeology of a particular place. The result is a high-impact educational experience. Transfer: CSU.

ANTH 381 TRAVEL STUDY IN ANTHROPOLOGY

Units (Grade Option) 1.5-3; Class Hours: Minimum of 72-144 lab hours/semester; Prerequisite(s): ANTH 380. Description: Students travel under the supervision of an experienced anthropologist. They apply the knowledge gained through the preliminary seminar and other anthropology courses to the experience of visiting archaeological, cultural and or historical sites. The result is a high-impact educational experience. Transfer: CSU.

ARCHITECTURE**ARCH 110 INTERIOR ARCHITECTURAL DRAFTING**

Units (Grade Option) 3; Class Hours: Minimum of 48 lecture hours/semester; Recommended: Eligibility for READ 836 and ENGL 836; or ENGL 847 or ESL 400; Prerequisite(s): None. Description: An introduction to the tools and techniques for drafting interior spaces. Emphasis is on creating a set of architectural drawings using hand drafting standards and techniques as related to producing interior architectural drawings. Transfer: CSU.

ART**ART 101 ANCIENT, CLASSICAL AND MEDIEVAL ART HISTORY**

Units (Grade Option) 3; Class Hours: Minimum of 48 lecture hours/semester; Recommended: Eligibility for ENGL 110; Prerequisite(s): None. Description: Survey of the historical development of the visual arts from Prehistory to the early Middle Ages, with an emphasis on architecture and sculpture. Themes include the inception of methods and techniques of art, the evolution of architectural principles, how religious philosophies and social and political systems are reflected in art, and the emergence of humanism. Transfer: CSU: C1, UC. (IGETC: 3A)

ART 102 LATE MEDIEVAL, RENAISSANCE AND BAROQUE ART HISTORY

Units (Grade Option) 3; Class Hours: Minimum of 48 lecture hours/semester; Recommended: Eligibility for ENGL 110; Prerequisite(s): None. Description: Survey of the historical development of the visual arts from the late Middle Ages to the 17th century. Themes include the rise of Renaissance humanism, comparison of the emergence of important art centers in Italy and Flanders, patronage, the role of the artist in society, development of new techniques, and the impact of the Protestant Reformation and Catholic Counter-Reformation on the form and content of art. Transfer: CSU: C1, UC. (IGETC: 3A)

ART 103 EIGHTEENTH AND NINETEENTH CENTURY ART HISTORY

Units (Grade Option) 3; Class Hours: Minimum of 48 lecture hours/semester; Recommended: Eligibility for ENGL 110; Prerequisite(s): None. Description: Survey of the historical development of the visual arts from the 1700 to 1900, with an emphasis on the Enlightenment, the French Revolution, the industrial, political, and technological revolutions of the 19th century, and their influence on art. Focus is on Romanticism, the rise of the avant-garde, the importance of Paris as a center of art, the emergence of Impressionism, and the art of England and America. Transfer: CSU: C1, UC. (IGETC: 3A)

ART 104 HISTORY OF MODERN ART

Units (Grade Option) 3; Class Hours: Minimum of 48 lecture hours/semester; Recommended: Eligibility for READ 836 and ENGL 836; or ENGL 847 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 105 ART OF ASIA AND THE NEAR EAST

Units (Grade Option) 3; Class Hours: Minimum of 48 lecture hours/semester; Recommended: Eligibility for ENGL 110; Prerequisite(s): None. Description: An introduction to some of the major monuments and themes of the visual arts of Asia and the Near East, this course explores the connection between great works of art and the societies, values and ideals that stimulated their creation. Transfer: CSU: C1, UC. (IGETC: 3A)

ART 109 HONORS SEMINAR - A MOVEABLE FEAST (Also MUS. 109)

Units (Letter grade) 2; Class Hours: Minimum of 32 lecture hours/semester; Recommended: Eligibility for ENGL 100; Prerequisite(s): Completion of, or concurrent enrollment in one of the following: ART 101, 102, 103 104, 201, 204, 207, 214, 221, 301, or 351; MUS. 115, 202, 230, 250; DRAM 101, 140, 200, 201, 202, 203, 221, 233, or 300. Description: Art, theater and music set a four-course banquet for students interested in an interdisciplinary taste of arts experiences. Students attend arts exhibitions, theatrical and musical performances. Events are preceded by a lecture appetizer, and followed by written reflection and discussion dessert. Honors credit will also be earned for both ART 109 and the approved, concurrently enrolled course, upon completion with a grade of A or B. Transfer: CSU.

ART 201 FORM AND COMPOSITION I

Units (Grade Option) 3; Class Hours: Minimum of 24 lecture/72 lab hours/semester; Recommended: Eligibility for READ 836 and ENGL 836; or ENGL 847 or ESL 400; Prerequisite(s): None. Description: The fundamentals of representation and pictorial composition with emphasis on the use of line, mass, shape, value, and space organization. Students complete both drawing and painting projects. Field trip required. Transfer: CSU, UC.

ART 204 DRAWING I

Units (Grade Option) 3; Class Hours: Minimum of 24 lecture/72 lab hours/semester; Recommended: Eligibility for READ 836 and ENGL 836; or ENGL 847 or ESL 400; Prerequisite(s): None. Description: A basic course in drawing emphasizing line, shape, space and value. Students learn perceptual skills while using a variety of media. Transfer: CSU, UC.

ART 205 DRAWING II

Units (Grade Option) 3; Class Hours: Minimum of 24 lecture/72 lab hours/semester; Recommended: Eligibility for READ 836 and ENGL 836; or ENGL 847 or ESL 400; Prerequisite(s): ART 204. Description: An intermediate level drawing course in which students build on skills and knowledge learned in Drawing I. A wide range of media is used including brush and ink, and pastel or oil pastel. Emphasis is on developing the expressive possibilities of drawing. Transfer: CSU, UC.

ART 206 FIGURE DRAWING AND PORTRAITURE

Units (Grade Option) 3; Class Hours: Minimum of 24 lecture/72 lab hours/semester; Recommended: Eligibility for READ 836 and ENGL 836; or ENGL 847 or ESL 400; Prerequisite(s): None. Description: Drawing from the live model emphasizing underlying structure of the human body and the expressive use of drawing media. Portraiture is covered as it relates to individual characterization and expression. ART 201 or 204 are recommended. Transfer: CSU, UC.

ART 207 LIFE DRAWING

Units (Grade Option) 3; Class Hours: Minimum of 24 lecture/72 lab hours/semester; Recommended: Eligibility for READ 836 and ENGL 836; or ENGL 847 or ESL 400; Prerequisite(s): ART 201 or 204. Description: Drawing the human figure from life. Basic concepts and skills include shape, volume, plane, contour, gesture, value/shading, composition and the study of structural anatomy. Various media are used including charcoal and graphite. Transfer: CSU, UC.

ART 210 DRAWING FOR ANIMATION

Units (Grade Option) 4; Class Hours: Minimum of 48 lecture/48 lab hours/semester; Recommended: Eligibility for READ 836 and ENGL 836; or ENGL 847 or ESL 400; Prerequisite(s): ART 201 or 204. Description: Techniques and principles of drawing for animation including 2pt perspective, gesture, basic structural human anatomy, and sequential drawing. Emphasis on the use of line to convey form and action. Transfer: CSU.

ART 214 COLOR

Units (Grade Option) 3; Class Hours: Minimum of 24 lecture/72 lab hours/semester; Recommended: Eligibility for READ 836 and ENGL 836; or ENGL 847 or ESL 400; Prerequisite(s): None. Description: This is a fundamental art course, which approaches color from artistic, scientific, and expressive perspectives. Through studio practice, and supported by slide lectures, demonstrations, and critiques, students are introduced to the major theories of color, as well as the practical skills of using color in art and design. Transfer: CSU: C1, UC.

ART 221 PAINTING I

Units (Grade Option) 3; Class Hours: Minimum of 24 lecture/72 lab hours/semester; Recommended: Eligibility for READ 836 and ENGL 836; or ENGL 847 or ESL 400; Prerequisite(s): None. Description: Introductory painting course in which students learn basic oil painting techniques. Emphasis is on handling of the medium, use of color, variety of approaches, and representation. ART 201 or 204 are recommended. Transfer: CSU, UC.

ART 222 PAINTING II

Units (Grade Option) 3; Class Hours: Minimum of 24 lecture/72 lab hours/semester; Recommended: Eligibility for READ 836 and ENGL 836; or ENGL 847 or ESL 400; Prerequisite(s): ART 221. Description: Further development of concepts and techniques acquired in Painting I with an emphasis on a greater variety of subject matter and individual expression. Transfer: CSU, UC.

ART 229 LANDSCAPE PAINTING

Units (Grade Option) 2; Class Hours: Minimum of 24 lecture/24 lab hours/semester; Recommended: Eligibility for READ 836 and ENGL 836; or ENGL 847 or ESL 400; Prerequisite(s): ART 201 or 204 or equivalent. Description: In this oil painting course, students paint the landscape directly on location. The class meets at various locations on the Peninsula to work from nature. Emphasis is on the study of composition, color, and light while working quickly and directly. Students must provide their own transportation. Transfer: CSU, UC.

ART 250 THE ART HISTORY OF ROME

Units (Grade Option) 3; Class Hours: Minimum of 48 lecture hours/semester; Recommended: Eligibility for READ 836 and ENGL 836; or ENGL 847 or ESL 400; Prerequisite(s): None. Description: A cultural and historic survey of the art and architecture of Rome: the Etruscans, Republican and Imperial Rome, Early Christian and Medieval periods, Renaissance and Baroque Rome. This course includes a discussion of the historic figures, and the political and religious ideologies which shaped the art history of the city. Emphasis is on architecture, sculpture, painting, and mosaics. Transfer: CSU.

ART 301 TWO-DIMENSIONAL DESIGN

Units (Grade Option) 3; Class Hours: Minimum of 24 lecture/72 lab hours/semester; Recommended: Eligibility for ENGL 100; Prerequisite(s): None. Description: An introductory studio course in the fundamentals of art and design. Students use a variety of art media in creating work that explores the use of the basic elements of two dimensional art including line, shape, value, color, space, texture, and pattern. Transfer: CSU: C1, UC.

ART 304 GALLERY DESIGN AND MANAGEMENT

Units (Grade Option) 2; Class Hours: Minimum of 24 lecture/24 lab/16 by arrangement lab hours/semester; Recommended: Eligibility for ENGL 100; Prerequisite(s): None. Description: Introduces the practical skills and theoretical background necessary for working in museums and galleries. Students plan, curate, design, install, maintain, and publicize exhibits on campus. Topics include: selection of artworks, writing of exhibition text, design and preparation of exhibits (matting and framing, props, installation and lighting), publicity, gallery security and maintenance, and care of collections are covered as will criticism, and historical & social context of museums & galleries. Students attend field trips to galleries, museums, and art studios in the Bay Area and create virtual exhibits. Transfer: CSU.

ART 306 THREE-DIMENSIONAL DESIGN

Units (Grade Option) 3; Class Hours: Minimum of 24 lecture/72 lab hours/semester; Recommended: Eligibility for READ 836 and ENGL 836; or ENGL 847 or ESL 400.; Prerequisite(s): None. Description: An

introduction to the theories and applications of three-dimensional art and design. Students create studio projects using a variety of tools, techniques, and mediums which may include wire, paper, cardboard, clay, wood, and other materials at the instructor's discretion. Concepts are introduced and clarified through instructor lectures and demonstrations. Three-dimensional design is a core foundational course required in many art majors. Field trips may be included. Transfer: CSU.

ART 351 BASIC BLACK AND WHITE PHOTOGRAPHY

Units (Letter grade) 3; Class Hours: Minimum of 32 lecture/48 lab/16 by arrangement lab hours/semester; Recommended: Eligibility for READ 836 and ENGL 836; or ENGL 847 or ESL 400; Prerequisite(s): None. Description: Learn valuable photographic skills transferable to the digital world. For students with little photographic experience up to low intermediate photographers. Students learn to print their own black and white film. Students must supply their own 35mm film and paper. Transfer: CSU, UC.

ART 352 INTERMEDIATE BLACK AND WHITE PHOTOGRAPHY

Units (Letter grade) 3; Class Hours: Minimum of 32 lecture/48 lab/16 by arrangement lab hours/semester; Recommended: Eligibility for READ 836 and ENGL 836; or ENGL 847 or ESL 400; Prerequisite(s): ART 351 or equivalent. Description: Continuation of ART 351. Students learn to use lighting, medium format camera and light meter. Students produce a professional portfolio. Photo equipment is not required. Transfer: CSU.

ASTRONOMY

ASTR 100 INTRODUCTION TO ASTRONOMY

Units (Grade Option) 3; Class Hours: Minimum of 48 lecture hours/semester; Recommended: Eligibility for READ 836 and ENGL 836; or ENGL 847 or ESL 400; 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 hours/semester; Recommended: Eligibility for READ 836 and ENGL 836; or ENGL 847 or ESL 400; Prerequisite(s): MATH 110 or equivalent, AND completion of, or concurrent enrollment in ASTR 100, 115 or 125 (ASTR 115 and 125 are offered at College of San Mateo). 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: 5C*)

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 ENGL 847 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 ENGL 847 or ESL 400; Prerequisite(s): None. Description: Study of the native ferns, trees, shrubs and wild flowers of California. 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 (Letter grade) 4; Class Hours: Minimum of 48 lecture/48 lab hours/semester; Recommended: Eligibility for READ 836 and ENGL 836; or ENGL 847 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*, 5C)

BIOL 130 HUMAN BIOLOGY

Units (Letter grade) 3; Class Hours: Minimum of 48 lecture hours/semester; Recommended: Eligibility for READ 836 and ENGL 836; or ENGL 847 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 132 HUMAN BIOLOGY LABORATORY

Units (Letter grade) 1; Class Hours: Minimum of 48 lab hours/semester; Recommended: Eligibility for READ 836 and ENGL 836; or ENGL 847 or ESL 400; Prerequisite(s): Completion of, or concurrent enrollment in BIOL 130. Description: Laboratory exercises concerning mammalian anatomy and physiology and utilizing the scientific method, analysis of data, and drawing appropriate conclusions. This course is a supplement to BIOL 130, Human Biology. Transfer: CSU: B3, UC. (IGETC: 5C*)

BIOL 225 BIOLOGY OF ORGANISMS

Units (Letter grade) 5; Class Hours: Minimum of 48 lecture/96 lab hours/semester; Recommended: Eligibility for 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 physiology and structures of representative plants and animals. Topics include development, behavioral biology, ecology, and population genetics. Transfer: CSU: B2, B3, UC. (IGETC: 5B*, 5C)

BIOL 230 CELL AND MOLECULAR BIOLOGY

Units (Letter grade) 5; Class Hours: Minimum of 48 lecture/96 lab hours/semester; Recommended: Eligibility for ENGL 100; Prerequisite(s): CHEM 210, AND BIOL 210, or 215 (offered at Skyline College), or 220 (offered at College of San Mateo), or 225. Description: This course is designed as a thorough introduction for biology majors to life functions at the cellular and molecular levels. Students learn about cellular structure and the macromolecular architecture of the cell, the functional processes of cellular energetics, metabolic regulation, photochemical activities, reproduction, molecular and Mendelian genetics, regulation of gene expression, and methods and applications of recombinant DNA technology. Transfer: CSU: B2, B3, UC. (IGETC: 5B*, 5C)

BIOL 240 GENERAL MICROBIOLOGY

Units (Letter grade) 4; Class Hours: Minimum of 48 lecture/48 lab/16 by arrangement lab hours/semester; Recommended: Eligibility for ENGL 100, and MATH 110 or 111; Prerequisite(s): BIOL 110, or 130 and 132, or 210, or 215 (offered at Skyline College), or 220 (offered at College of San Mateo), or 225, or 230, or 250, or 260; AND CHEM 192, or 210, or 410, or equivalent (any college level biology course with a lab and any college level chemistry course with a lab). Description: This course introduces microorganisms in nature: their cellular and molecular structure and functions, metabolisms, and techniques and procedures used by microbiologists. Emphasis is on microbes that play important roles in human daily life, especially those that cause disease and impact the environment. Laboratory emphasizes isolation, cultivation, and identification of bacteria. Transfer: CSU: B2, B3, UC. (IGETC: 5B*, 5C)

BIOL 250 HUMAN ANATOMY

Units (Letter grade) 4; Class Hours: Minimum of 48 lecture/48 lab hours/semester; Prerequisite(s): BIOL 100, 110 or 130, and completion or eligibility for ENGL 100 and MATH 120. Description: Students learn the gross and microscopic structure of the human body organ systems through lecture and laboratory study of models and prosected human cadavers. This course is intended for students in kinesiology, nursing, radiologic technology, respiratory therapy, surgical technology, and other allied health majors. This course is an elective for pre-dental, pre-medical and pre-veterinary students. Transfer: CSU: B2, B3, UC. (IGETC: 5B*, 5C)

BIOL 260 HUMAN PHYSIOLOGY

Units (Letter grade) 5; Class Hours: Minimum of 48 lecture/96 lab hours/semester; Prerequisite(s): BIOL 250 and CHEM 192, 210 or 410, and completion or eligibility for ENGL 100 and MATH 120. Description: Students learn through lecture and laboratory experiences how human organ systems integrate functions to maintain homeostasis and to regulate change and growth processes in humans. This course is intended for students in kinesiology, nursing, radiologic technology, respiratory therapy, 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*, 5C)

BIOL 310 NUTRITION

Units (Letter grade) 3; Class Hours: Minimum of 48 lecture hours/semester; Recommended: Eligibility for READ 836 and ENGL 836; or ENGL 847 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.

BIOL 380 TRAVEL STUDY IN BIOLOGY – PREPARING FOR THE TRIP

Units (Grade Option) 1-2; Class Hours: Minimum of 16-32 lecture hours/semester; Recommended: Eligibility for ENGL 100, and MATH 110 or 111; Prerequisite(s): BIOL 110 or equivalent. Description: Prepares students for a travel experience focused on biological concepts, especially evolution, as shown by ecosystems and adaptations of organisms. Coursework includes case studies, videos, guest lectures, and museum visits. The course gives context to the trip experience so that students not only understand what they are seeing, but are able to observe and analyze the environment as a biologist would. Transfer: CSU.

BIOL 381 TRAVEL STUDY IN BIOLOGY

Units (Grade Option) 1.5-3; Class Hours: Minimum of 72-144 lab hours/semester; Prerequisite(s): BIOL 380. Description: Students travel under the supervision of an experienced biologist. They apply the knowledge gained through the preliminary course and other biology courses to the exploration of sites with ecological and evolutionary significance. Concepts of biodiversity, adaptation, and webs of life are experienced first-hand. Transfer: CSU.

BUSINESS

(See also courses in Management)

BUS. 100 CONTEMPORARY AMERICAN BUSINESS

Units (Letter grade) 3; Class Hours: Minimum of 48 lecture hours/semester; Recommended: Eligibility for READ 836 and ENGL 836; or ENGL 847 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, informa-

tion 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 ENGL 847 or ESL 400; Prerequisite(s): None. Description: An overview of the basic behavioral science principles applied to the workplace. Human relations skills are developed through a combination of theoretical knowledge and group exercises. Topics include self-knowledge, perception, self-image, self-management, interpersonal communications, motivation, conflict resolution, and leadership. Transfer: CSU.

BUS. 103 INTRODUCTION TO BUSINESS INFORMATION SYSTEMS

Units (Letter grade) 3; Class Hours: Minimum of 48 lecture/32 lab hours/semester; Recommended: Eligibility for READ 836 and ENGL 836; or ENGL 847 or ESL 400; Prerequisite(s): None. Description: Overview of business computer systems which include hardware, software, MIS, networks, the use of the Internet, and security systems used in business are compared and analyzed. Introductory units on the basics of the computer and software applications that include spreadsheets, word processing, presentation graphics, and database management. Security systems used in business are compared and analyzed. This course is designed to meet the requirements of the business transfer major. Transfer: CSU, UC.

BUS. 108 BUSINESS WRITING AND PRESENTATION METHODS

Units (Grade Option) 3; Class Hours: Minimum of 48 lecture/semester; Recommended: Eligibility for READ 836 and ENGL 836; or ENGL 847 or ESL 400; Prerequisite(s): CBOT 430. Description: An overview of business communication skills and its direct relation to workplace success. Emphasis is placed on the development of writing skills used in letters, memos, reports, and emails. Presentation skills, professional behavior in the workplace, and current communication technologies are included. Students use Word and PowerPoint software. Transfer: CSU.

BUS. 115 BUSINESS MATHEMATICS

Units (Grade Option) 3; Class Hours: Minimum of 48 lecture hours/semester; Recommended: Eligibility for READ 836 and ENGL 836; or ENGL 847 or ESL 400; Prerequisite(s): BUS. 110 or MATH 811 or equivalent. Description: An introductory course 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. 150 ENTREPRENEURSHIP: SMALL BUSINESS MANAGEMENT

Units (Grade Option) 3; Class Hours: Minimum of 48 lecture hours/semester; Recommended: Eligibility for READ 836 and ENGL 836; or ENGL 847 or ESL 400; Prerequisite(s): None. Description: This is a practical, real-world approach to conceiving, planning, organizing and managing a small business. Provides the toolbox to achieve the most optimum benefits from limited resources and how to plan for growth and succession or exit of a business. 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 ENGL 847 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. 201 BUSINESS LAW

Units (Grade Option) 3; Class Hours: Minimum of 48 lecture hours/semester; Recommended: Eligibility for ENGL 100; Prerequisite(s): None. Description: Introduction to the laws applicable to business institutions and their operations. Topics include sources of law, the legal system and its processes, agencies for enforcement, contracts, crimes, torts, types of business formation, and employment law. Transfer: CSU, UC.

BUS. 230 INTERNATIONAL MARKETING

Units (Grade Option) 3; Class Hours: Minimum of 48 lecture hours/semester; Recommended: Eligibility for READ 836 and ENGL 836; or ENGL 847 or ESL 400; Prerequisite(s): None. Description: Survey course outlining the major dimensions of the global business environment while providing a set of conceptual and analytical tools to successfully apply the "4 P's" (product, price, place and promotion) to global marketing. Review global economic, political-legal, and cultural environmental factors. Global market research and data sources are explored. Other topics included in this course are foreign market selection, foreign market entry, supply chain management, international pricing, and global marketing of services. Transfer: CSU.

BUS. 335 THEORIES AND PRACTICES OF GLOBAL BUSINESS

Units (Letter grade) 3; Class Hours: Minimum of 48 lecture hours/semester; Recommended: Eligibility for READ 836 and ENGL 836; or ENGL 847 or ESL 400; Prerequisite(s): None. Description: Introduction to the theories and practices of international business. Various environmental, economic, political, and social constraints on doing business abroad are explored. Topics include: political economy of international trade and investment, global monetary system, foreign market analysis and firms' operational strategy; management issues and challenges. Transfer: CSU, UC*.

BUS. 337 INTERNATIONAL BUSINESS LAW

Units (Grade Option) 3; Class Hours: Minimum of 48 lecture hours/semester; Recommended: Eligibility for ENGL 100; Prerequisite(s): None. Description: Introduction to international business law, featuring trade (import and export), licensing agreements for the transfer and protection of intellectual property (patents, copyrights and trademarks), and active foreign investment through mergers, acquisitions and joint ventures. Learn the varying levels of foreign presence a U.S. business may have, from least intrusive to most substantial, and the resulting increasing impact of host-country laws, cultural norms, policies and procedures. Transfer: CSU.

BUS. 338 INTERNATIONAL FINANCE

Units (Grade Option) 3; Class Hours: Minimum of 48 lecture hours/ semester; Recommended: Eligibility for READ 836 and ENGL 836; or ENGL 847 or ESL 400 and Eligibility for MATH 120 or 122; Prerequisite(s): None. Description: This survey course covers many introductory concepts in international trade finance. Topics include the international monetary system, sources of international trade finance, methods of payment, different types of international trade financing and managing risks in trade finance. Transfer: CSU.

BUS. 339 E-COMMERCE

Units (Grade Option) 3; Class Hours: Minimum of 48 lecture hours/ semester; Recommended: Eligibility for READ 836 and ENGL 836; or ENGL 847 or ESL 400; Prerequisite(s): None. Description: Theory and practice of effectively conducting and managing business over the Internet. Topics include the Internet's impact on the economy, e-business models, business uses of the Internet, online business strategy, technology, and marketing. Transfer: CSU.

BUS. 379 TRAVEL STUDY IN BUSINESS – PREPARING FOR THE TRIP

Units (Grade Option) 1; Class Hours: Minimum of 16 lecture hours/ semester; Prerequisite(s): BUS. 100 or 335 or equivalent. Description: Prepares students for a travel experience that focuses on Business by reinforcing the knowledge learned in other Business classes through application of concepts. The purpose of the course is to give context to the trip abroad so that students understand not only what they are seeing but are able to analyze the cultural experience as a business person would. Topics include learning about the culture, history, and/or business practices of a particular host country. Transfer: CSU.

BUS. 381 TRAVEL STUDY IN BUSINESS

Units (Grade Option) 1.5; Class Hours: Minimum of 72 lab hours/ semester; Prerequisite(s): Completion of, or concurrent enrollment in BUS. 379. Description: This course revolves around a short-term faculty-led study abroad program based in a particular country, focusing on global business in that country. Students have an opportunity to explore directly the widest possible variation of business environments and practices. The course also reviews the cultural, historical, and political environments which affect the business practices in that country. Transfer: CSU.

BUS. 393 STARTING AND GROWING A SUSTAINABLE BUSINESS

Units (Letter grade) 3; Class Hours: Minimum of 48 lecture hours/ semester; Recommended: Eligibility for READ 836 and ENGL 836; or ENGL 847 or ESL 400 and MATH 110 or 111; Prerequisite(s): None. Description: Learn how to start and/or grow a business that thrives by reaching the triple bottom line: profits, environmental stewardship and social responsibility. This is a practical course created for the entrepreneur wishing to learn: 1) a self-assessment on whether they have the right stuff to start/grow a business, 2) the legal, financial and marketing basics of starting and growing a small business, 3) leadership skills, 4) how to write a fund-able business plan, 5) how to manage a small business using triple bottom line metrics (people, planet, profit). Transfer: CSU.

BUS. 395 GETTING STARTED IN BUSINESS THE GREEN SUSTAINABLE WAY

Units (Grade Option) 1; Class Hours: Minimum of 16 lecture hours/ semester; Recommended: Eligibility for READ 836 and ENGL 836; or ENGL 847 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. Topics also include environmental stewardship, conservation of energy and water, reduction of a carbon footprint, generate less waste and recycle more. Also the development and embedding sustainable practices into a new and or existing small business are covered. Transfer: CSU.

BUS. 396 DEVELOPING A BUSINESS PLAN INCORPORATING SUSTAINABLE PRACTICES

Units (Grade Option) 1; Class Hours: Minimum of 16 lecture hours/ semester; Recommended: Eligibility for READ 836 and ENGL 836; or ENGL 847 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. Incorporate sustainable practices into your plan to keep your business on the cutting edge of success. Transfer: CSU.

BUS. 397 DEVELOPING TOOLS TO CREATE A MARKETING PLAN

Units (Grade Option) 1; Class Hours: Minimum of 16 lecture hours/ semester; Recommended: Eligibility for READ 836 and ENGL 836; or ENGL 847 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. 399 SMALL BUSINESS DEVELOPMENT CENTER TRAINING

Units (Grade Option) 1-5; Class Hours: Minimum of 16 lecture hours/ semester per unit; Recommended: Eligibility for READ 836 and ENGL 836; or ENGL 847 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.

CAREER AND PERSONAL DEVELOPMENT**CRER 110 HONORS COLLOQUIUM IN CAREER AND PERSONAL DEVELOPMENT: TRANSFER ESSENTIALS AND PLANNING**

Units (Grade Option) 1; Class Hours: Minimum of 16 lecture hours/ semester; Recommended: Eligibility for ENGL 100; Prerequisite(s): None. Description: Provides essential information about the transfer process to a four-year university that includes transfer explorations, transfer policies, academic requirements, transfer planning and process, and available tools and services in support of transfer goal. It also provides opportunities to visit universities, guides students to examine their life plan and achievements, and develop a strong

personal statement. Students complete a cost analysis and explore resources to fund their education. Students have the opportunity to broaden their perspectives by examining the changes in the education policies and regulations that impact society and may influence their transfer planning and admission to a university. Students must have completed at least 12 transferable semester units prior to enrolling in this course. Transfer: CSU, UC.

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 ENGL 847 or ESL 400; Prerequisite(s): None. **Description:** Provides a comprehensive approach to life and career planning. Topics include self-assessment (values, skills personality and interests), and an analysis of career development over the life span. An intensive career investigation that encompasses decision-making, goal-setting, job search strategies, resume writing and interviewing skills. Transfer: CSU: E1, UC.

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 ENGL 847 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. 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 ENGL 847 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) 1; Class Hours: Minimum of 16 lecture hours/semester; Recommended: Eligibility for READ 836 and ENGL 836; or ENGL 847 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. 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 ENGL 847 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 (Pass/No Pass) 0.5; Class Hours: Minimum of 24 by arrangement lab hours/semester; Recommended: Eligibility for READ 836 and ENGL 836; or ENGL 847 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.

CHEMICAL LABORATORY TECHNOLOGY

CHMT 310 INTRODUCTION TO CHEMICAL LABORATORY TECHNOLOGY

Units (Letter grade) 4; Class Hours: Minimum of 48 lecture/48 lab hours/semester; Recommended: Eligibility for ENGL 100, and MATH 120 or 122; Prerequisite(s): CHEM 192 or 210, or equivalent.

Description: A survey of chemical industry laboratory job functions; professional and ethical responsibilities; and employment opportunities. Topics include but are not limited to: record keeping, literature search, government regulations, chemical safety, and quality control. Group projects and case studies are used to illustrate specific aspects of the course. May include field trips. Transfer: CSU.

CHMT 340 INTRODUCTION TO CHEMICAL LABORATORY INSTRUMENTATION

Units (Letter grade) 5; Class Hours: Minimum of 48 lecture/96 lab hours/semester; Recommended: Eligibility for ENGL 100; Prerequisite(s): CHEM 220. Description: Introduction to the principles of identification, analysis and quantification of the components of chemical systems. Laboratory work involves hands-on experiments to demonstrate the theory, operating procedures and industrial applications of gravimetric, titrimetric, spectrometric, and chromatographic methods and chemical instrumentation encountered in research laboratories. Emphasis on the comparison of methods, the collection and interpretation of laboratory data, and the technical reporting of experimental findings. Transfer: CSU.

CHEMISTRY**CHEM 112 CHEMISTRY IN ACTION**

Units (Letter grade) 4; Class Hours: Minimum of 48 lecture/48 lab/16 by arrangement lab hours/semester; Recommended: Eligibility for READ 836 and ENGL 836; or ENGL 847 or ESL 400, and MATH 110 or 111; Prerequisite(s): None. 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*, 5C)

CHEM 192 ELEMENTARY CHEMISTRY

Units (Letter grade) 4; Class Hours: Minimum of 48 lecture/48 lab hours/semester; Recommended: Eligibility for READ 836 and ENGL 836; or ENGL 847 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: B1, B3, UC*. (IGETC: 5A*, 5C)

CHEM 210 GENERAL CHEMISTRY I

Units (Letter grade) 5; Class Hours: Minimum of 48 lecture/96 lab hours/semester; Recommended: Eligibility for ENGL 100; 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. The topics include atomic theory, stoichiometry, chemical bonding, thermochemistry, periodicity, molecular geometry, gas laws, solution stoichiometry, intermolecular forces and selected

topics covering redox and acid-base reactions. The laboratory program includes gravimetric, colorimetric, and selected volumetric methods of analysis. Students are introduced to spreadsheet and graphical analysis of laboratory data and molecular modeling, and perform a variety of computer-interfaced experiments. CHEM 192 is recommended. Transfer: CSU: B1, B3, UC*. (IGETC: 5A*, 5C)

CHEM 220 GENERAL CHEMISTRY II

Units (Letter grade) 5; Class Hours: Minimum of 48 lecture/96 lab hours/semester; Recommended: Eligibility for ENGL 100; Prerequisite(s): CHEM 210 or equivalent. Description: This course is the continuation of CHEM 210 and is intended for students pursuing majors in physical sciences, biological sciences and engineering. The topics discussed include properties of solutions, kinetics, equilibrium, acid-base equilibria, thermodynamics, spontaneity, electrochemistry, nuclear reactions, and the chemistry of complex ions. The laboratory program extends the use of spreadsheet, graphical analysis and computer interfaced experimentation in acid-base titrations, rates of reactions, electrochemistry and volumetric analysis. A brief qualitative analysis scheme is also carried out in the laboratory program. Transfer: CSU: B1, B3, UC. (IGETC: 5A*, 5C)

CHEM 231 ORGANIC CHEMISTRY I

Units (Letter grade) 5; Class Hours: Minimum of 48 lecture/96 lab hours/semester; Recommended: Eligibility for ENGL 100; Prerequisite(s): CHEM 220. Description: Introduction to the chemistry of hydrocarbons with emphasis on structure and reactivity of alkanes, alkenes, alkynes, alkyl halides, and conjugated systems. Mechanisms, stereochemistry and spectroscopy are an integral part of the course. Basic synthesis, separation, purification and spectroscopic techniques are introduced in the laboratory. Designed as the first semester of a one-year organic chemistry sequence. Transfer: CSU: B1, B3, UC. (IGETC: 5A*, 5C)

CHEM 235 ORGANIC CHEMISTRY II

Units (Letter grade) 3; Class Hours: Minimum of 48 lecture hours/semester; Recommended: Eligibility for ENGL 100; Prerequisite(s): CHEM 231; or 234 and 237. Description: This course is a continuation of CHEM 231. 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 238 ORGANIC CHEMISTRY LABORATORY II

Units (Letter grade) 2; Class Hours: Minimum of 96 lab hours/semester; Recommended: Eligibility for ENGL 100; Prerequisite(s): Completion of, or concurrent enrollment in 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: 5C*)

CHEM 410 CHEMISTRY FOR HEALTH SCIENCES

Units (Letter grade) 4; Class Hours: Minimum of 48 lecture/48 lab hours/semester; Recommended: Eligibility for ENGL 100; 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.

COMMUNICATION STUDIES

(Previously listed as Speech Communication)

COMM 110 PUBLIC SPEAKING (Previously SPCH 100)

Units (Grade Option) 3; Class Hours: Minimum of 48 lecture hours/semester; Recommended: Eligibility for ENGL 100. Prerequisite(s): None. Description: Equivalent to SPCH 100. This course provides a practical and theoretical introduction to the fundamental principles of public speaking through an audience-centered approach, and a forum for practicing public speaking skills. Students discover, develop, and criticize ideas in public discourse through research, reasoning, organization, composition, presentation, and evaluation of various types of speeches, including informative and persuasive speeches. Critical thinking and 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)

COMM 127 ARGUMENTATION AND DEBATE

Units (Letter grade) 3; Class Hours: Minimum of 48 lecture hours/semester; Recommended: Eligibility for ENGL 100; Prerequisite(s): None. Description: Methods of critical inquiry and advocacy. Identifying fallacies in reasoning and language, testing evidence and evidence sources, advancing a reasoned position, and defending and refuting arguments. Includes researching and analyzing significant social issues, propositions, political issues, presentations, evaluations of oral and written arguments, and evidence through written and oral discourse. Transfer: CSU: A1, UC. (IGETC: 1C)

COMM 130 INTERPERSONAL COMMUNICATION (C-ID COMM 130) (Previously SPCH 120)

Units (Grade Option) 3; Class Hours: Minimum of 48 lecture hours/semester; Recommended: Eligibility for ENGL 100; Prerequisite(s): None. Description: Equivalent to SPCH 120. Introduction to various forms of interpersonal communication within relationships; an emphasis on both verbal and nonverbal communication. Focus on theoretical and practical considerations of behaviors which facilitate or block successful private discourse and the role interpersonal communication plays in the formation and maintenance of identity. Class presentations required. Transfer: CSU: A1, UC. (IGETC: 1C)

COMM 140 SMALL GROUP COMMUNICATION (C-ID COMM 140) (Previously SPCH 140)

Units (Grade Option) 3; Class Hours: Minimum of 48 lecture hours/semester; Recommended: Eligibility for ENGL 100; Prerequisite(s): None. Description: Equivalent to SPCH 140. This course explores current principles and theories of various types of group communi-

cation, examining group development, groups tasks and roles, group processes, and the role of collaboration in critical thinking. Students interact in a variety of group projects, exploring their role within groups, leadership and group work, and diversity in groups, problem solving, conflict management and decision making. Transfer: CSU, UC.

COMM 150 INTERCULTURAL COMMUNICATION (Previously SPCH 150)

Units (Grade Option) 3; Class Hours: Minimum of 48 lecture hours/semester; Recommended: Eligibility for ENGL 100; Prerequisite(s): None. Description: Equivalent to SPCH 150. Designed for students of all cultural backgrounds. Introduction to intercultural communication principles and processes; provides for the development of a more global communication perspective and greater appreciation of other cultures through increased awareness of, and sensitivity to different cultural viewpoints influenced by variables including language, verbal and nonverbal communication, cultural values, gender identification, technology and media impact. This course allows students to examine the theory and knowledge of effective communication within and between cultures while enhancing their appreciation and comparison of communication of diverse cultural groups within American culture. (Fulfills Associate degree Ethnic Studies requirement.) Transfer: CSU: DSI, UC. (IGETC: 4)

COMM 180 INTRODUCTION TO COMMUNICATION STUDIES (C-ID COMM 180) (Previously SPCH 102)

Units (Grade Option) 3; Class Hours: Minimum of 48 lecture hours/semester; Recommended: Eligibility for ENGL 100. Prerequisite(s): None. Description: Equivalent to SPCH 102. This course explores the history, principles, theoretical models, research methods, processes, variables and trends of human communication, exploring a range of communication contexts through multiple lenses. The course uses an interdisciplinary approach to examine the intersections of communication and critical thinking, civic engagement, identity, human organizations. Transfer: CSU: DSI, UC. (IGETC: 4)

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 hours/semester; Recommended: Eligibility for READ 836 and ENGL 836; or ENGL 847 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 of 20 words per minute. Transfer: CSU.

CBOT 417 SKILL BUILDING

Units (Pass/No Pass) 1.5; Class Hours: Minimum of 24 lecture hours/semester; Recommended: Eligibility for READ 836 and ENGL 836; or ENGL 847 or ESL 400; Prerequisite(s): Completion of, or concurrent enrollment in CBOT 415 or equivalent. Description: This course provides individualized, self-paced instruction to improve accuracy and develop keyboarding (typing) speed. Diagnostic tests are given to assess skill levels. Transfer: CSU.

CBOT 430 COMPUTER APPLICATIONS, PART I

Units (Grade Option) 1.5; Class Hours: Minimum of 24 lecture hours/semester; Recommended: Eligibility for READ 836 and ENGL 836; or ENGL 847 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 or proper keyboarding technique is recommended. Transfer: CSU, UC*.

CBOT 431 COMPUTER APPLICATIONS, PART II

Units (Grade Option) 1.5; Class Hours: Minimum of 24 lecture hours/semester; Recommended: Eligibility for READ 836 and ENGL 836; or ENGL 847 or ESL 400; Prerequisite(s): Completion of, or concurrent enrollment in CBOT 430 or equivalent. Description: Students learn the basic features of spreadsheets, database applications, and methods of integration using Microsoft Office. Transfer: CSU, UC*.

CBOT 435 SPREADSHEETS

Units (Grade Option) 3; Class Hours: Minimum of 48 lecture hours/semester; Recommended: Eligibility for READ 836 and ENGL 836; or ENGL 847 or ESL 400; Prerequisite(s): None. Description: Students plan and build worksheets using formulas and functions to solve business problems. The course covers formatting, creating formulas, including nested formulas, applying mixed, relative and absolute references, building charts, using multiple worksheets, solver, data tables, using and analyzing list data, using What-If Analysis, scenario management, and managing workbooks. Transfer: CSU.

CBOT 436 DATABASE MANAGEMENT

Units (Grade Option) 3; Class Hours: Minimum of 48 lecture hours/semester; Recommended: Eligibility for READ 836 and ENGL 836; or ENGL 847 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 448 USING MICROSOFT WINDOWS

Units (Grade Option) 1.5; Class Hours: Minimum of 24 lecture hours/semester; Recommended: Eligibility for READ 836 and ENGL 836; or ENGL 847 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. Transfer: CSU.

CBOT 457 USING POWERPOINT IN BUSINESS

Units (Grade Option) 2; Class Hours: Minimum of 32 lecture hours/semester; Recommended: Eligibility for READ 836 and ENGL 836; or ENGL 847 or ESL 400; Prerequisite(s): CBOT 430 or equivalent. Description: Learn to create PowerPoint presentations for business using graphics, tables, charts, SmartArts graphics, animation and multimedia effects, customizing themes and master slides, integrating with other programs, and preparing a presentation for delivery. Transfer: CSU.

CBOT 460 OFFICE PROCEDURES IN TODAY'S WORLD

Units (Letter grade) 3; Class Hours: Minimum of 48 lecture hours/semester; Recommended: Eligibility for READ 836 and ENGL 836; or ENGL 847 or ESL 400; Prerequisite(s): None. Description: Develop the essential skills, strategies and techniques needed to perform the office procedures in any workplace supported by key technologies. Exercises focus on defining and improving interpersonal skills, critical thinking skills and technical skills. Topics covered include: developing professional skills; preparing for your employment; time management; telecommunications; building communications skills, processing mail; records management; banking and accounting procedures; scheduling appointments; travel arrangements; planning meetings and conferences; and developing effective oral presentations. This course is for those who are new to an office environment or need to update their office skills. Transfer: CSU.

CBOT 470 ADVANCED SPREADSHEETS

Units (Letter grade) 1.5; Class Hours: Minimum of 24 lecture hours/semester; Recommended: Eligibility for READ 836 and ENGL 836; or ENGL 847 or ESL 400; Prerequisite(s): None. Description: Provides instruction in the application of spreadsheet functions, such as pivot tables, advanced filters, forms, macros, databases and database queries for business applications. Additional instruction in the use of specialized text and database functions. Other topics include the use of templates and managing workbook changes and comparing and merging workbooks. CBOT 435 is recommended. Transfer: CSU.

CBOT 472 BEGINNING WORD PROCESSING

Units (Grade Option) 1.5; Class Hours: Minimum of 24 lecture hours/semester; Recommended: Eligibility for READ 836 and ENGL 836; or ENGL 847 or ESL 400; Prerequisite(s): None. Description: Covers the basic Word skills of creating and editing a document; formatting characters and paragraphs; use of AutoComplete, Autocorrect, Auto-Text, and the Thesaurus as writing tools; Tabs and tabbed columns to align text; different methods of moving and copying text, and review or change text; and character and paragraph formatting using the Find and Replace features; and Graphics. Transfer: CSU.

CBOT 474 INTERMEDIATE WORD PROCESSING

Units (Grade Option) 1.5; Class Hours: Minimum of 24 lecture hours/semester; Recommended: Eligibility for READ 836 and ENGL 836; or ENGL 847 or ESL 400; Prerequisite(s): Completion of, or concurrent enrollment in CBOT 472 or equivalent. Description: Covers the Intermediate Word skills of changing margins and setting print options; printing envelopes and labels; inserting soft/hard section breaks, page numbers, and header and footers; creating, modifying, and

applying styles, themes; use, create, and modify templates; creating, editing and formatting tables and multiple columns; mail merge; and Text boxes and working with newsletter style layouts. Transfer: CSU.

CBOT 475 USING OUTLOOK

Units (Grade Option) 1.5; Class Hours: Minimum of 24 lecture hours/semester; Recommended: Eligibility for READ 836 and ENGL 836; or ENGL 847 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 ACROBAT

Units (Grade Option) 1.5; Class Hours: Minimum of 24 lecture hours/semester; Recommended: Eligibility for READ 836 and ENGL 836; or ENGL 847 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 480 INTERNET – A COMMUNICATION TOOL

Units (Grade Option) 1.5; Class Hours: Minimum of 24 lecture hours/semester; Recommended: Eligibility for READ 836 and ENGL 836; or ENGL 847 or ESL 400; Prerequisite(s): CBOT 448. Description: Learn how the Internet infrastructure works and how to evaluate and assess information search tools, setup bookmarks, and apply Internet security safe guards. Also learn communication tools such as Listserv mailing list, newsgroups, blogging, white boarding, audio conferencing and videoconferencing. Transfer: CSU.

COMPUTER INFORMATION SCIENCE

(See also Engineering)

CIS 113 INTERNET PROGRAMMING WITH RUBY

Units (Grade Option) 4; Class Hours: Minimum of 48 lecture/48 lab hours/semester; Prerequisite(s): None. Description: Comprehensive course in Ruby Programming language. Emphasis is placed on object-oriented programming. Topics include: variables, arrays, hashes, regular expressions, I/O, exceptions, modules and network programming. Application areas include CGI, graphical user interfaces and internet programming. Experience programming in C, C++, Java, Python or Perl is recommended. Transfer: CSU.

CIS 118 INTRODUCTION TO COMPUTER SCIENCE

Units (Grade Option) 4; Class Hours: Minimum of 48 lecture/48 lab hours/semester; Recommended: Eligibility for ENGL 100; Prerequisite(s): None. Description: This is an introduction to computer

hardware and the programming commands to control them. Topics Include: hardware, operating systems and the Software Development Life Cycle which includes design, development, documentation, the importance of review, principles of testing and maintenance; Algorithm development, Procedural and Structure programming; data types, variables, expressions, selection and repetition structures, functions passing by value and reference, recursion, all about arrays, file I/O, and error handling. This course gives students basic computer science concepts and skills. Transfer: CSU, UC.

CIS 242 COMPUTER ARCHITECTURE AND ASSEMBLY LANGUAGE

Units (Letter grade) 3; Class Hours: Minimum of 48 lecture hours/semester; Recommended: Eligibility for ENGL 100; Prerequisite(s): None. Description: Basics of machine architecture, machine language, assembly language and operating systems. Representations of data types and structures along with instruction representation and execution, addressing modes, subroutine calls and return mechanisms, fixed point systems, and basic organization of the von Neumann machine are included. CIS 118 is recommended. Transfer: CSU.

CIS 250 INTRODUCTION TO OBJECT ORIENTED PROGRAMMING: C++

Units (Letter grade) 3; Class Hours: Minimum of 48 lecture hours/semester; Recommended: Eligibility for ENGL 100; Prerequisite(s): None. Description: Introduction to programming and software engineering for computer science majors and computer professionals. A systematic approach to the design, implementation, and management of robust C++ computer programs. Course emphasizes Object Oriented programming design, programming documentation, testing and debugging techniques. This course conforms to the ACM CS1 standards. CIS 118, and MATH 120 or 123 are recommended. Transfer: CSU, UC.

CIS 252 INTRODUCTION TO DATA STRUCTURES - C++

Units (Letter grade) 3; Class Hours: Minimum of 48 lecture hours/semester; Recommended: Eligibility for ENGL 100; Prerequisite(s): None. Description: Design and implementation of larger projects using object-oriented software engineering principles with emphasis on definition and use of data structures including: arrays, stacks, queues, linked lists, trees, hash tables, dictionaries, sets and graphs. Standard methods are used for sorting, searching and analyzing the relative efficiency of algorithms (Big-O notation). This course conforms to the ACM CS2 standards. CIS 250 is recommended. Transfer: CSU, UC.

CIS 262 DISCRETE MATHEMATICS FOR COMPUTER SCIENCE

Units (Letter grade) 3; Class Hours: Minimum of 48 lecture hours/semester; Recommended: Eligibility for ENGL 100; Prerequisite(s): None. Description: Covers topics in discrete mathematics with 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. CIS 250 is recommended. Transfer: CSU.

CIS 284 INTRODUCTION TO OBJECT ORIENTED PROGRAMMING - JAVA

Units (Grade Option) 3; Class Hours: Minimum of 48 lecture hours/semester; Recommended: Eligibility for ENGL 100; Prerequisite(s): None. **Description:** Introduction to programming and software engineering for computer science majors and computer professionals. A systematic approach to the design, implementation, and management of robust Java computer programs. Course emphasizes Object Oriented programming design, programming documentation, testing and debugging techniques. This course conforms to the ACM CS1 standards. CIS 118 is recommended. Transfer: CSU, UC.

CIS 286 INTRODUCTION TO DATA STRUCTURES - JAVA

Units (Grade Option) 3; Class Hours: Minimum of 48 lecture hours/semester; Recommended: Eligibility for ENGL 100; Prerequisite(s): None. **Description:** Design and implementation of larger projects using object-oriented software engineering principles with emphasis on definition and use of data structures including: arrays, stacks, queues, linked lists, trees, hash tables, dictionaries, sets and graphs using JAVA. Standard methods are used for sorting, searching and analyzing the relative efficiency of algorithms (Big-O notation). This course conforms to the ACM CS2 standards. CIS 284 is recommended. Transfer: CSU, UC.

CIS 294 INTRODUCTION TO OBJECT ORIENTED PROGRAMMING: OBJECTIVE-C

Units (Grade Option) 3; Class Hours: Minimum of 48 lecture hours/semester; Recommended: Eligibility for ENGL 100; Prerequisite(s): None. **Description:** Introduction to programming and software engineering for computer science majors and computer professionals. A systematic approach to the design, implementation, and management of robust Objective-C computer programs. Course emphasizes Object Oriented programming design, programming documentation, testing and debugging techniques. This course conforms to the ACM CS1 standards. CIS 118 is recommended. Transfer: CSU.

CIS 321 iOS PROGRAMMING

Units (Grade Option) 3; Class Hours: Minimum of 48 lecture hours/semester; Recommended: Eligibility for ENGL 100; Prerequisite(s): None. **Description:** Introduction to programming the iPhone, iPod Touch or iPad. Review of (or introduction to) object-oriented programming concepts, Objective-C syntax, CocoaTouch environment, XCode IDE and the iPhone SDK to write original programs for the iPhone, iPod Touch or iPad. Previous experience in object-oriented programming is recommended. Transfer: CSU.

COOPERATIVE EDUCATION

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

Repeatability of Cooperative Education, Title 5 Reference--§55040(b) (6) and 55253

Students may enroll in Occupational Work Experience (Cooperative Education 670 and 672) up to a total of 16 units of credit (no more than 8 units in a given term).

670 COOPERATIVE EDUCATION/WORK EXPERIENCE

Units (Grade Option) 1-4; Class Hours: 1-3 lab hours/semester (75 to 300 paid job hours/semester, 60-240 volunteer job hours/semester.); Recommended: Eligibility for READ 836 and ENGL 836; or ENGL 847 or ESL 400; Prerequisite(s): None. **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. Course orientations are held the first three weeks of the semester and attendance at one is mandatory. May be repeated for credit up to 16 units. This limitation applies to Occupational Cooperative Education work experience (any combination of 670 and/or 672 courses) offered within the SMCCCD. Transfer: CSU.

672 COOPERATIVE EDUCATION: INTERNSHIP

Units (Grade Option) 1-3; Class Hours: 1-3 lab hours/semester (60 to 180 volunteer on the job hours/semester); Recommended: Eligibility for READ 836 and ENGL 836; or ENGL 847 or ESL 400; Prerequisite(s): 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 appropriate faculty member for the chosen occupational discipline. Course orientations are held the first three weeks of the semester and attendance at one is mandatory. May be repeated for credit up to 16 units. This limitation applies to Occupational Cooperative Education work experience (any combination of 670 and/or 672 courses) offered within the SMCCCD. Transfer: CSU.

DRAMA

(See Theatre Arts)

EARLY CHILDHOOD EDUCATION/CHILD DEVELOPMENT

ECE. 191 CHILDREN'S LITERATURE I (Previously LIT. 191)

Units (Letter grade) 3; Class Hours: Minimum of 48 lecture hours/semester; Recommended: Eligibility for READ 836 and ENGL 836; or ENGL 847 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 (Letter grade) 3; Class Hours: Minimum of 48 lecture hours/semester; Recommended: Eligibility for READ 836 and ENGL 836; or ENGL 847 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 (Letter grade) 3; Class Hours: Minimum of 48 lecture hours/semester; Recommended: Eligibility for READ 836 and ENGL 836; or ENGL 847 or ESL 400; Prerequisite(s): None. Description: Examines the major physical, psychosocial, and cognitive/language developmental milestones for children, both typical and atypical, from conception through adolescence. There is an emphasis on interactions between maturational processes and environmental factors. While studying developmental theory and investigative research methodologies, students observe children, evaluate individual differences and analyze characteristics of development at various stages. 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 ENGL 847 or ESL 400; Prerequisite(s): None. Description: An examination of the underlying theoretical principles of developmentally appropriate practices applied to programs, environments, emphasizing the key role of relationships, constructive adult-child interactions, and teaching strategies in supporting physical, social, creative and intellectual development for all children. This course includes a review of the historical roots of early childhood programs and the evolution of the professional practices promoting advocacy, ethics and professional identity. 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 ENGL 847 or ESL 400; Prerequisite(s): None. Description: An overview of knowledge and skills related to providing appropriate curriculum and environments for young children from birth to age six. Students examine a teacher's role in supporting development and fostering the joy of learning for all young children using observation and assessment strategies emphasizing the essential role of play. An overview of content areas include but not be limited to: language and literacy, social and emotional learning, sensory learning, art and creativity, math and science. Transfer: CSU.

ECE. 212 CHILD, FAMILY, AND COMMUNITY

Units (Letter grade) 3; Class Hours: Minimum of 48 lecture hours/semester; Recommended: Eligibility for READ 836 and ENGL 836; or ENGL 847 or ESL 400; Prerequisite(s): None. Description: An examination of the developing child in a societal context focusing on the interrelationship of family, school and community and emphasizes historical and socio-cultural factors. The processes of socialization and identity development are highlighted, showing the importance of respectful, reciprocal relationships that support and empower families. (Fulfills Associate degree Ethnic Studies requirement.) 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 ENGL 847 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 ENGL 847 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 (Letter grade) 3; Class Hours: Minimum of 48 lecture hours/semester; Recommended: Eligibility for READ 836 and ENGL 836; or ENGL 847 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 ENGL 847 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 ENGL 847 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 ENGL 847 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 ENGL 847 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 (Letter grade) 3; Class Hours: Minimum of 48 lecture hours/semester; Recommended: Eligibility for READ 836 and ENGL 836; or ENGL 847 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, and school success. Transfer: CSU.

ECE. 247 FOUNDATIONS FOR SCHOOL SUCCESS

Units (Letter grade) 3; Class Hours: Minimum of 48 lecture hours/semester; Recommended: Eligibility for READ 836 and ENGL 836; or ENGL 847 or ESL 400; Prerequisite(s): None. **Description:** Reviews criteria for curriculum and program planning to prepare children to transition from preschool into kindergarten/early elementary grades. Topics covered include: strategies for parent engagement; play-infused curriculum design to support development in all domains/subject areas; kindergarten expectations and curriculum alignment; current research, policies and issues. Transfer: CSU.

ECE. 249 LEADERSHIP IN EARLY CHILDHOOD EDUCATION

Units (Letter grade) 2; Class Hours: Minimum of 32 lecture hours/semester; Recommended: Eligibility for READ 836 and ENGL 836; or ENGL 847 or ESL 400; Prerequisite(s): None. **Description:** Leadership is examined from both theoretical and practical perspectives. An overview of leadership roles, responsibilities and skills necessary for excellence in early childhood education programs, including the importance of inclusion, diversity and reflective practice are included. While learning about leadership theories, students explore the National Association for the Education of Young Children, (NAEYC), Advanced

Program Standards as a framework for developing the necessary skills and strategies. 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 ENGL 847 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 ENGL 847 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 TEACHING IN A DIVERSE SOCIETY

Units (Letter grade) 3; Class Hours: Minimum of 48 lecture hours/semester; Recommended: Eligibility for READ 836 and ENGL 836; or ENGL 847 or ESL 400; Prerequisite(s): None. **Description:** Examination of the development of social identities in diverse societies including theoretical and practical implications of culture, ethnicity, stereotyping and bias as they apply to young children, families, programs, classrooms and teaching. Various classroom strategies are explored emphasizing culturally and linguistically appropriate anti-bias approaches supporting all children in becoming competent members of a diverse society. Course includes self-examination and reflection on issues related to social identity, stereotypes and bias. (Fulfills Associate degree Ethnic Studies requirement.) Transfer: CSU.

ECE. 260 CHILDREN WITH SPECIAL NEEDS

Units (Letter grade) 3; Class Hours: Minimum of 48 lecture hours/semester; Recommended: Eligibility for READ 836 and ENGL 836; or ENGL 847 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 (Letter grade) 3; Class Hours: Minimum of 48 lecture/8 by arrangement lab hours/semester; Recommended: Eligibility for READ 836 and ENGL 836; or ENGL 847 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 (Letter grade) 3; Class Hours: Minimum of 48 lecture/8 by arrangement lab hours/semester; Recommended: Eligibility for READ 836 and ENGL 836; or ENGL 847 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, SAFETY AND NUTRITION

Units (Letter grade) 3; Class Hours: Minimum of 48 lecture hours/semester; Recommended: Eligibility for READ 836 and ENGL 836; or ENGL 847 or ESL 400; Prerequisite(s): None. **Description:** Introduction to the laws, regulations, standards, policies and procedures and early childhood curriculum related to child health, safety and nutrition. The key components that ensure physical health, mental health and safety for both children and staff are identified along with the importance of collaboration with families and health professionals. Focus on integrating the concepts into everyday planning and program development for children. Transfer: CSU.

ECE. 331 THE ROLE OF THE TEACHER

Units (Grade Option) 1; Class Hours: Minimum of 16 lecture hours/semester; Recommended: Eligibility for READ 836 and ENGL 836; or ENGL 847 or ESL 400; Prerequisite(s): None. **Description:** Overview of the factors that contribute to success and satisfaction in teaching. Topics include: personal characteristics of teachers; stages of teacher development; teaching responsibilities; career opportunities; professional development; and the benefits of professional affiliations. Transfer: CSU.

ECE. 333 OBSERVATION AND ASSESSMENT OF YOUNG CHILDREN

Units (Letter grade) 3; Class Hours: Minimum of 48 lecture hours/semester; Recommended: Eligibility for READ 836 and ENGL 836; or ENGL 847 or ESL 400; Prerequisite(s): None. **Description:** This course focuses on the appropriate use of assessment and observation strategies to document development, growth, play and learning to join with families and professionals in promoting children's success. Recording strategies, rating systems, portfolios, and multiple assessment tools are explored. Transfer: CSU.

ECE. 335 CHILD GUIDANCE

Units (Letter grade) 3; Class Hours: Minimum of 48 lecture hours/semester; Recommended: Eligibility for READ 836 and ENGL 836; or ENGL 847 or ESL 400; Prerequisite(s): None. **Description:** This introductory course in child guidance and discipline for teachers, caregivers and parents gives an overview of the complexity of children's behavior and how to address it constructively. Theories and trends concerning child guidance are introduced to help students understand the purposes for children's behavior. Students gain a developmental

outlook on children, increase their repertoire of strategies in how they interact with them, explore methods of planning and setting goals for children and evaluate their behavior through observation. The course emphasizes the important relationship between child development and guidance strategies and the value of play as it relates to children's learning. Transfer: CSU.

ECE. 337 CHILD-PARENT RELATIONSHIPS

Units (Letter grade) 3; Class Hours: Minimum of 48 lecture hours/semester; Recommended: Eligibility for READ 836 and ENGL 836; or ENGL 847 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. 362 COMMUNICATING WITH PARENTS

Units (Letter grade) 1; Class Hours: Minimum of 16 lecture hours/semester; Recommended: Eligibility for READ 836 and ENGL 836; or ENGL 847 or ESL 400; Prerequisite(s): None. **Description:** The focus of this course is effective communication skills needed by early childhood teachers and professionals when communicating with parents. Transfer: CSU.

ECE. 363 MENTAL DEVELOPMENT AND PROBLEM SOLVING

Units (Letter grade) 1; Class Hours: Minimum of 16 lecture hours/semester; Recommended: Eligibility for READ 836 and ENGL 836; or ENGL 847 or ESL 400; Prerequisite(s): None. **Description:** Examines children's problem-solving skills and mental development from four perspectives, including curriculum implications: Piaget (High/Scope); Montessori (same); Vygotsky (constructivist); and Malaguzzi (Reggio Emilia). Transfer: CSU.

ECE. 366 PRACTICUM IN EARLY CHILDHOOD EDUCATION

Units (Letter grade) 3; Class Hours: Minimum of 16 lecture/96 by arrangement lab hours/semester; Recommended: Eligibility for READ 836 and ENGL 836; or ENGL 847 or ESL 400; Prerequisite(s): ECE. 201, 210, 211, and 212; Placements at approved sites only. **Description:** A demonstration of developmentally appropriate early childhood teaching competencies under guided supervision. Students utilize practical classroom experiences to make connections between theory and practice, develop professional behaviors, and build a comprehensive understanding of children and families. Child centered, play-oriented approaches to teaching, learning, and assessment; and knowledge of curriculum content areas are emphasized as student teachers design, implement and evaluate experiences that promote positive development and learning for all young children. Meets the supervised teaching requirement for the CA State Child Development teaching permit and provides student teaching experience in qualified settings that serve children from infancy through middle childhood. Transfer: CSU.

ECE. 382 MALE INVOLVEMENT IN EARLY CHILDHOOD

Units (Letter grade) 1; Class Hours: Minimum of 16 lecture hours/semester; Recommended: Eligibility for READ 836 and ENGL 836; or ENGL 847 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.

ECONOMICS**ECON 100 PRINCIPLES OF MACRO ECONOMICS**

Units (Grade Option) 3; Class Hours: Minimum of 48 lecture hours/semester; Recommended: Eligibility for READ 836 and ENGL 836; or ENGL 847 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: Introduction to the American macroeconomic system and its effects on social, cultural and political environments by focusing on aggregate economic analysis. The course begins with a study of allocation mechanisms for scarce resources, later developing the analytical tools of supply and demand. After studying this model, the course defines, examines and critiques aggregate measures of economic activity such as GDP, unemployment and labor participation rates and price indices. Additionally, the course examines macroeconomic equilibrium, money and financial institutions, The Federal Reserve, the role of saving, monetary and fiscal policy short run (Keynesian) stabilization policy, international economics, as well as the Classical model's study of long run economic growth. Transfer: CSU: DSI, UC. (IGETC: 4)

ECON 102 PRINCIPLES OF MICRO ECONOMICS

Units (Grade Option) 3; Class Hours: Minimum of 48 lecture hours/semester; Recommended: Eligibility for READ 836 and ENGL 836; or ENGL 847 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: This course focuses on choices of individual economic decision makers within the framework of supply and demand. Topics include: scarcity, marginality, specialization and trade, market equilibrium, elasticity, factor markets, trade, market failure and externalities. Pricing and output decisions under competitive, imperfectly competitive, and monopolistic markets are discussed. Profit maximization and loss minimization strategies for the individual firm are analyzed. 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; Prerequisite(s): Completion of or concurrent enrollment in ECON 100 or 102; ENGL 836 or 847 or ESL 400 OR eligibility for ENGL 100 on approved college English Placement Test and other measures as necessary AND READ 836 or ESL 400 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 advanced discussion and analysis of the development of the American economy from 1860 to the present time. Economics concepts include, opportunity cost, moral hazard,

monetary theory and policy, fiscal theory and policy. Topics studied are industrial growth, land and resource use, role of immigration and various ethnic and cultural groups, the transportation revolution, Great Depression and Great Moderation, 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 (Letter grade) 3; Class Hours: Minimum of 48 lecture/16 by arrangement lab hours/semester; Recommended: Eligibility for READ 836 and ENGL 836; or ENGL 847 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, UC. (IGETC: 4)

ENGINEERING**ENGR 100 INTRODUCTION TO ENGINEERING**

Units (Letter grade) 3; Class Hours: Minimum of 32 lecture/48 lab hours/semester; Recommended: Eligibility for READ 836 and ENGL 836; or ENGL 847 or ESL 400; Prerequisite(s): MATH 130. Description: This course is an introduction to the engineering profession and its different fields. It also provides an understanding of engineering processes and tools including experimentation, data analysis, and computer and communication skills. Emphasis is given to technical communications, ethical considerations, engineering design and analysis skills applied to illustrative projects and problems drawn from various engineering fields. A spreadsheet program (Microsoft Excel) and a high-level computer language (MATLAB) are an integral part of the course. Transfer: CSU, UC.

ENGR 101 THE ENGINEERING PROFESSION

Units (Letter grade) 3; Class Hours: Minimum of 32 lecture/48 lab/16 by arrangement lab hours/semester; Recommended: Eligibility for READ 836 and ENGL 836; or ENGL 847 or ESL 400; Prerequisite(s): MATH 110 or 112. Description: Introduction to the engineering profession and its different fields; 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 111 SURVEYING

Units (Letter grade) 4; Class Hours: Minimum of 48 lecture/48 lab/16 by arrangement lab hours/semester; Recommended: Eligibility for ENGL 100; Prerequisite(s): MATH 130 or appropriate score on district math placement test and other measures as appropriate. Description:

Theory and applications of plane surveying: office computations and design, operation of surveying field equipment, and production of engineering plans/maps. Topics include distances, angles, and directions; differential leveling; traversing; boundary and topographic surveys; volume/earthwork; horizontal and vertical curves; land description techniques; construction applications; and GPS. Field work using tapes, levels, transits, theodolites, total stations, and GPS. Transfer: CSU, UC.

ENGR 210 ENGINEERING GRAPHICS

Units (Letter grade) 4; Class Hours: Minimum of 48 lecture/48 lab/32 by arrangement lab hours/semester; Recommended: Eligibility for ENGL 100; Prerequisite(s): MATH 130. Description: This course aims to provide students with 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 also aims to develop 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 AND SCIENTISTS

Units (Letter grade) 3; Class Hours: Minimum of 32 lecture/48 lab/16 by arrangement lab hours/semester; Recommended: Eligibility for ENGL 100; Prerequisite(s): Completion of, or concurrent enrollment in MATH 241 or 251. Description: Covers the fundamentals of procedural programming and computational methods for science and engineering. Topics include induction, iteration and recursion; approximations, floating-point computations, introduction to data structures and object oriented programming. Students will be given laboratory projects that use the MATLAB programming language to solve problems and examples drawn from algebra, trigonometry, calculus and elementary physics. Transfer: CSU, UC.

ENGR 230 STATICS

Units (Letter grade) 3; Class Hours: Minimum of 48 lecture hours/semester; Recommended: Eligibility for READ 836 and ENGL 836; or ENGL 847 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 (Letter grade) 3; Class Hours: Minimum of 48 lecture hours/semester; Recommended: Eligibility for READ 836 and ENGL 836; or ENGL 847 or ESL 400; Prerequisite(s): PHYS 250. 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 (Letter grade) 3; Class Hours: Minimum of 48 lecture hours/semester; Recommended: Eligibility for ENGL 100; 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 (Letter grade) 1; Class Hours: Minimum of 48 lab hours/semester; Recommended: Eligibility for ENGL 100; 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

Units (Letter grade) 3; Class Hours: Minimum of 32 lecture/48 lab hours/semester; Recommended: Eligibility for READ 836 and ENGL 836; or ENGL 847 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 (Letter grade) 2; Class Hours: Minimum of 24 lecture/24 lab/16 by arrangement lab hours/semester; Recommended: Eligibility for READ 836 and ENGL 836; or ENGL 847 or ESL 400; Prerequisite(s): MATH 110 or 112. Description: This course is equal to approximately the first half of ENGR 210. Introduces the basic principles of engineering graphics including computer-aided design, 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 (Letter grade) 2; Class Hours: Minimum of 24 lecture/24 lab/16 by arrangement lab hours/semester; Recommended: Eligibility for READ 836 and ENGL 836; or ENGL 847 or ESL 400; Prerequisite(s): ENGR 410. Description: Continuation of ENGR 410. Equivalent to the second half of ENGR 210. Learn principles of descriptive geometry, computer-aided design (CAD), parametric solid modeling and their applications to solving engineering problems. The course also serves as an introduction to the engineering design process, and provides the students with opportunities to do practical engineering design projects, write technical reports, and prepare oral presentations. Transfer: CSU, UC*.

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.)

ENGL 100 READING AND COMPOSITION

Units (Letter grade) 3; Class Hours: Minimum of 48 lecture hours/semester; Prerequisite(s): ENGL 836 or 847 or ESL 400 OR eligibility for ENGL 100 on approved college English Placement Test and other measures as necessary AND READ 836 or ESL 400 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

Units (Letter grade) 3; Class Hours: Minimum of 48 lecture 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 that demonstrate skills in analysis, critical thinking, critical and argumentative writing, research strategies, and information literacy. 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): Eligibility for ENGL 100 or equivalent. Description: Students learn and practice the craft of writing short stories, sketches, poetry, short drama, journals, reportage and other literary forms for both personal enjoyment and professional training. Transfer: CSU: C2, UC.

ENGL 162 CREATIVE WRITING II

Units (Grade Option) 3; Class Hours: Minimum of 48 lecture hours/semester; Prerequisite(s): ENGL 161. Description: In this advanced Creative Writing class, students continue to learn and practice the craft of writing short stories, sketches, poetry, short drama, journals and/or reportage or other literary forms. Transfer: CSU, UC.

ENGL 164 CREATIVE NON-FICTION

Units (Grade Option) 3; Class Hours: Minimum of 48 lecture hours/semester; Prerequisite(s): Eligibility for ENGL 100 or equivalent. Description: The craft of writing the non-fiction genres, such as memoir, personal narrative, biography, autobiography, or 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 (Letter grade) 3; Class Hours: Minimum of 48 lecture 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 (Also LING 200)

Units (Letter grade) 3; Class Hours: Minimum of 48 lecture hours/semester; Recommended: Eligibility for READ 836 and ENGL 836; or ENGL 847 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 826 BASIC READING/COMPOSITION

Units (Letter grade) 4; Class Hours: Minimum of 64 lecture hours/semester; Basic Skills Level: Open Curriculum; Prerequisite(s): None; Corequisite(s): Concurrent enrollment in READ 826 and ENGL 829. 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 827 INTEGRATED READING AND WRITING

Units (Letter grade) 7; Class Hours: Minimum of 112 lecture hours/semester; Basic Skills Level: Open Curriculum; Prerequisite(s): None; Corequisite(s): Concurrent enrollment in ENGL 829. Description: Equivalent to ENGL 826 and READ 826. This course improves reading and writing skills through reading nonfiction and fiction, developing vocabulary, and practicing sentence-level, paragraph-level, and essay-level composition. Efficient reading strategies and study techniques are introduced to improve word analysis, vocabulary, reading comprehension, and study skills. Recommendation via College Placement Test. Units do not apply toward AA/AS degree.

ENGL 829 READING, WRITING AND RHETORIC

Units (Pass/No Pass) 0.5; Class Hours: Minimum of 24 lab hours/semester; Basic Skills Level: Open Curriculum; Prerequisite(s): None; Corequisite(s): Concurrent enrollment in ENGL 826. Description: The course helps students succeed in ENGL 826 by offering individualized writing instruction. Students learn to identify and correct errors in grammar, syntax, and mechanics, and to edit their writing for improved clarity. Units do not apply toward AA/AS degree.

ENGL 836 WRITING DEVELOPMENT

*Units (Letter grade) 4; Class Hours: Minimum of 64 lecture hours/semester; Prerequisite(s): Successful completion of ENGL 827 or ENGL 826 and READ 826, or Eligibility for ENGL 847; or 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; Corequisite(s): Concurrent enrollment in ENGL 849. 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 847 ACCELERATED ACADEMIC READING AND WRITING

*Units (Letter grade) 5; Class Hours: Minimum of 80 lecture hours/semester; Prerequisite(s): Successful completion of ENGL 827; OR ENGL 826 and READ 826; OR eligibility for ENGL 847; OR eligibility for READ 836 and ENGL 836 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 801 or 826 and READ 801 or 826; OR ENGL 827. Description:* This course integrates ENGL 836 and READ 836, satisfying both requirements. It introduces students to college-level reading and writing, covering thesis construction, organization, development, sentence skills, text-based writing, and effective reading strategies to improve comprehension, analysis, and vocabulary. Successful completion of ENGL 847, OR both ENGL 836 and READ 836 is required for entrance into ENGL 100.

ENGL 849 ACADEMIC READING, WRITING AND RHETORIC

Units (Pass/No Pass) 0.5; Class Hours: Minimum of 24 lab hours/semester; Prerequisite(s): None; Corequisite(s): Concurrent enrollment in ENGL 836. Description: Students receive individualized instruction in the skills taught in ENGL 836, learning to identify and correct errors in grammar, syntax, and mechanics, and to edit their writing for improved clarity. Upon successful completion of the course, students are prepared to write at the college level.

LITERATURE**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 AMERICAN LITERATURE

Units (Grade Option) 3; Class Hours: Minimum of 48 lecture hours/semester; Prerequisite(s): Eligibility for ENGL 100. Description: This course is a survey of the literature by Americans and about Americans inside and outside of America. The course focus is to examine fiction and nonfiction that shapes a multi-dimensional perspective of America and its history. The literature in focus includes traditionally canonical works alongside texts by authors of notable mention and lesser known American authors. The literature sampled emphasizes a comparative approach toward analyzing writing by Americans from diverse backgrounds throughout history. (Fulfills Associate degree Ethnic Studies requirement.) Transfer: CSU: C2, UC. (IGETC: 3B)

LIT. 205 NEW VOICES IN WORLD LITERATURE

Units (Letter grade) 3; Class Hours: Minimum of 48 lecture/16 by arrangement lab hours/semester; Recommended: Eligibility for READ 836 and ENGL 836; or ENGL 847 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: C2, UC. (IGETC: 3B)

LIT. 231 SURVEY OF ENGLISH LITERATURE I

Units (Grade Option) 3; Class Hours: Minimum of 48 lecture hours/semester; Prerequisite(s): ENGL 100. Description: Study of the typical works of major English writers from Chaucer to the Restoration. Discussions, lectures, writing of critical essays. Transfer: CSU: C2, UC. (IGETC: 3B)

LIT. 232 SURVEY OF ENGLISH LITERATURE II

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. 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): Eligibility for ENGL 100. Description: A survey of the influence of women in a global society through an examination of fiction and non-fiction by women writers. Explores the changes in women's history; the development of women's roles, globally and in American culture; and the significance of women within society. The literature sampled emphasizes a comparative approach toward analyzing writing by women from diverse backgrounds throughout history. (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 hours/semester; Prerequisite(s): ENGL 100. 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. 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 ENGL 847 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 ENGL 100; Prerequisite(s): None. Description: Explore the purpose and meaning of myth and folklore within the context of the indigenous, Mexican, and Mexican-American cultures found in Mexico and the Southwest. Course work involves analyzing myths and folklore that originate from the indigenous of the Americas, the Spanish and the mestizos of Latin American culture. Students also study the effects of these myths and folklore on contemporary values. (Fulfills Associate degree Ethnic Studies requirement.) Transfer: CSU: C2, UC. (IGETC: 3B)

LIT. 373 LATIN AMERICAN LITERATURE IN TRANSLATION

Units (Letter grade) 3; Class Hours: Minimum of 48 lecture hours/semester; Prerequisite(s): ENGL 100. Description: In this course students study Latin American literature written in English. An emphasis is placed on contemporary short stories, poems, and novels as well as films. In order to fully appreciate these texts, students learn about relevant historical, political, and social issues. (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: Introduction to

the American Indian/Indigenous cultures and literatures of North America. Students read and discuss a wide variety of texts that fall into the categories of "traditional" Euro-American literary forms. The course also covers rhetorics, spoken word, audio/visual, material culture, blogs and websites, and media. Acquaints students with the range and variety of both American Indian communities and the texts they produce. (Fulfills Associate degree Ethnic Studies requirement.) Transfer: CSU: C2, UC. (IGETC: 3B)

LIT. 441 SURVEY OF FILM

Units (Grade Option) 3; Class Hours: Minimum of 48 lecture hours/semester; Recommended: Eligibility for READ 836 and ENGL 836; or ENGL 847 or ESL 400; Prerequisite(s): None. Description: Survey of film masterpieces from the early 1900's to the present with emphasis on structure of film and the technique of film making. Screening of films followed by discussion and reading exercise students' abilities to think, speak and write critically about films and their historical context. Transfer: CSU: C1, C2, UC. (IGETC: 3A)

LIT. 442 FILM STUDY AND APPRECIATION

Units (Grade Option) 3; Class Hours: Minimum of 48 lecture hours/semester; Recommended: Eligibility for READ 836 and ENGL 836; or ENGL 847 or ESL 400; Prerequisite(s): None. Description: Film study and appreciation with a focus on one area of study: i.e., one period, genre, director, national cinema, chosen from film history. Screening of films followed by discussion, reading, and writing, with emphasis on students' abilities to think, speak and write critically about films. Transfer: CSU: C1, C2, UC. (IGETC: 3A)

READING**READ 826 READING IMPROVEMENT**

Units (Grade Option) 5; Class Hours: Minimum of 80 lecture 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. Units do not apply toward AA/AS degree.

READ 836 ACADEMIC READING STRATEGIES

Units (Grade Option) 3; Class Hours: Minimum of 48 lecture hours/semester; Prerequisite(s): ENGL 827, or READ 826 or ESL 864, or 914, 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 ENGL 847 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, students 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 (Letter grade) 5; Class Hours: Minimum of 80 lecture/16 by arrangement lab hours/semester; Prerequisite(s): ESL 844 or 924, 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 ESL 400 qualifies students for entrance into ENGL 100. Transfer: CSU, UC.

ESL 800 ESL PREPARATORY COURSE

Units (Letter grade) 5; Class Hours: Minimum of 80 lecture hours/semester; Basic Skills Level: Open Curriculum; Prerequisite(s): None. 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 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 speakers 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 808 INTEGRATED GRAMMAR REVIEW

Units (Letter grade) 3; Class Hours: Minimum of 48 lecture hours/semester; Basic Skills Level: Open Curriculum; Prerequisite(s): ESL 821 and 841, or ESL 921, 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 in reading, writing, listening/speaking skills of standard English in an academic context. Units do not apply toward AA/AS degree.

ESL 830 ESL FOR CHILD DEVELOPMENT

Units (Letter grade) 2; Class Hours: Minimum of 32 lecture hours/semester; Basic Skills Level: Open Curriculum; Prerequisite(s): None; Corequisite(s): Concurrent enrollment in ECE. 201. Courses are linked for language support purposes only. Description: Academic language support for ESL students taking ECE. 201, Child Development in Spanish; Development of vocabulary, oral communication and writing skills in preparation for taking English-only ECE. courses. ESL 922 is recommended. Units do not apply toward AA/AS degree.

ESL 836 ENGLISH PRONUNCIATION

Units (Letter grade) 2; Class Hours: Minimum of 32 lecture/8 by arrangement online lab hours/semester; Basic Skills Level: Open Curriculum; Prerequisite(s): None. Description: This is a course for students whose native language is other than English. It is designed to ear train participants to American intonation and pronunciation. There is additional attention to analysis of pronunciation of language related to academic disciplines and vocational areas. Units do not apply toward AA/AS degree.

ESL 837 INTERMEDIATE VOCABULARY DEVELOPMENT

Units (Letter grade) 2; Class Hours: Minimum of 32 lecture/8 by arrangement lab hours/semester; Basic Skills Level: Open Curriculum; Prerequisite(s): ESL 821 or 831 or 841 or 861 or 911 or 921. 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 related to academic disciplines and vocational areas. Units do not apply toward AA/AS degree.

ESL 839 ADVANCED VOCABULARY DEVELOPMENT

Units (Letter grade) 2; Class Hours: Minimum of 32 lecture/8 by arrangement online lab hours/semester; Basic Skills Level: Open Curriculum; Prerequisite(s): ESL 837. Description: Students build on word analysis skills learned in ESL 837 to expand vocabulary and use strategies for understanding new words from context. There is more analysis of word parts and further study of key vocabulary via domains and concepts related to academic disciplines and vocational areas. Units do not apply toward AA/AS degree.

ESL 840 ESL FOR ECE. PRINCIPLES

Units (Letter grade) 2; Class Hours: Minimum of 32 lecture hours/semester; Basic Skills Level: Open Curriculum; Prerequisite(s): None; Corequisite(s): Concurrent enrollment in ECE. 210. Courses are linked for language support purposes only. **Description:** Academic language support for ESL students taking ECE. 210, Principles for Early Childhood Education in Spanish; Development of vocabulary, oral communication and writing skills in preparation for taking English-only ECE. courses. ESL 922 is recommended. Units do not apply toward AA/AS degree.

ESL 860 ESL FOR CHILD, FAMILY AND COMMUNITY

Units (Letter grade) 2; Class Hours: Minimum of 32 lecture hours/semester; Basic Skills Level: Open Curriculum; Prerequisite(s): None; Corequisite(s): Concurrent enrollment in ECE. 212. Courses are linked for language support purposes only. **Description:** Academic language support for ESL students taking ECE. 212, Child Family and Community in Spanish; Development of vocabulary, oral communication and writing skills in preparation for taking English-only ECE. courses. ESL 922 is recommended. Units do not apply toward AA/AS degree.

ESL 901 LANGUAGE SKILLS FOR WORKFORCE CAREERS I

Units (Letter grade) 3; Class Hours: Minimum of 48 lecture hours/semester; Basic Skills Level: Open Curriculum; Prerequisite(s): None. **Description:** Students learn grammar, reading, writing, speaking, listening language and vocabulary skills at the high-beginning level necessary to study specific career areas. Units do not apply toward AA/AS degree.

ESL 911 READING AND LISTENING-SPEAKING I

Units (Letter grade) 5; Class Hours: Minimum of 80 lecture/16 by arrangement online lab hours/semester; Basic Skills Level: Open Curriculum; Prerequisite(s): ESL 800 or placement by College ESL Placement Test. **Description:** Equivalent to ESL 831 and 861. Introduces students to high beginning integrated practice in reading, speaking and listening for academic English. Special attention is paid to high beginning vocabulary and comprehension of original authentic readings and lectures. Units do not apply toward AA/AS degree.

ESL 912 READING AND LISTENING-SPEAKING II

Units (Letter grade) 5; Class Hours: Minimum of 80 lecture/16 by arrangement online lab hours/semester; Basic Skills Level: Open Curriculum; Prerequisite(s): ESL 831 and 861, or ESL 911, or placement by College ESL Placement Test. **Description:** Equivalent to ESL 832 and 862. Introduces students to low intermediate integrated practice in reading, speaking and listening for academic English. Special attention is paid to intermediate vocabulary and comprehension of original authentic readings and lectures. Units do not apply toward AA/AS degree.

ESL 913 READING AND LISTENING-SPEAKING III

Units (Letter grade) 5; Class Hours: Minimum of 80 lecture/16 by arrangement online lab hours/semester; Basic Skills Level: Open Curriculum; Prerequisite(s): ESL 832 and 862, or ESL 912, or placement by College ESL Placement Test. **Description:** Equivalent to ESL 833 and 863. Introduces students to high intermediate integrated practice in reading, speaking and listening for academic English.

Special attention is paid to advanced vocabulary and comprehension of original authentic readings and lectures. The course is designed to prepare students for college-level entry courses. Units do not apply toward AA/AS degree.

ESL 914 READING AND LISTENING-SPEAKING IV

Units (Letter grade) 5; Class Hours: Minimum of 80 lecture/16 by arrangement online lab hours/semester; Basic Skills Level: Open Curriculum; Prerequisite(s): ESL 833 and 863, or ESL 913, or placement by College ESL Placement Test. **Description:** Equivalent to ESL 834 and 864. Introduces students to low advanced integrated practice in reading, speaking and listening for academic English. Special attention is paid to advanced vocabulary and comprehension of original authentic readings and lectures. The course is designed to prepare students for college-level entry courses. Units do not apply toward AA/AS degree.

ESL 921 GRAMMAR AND WRITING I

Units (Letter grade) 5; Class Hours: Minimum of 80 lecture/16 by arrangement online lab hours/semester; Basic Skills Level: Open Curriculum; Prerequisite(s): ESL 800 or placement by College ESL Placement Test. **Description:** Equivalent to ESL 821 and 841. Introduces students to grammar and writing skills at the high-beginning level. Special attention is paid to grammar terminology for the purpose of editing student writing. Units do not apply toward AA/AS degree.

ESL 922 GRAMMAR AND WRITING II

Units (Letter grade) 5; Class Hours: Minimum of 80 lecture/16 by arrangement online lab hours/semester; Basic Skills Level: Open Curriculum; Prerequisite(s): ESL 821 and 841, or ESL 921, or placement by College ESL Placement Test. **Description:** Equivalent to ESL 822 and 842. Introduces students to grammar and writing skills at the low-intermediate level. Special attention is paid to grammar terminology for the purpose of editing student writing. Units do not apply toward AA/AS degree.

ESL 923 GRAMMAR AND WRITING III

Units (Letter grade) 5; Class Hours: Minimum of 80 lecture/16 by arrangement online lab hours/semester; Basic Skills Level: Open Curriculum; Prerequisite(s): ESL 822 and 842, or ESL 922, or placement by College ESL Placement Test. **Description:** Equivalent to ESL 823 and 843. Introduces students to writing skills at the high-intermediate level. Special attention is paid to grammar terminology for the purpose of editing student writing. Units do not apply toward AA/AS degree.

ESL 924 GRAMMAR AND WRITING IV

Units (Letter grade) 5; Class Hours: Minimum of 80 lecture/16 by arrangement online lab hours/semester; Basic Skills Level: Open Curriculum; Prerequisite(s): ESL 823 and 843, or ESL 923, or placement by College ESL Placement Test. **Description:** Equivalent to ESL 824 and 844. Introduces students to grammar and writing skills at the low-advanced level. Special attention is paid to grammar terminology for the purpose of editing student writing. Units do not apply toward AA/AS degree.

ENVIRONMENTAL SCIENCE AND TECHNOLOGY

ENVS 115 ENVIRONMENTAL SCIENCE

Units (Letter grade) 3; Class Hours: Minimum of 48 lecture hours/semester; Recommended: Eligibility for ENGL 100; Prerequisite(s): None. **Description:** Introduction to environmental issues from a scientific perspective, focusing on physical, chemical, and biological processes within the Earth system, the interaction between humans and these processes, and the role of science in finding sustainable solutions. Topics include contemporary environmental issues related to resource use, pollution, and human population growth. Transfer: CSU, UC.

ENVIRONMENTAL TECHNOLOGY

ENVT 105 INTRODUCTION TO RECYCLING AND RESOURCE MANAGEMENT

Units (Letter grade) 3; Class Hours: Minimum of 48 lecture hours/semester; Recommended: Eligibility for READ 836 and ENGL 836; or ENGL 847 or ESL 400; Prerequisite(s): None. **Description:** Introduction to the general terminology and principles regarding waste, recycling, resource management and Zero Waste. The history of waste and resource management in California, including residential, commercial and institutional reuse, recycling, and composting programs, is addressed. An overview of national, state, and local legislation and regulations related to waste and resource management and recycling is provided. The course covers waste diversion practices such as reduce, reuse, recycle, and also introduces principles in recovery, remanufacturing and repurchasing. Transfer: CSU.

ENVT 106 CULTURE AND ZERO WASTE

Units (Letter grade) 3; Class Hours: Minimum of 48 lecture hours/semester; Recommended: Eligibility for READ 836 and ENGL 836; or ENGL 847 or ESL 400; Prerequisite(s): None. **Description:** Provides an overview of our "throw-away" culture and the motivations behind consumerism and related waste disposal practices. Key issues of the course include carbon footprint, plastics in our environment, consumer laws and cultural mindsets. The course identifies key government agencies and policies and how to collaborate and obtain funding for outreach. Environmental educational skills, programs, and methods are reviewed. Case studies of successful youth campaigns are explored and the basics of establishing strong youth educational programs examined. Transfer: CSU.

ENVT 107 RESOURCE MANAGEMENT AND ZERO WASTE FOR COMMUNITIES

Units (Letter grade) 3; Class Hours: Minimum of 48 lecture hours/semester; Recommended: Eligibility for READ 836 and ENGL 836; or ENGL 847 or ESL 400; Prerequisite(s): None. **Description:** Identifies how resource management and Zero Waste policies and programs are developed within a community, what type of planning and facilities are needed, and how to finance the systems. Students also review sample sustainability and zero waste plans and discuss different approaches

communities have taken to developing Zero Waste goals. Students also learn about tools for local government, best practices for RFPs (Request for Proposals) and contracts, understanding enforcement options, design of resource recovery parks, performance reporting and financial records, Extended Producer Responsibility and Local Producer Responsibility policies and programs, bans, rules and incentives, and local markets and uses for discarded resources. Transfer: CSU.

ENVT 108 RESOURCE MANAGEMENT AND ZERO WASTE IN BUSINESS

Units (Letter grade) 3; Class Hours: Minimum of 48 lecture hours/semester; Recommended: Eligibility for READ 836 and ENGL 836; or ENGL 847 or ESL 400; Prerequisite(s): None. **Description:** Provides hands-on applications and tools for businesses to design, implement and oversee waste reduction and resource management programs. Reviews a variety of best practices for successful waste diversion and recovery in businesses, detailing how businesses can implement those practices to achieve Zero Waste. Examination of case studies are used to demonstrate how different companies have implemented successful waste diversion and sustainability programs, including triple bottom line business practices. This course also provides students with an understanding of how to plan and implement commercial food and organics programs. Transfer: CSU.

ETHNIC STUDIES

(See individual courses)

DRAM 160 LATIN AMERICAN THEATRE

ECE. 212 CHILD, FAMILY, AND COMMUNITY

ECE. 254 TEACHING IN A DIVERSE SOCIETY

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 247 WOMEN IN U.S. HISTORY

HIST 422 MODERN LATIN AMERICA

HIST 451 FAR EASTERN CIVILIZATION AND HERITAGE I

HIST 452 FAR EASTERN CIVILIZATION AND HERITAGE II

LIT. 200 AMERICAN LITERATURE

LIT. 252 WOMEN WRITERS: MULTICULTURAL PERSPECTIVES

LIT. 266 BLACK LITERATURE

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

PLSC 310 CALIFORNIA STATE AND LOCAL GOVERNMENT

PSYC 106 PSYCHOLOGY OF PREJUDICE AND DISCRIMINATION

SOCI 141 ETHNICITY AND RACE IN SOCIETY

SPAN 150 SPANISH FOR HERITAGE SPEAKERS I

SPAN 152 SPANISH FOR HERITAGE SPEAKERS II

SPAN 161 LATINO LITERATURE I

SPAN 162 LATINO LITERATURE II

FASHION DESIGN AND MERCHANDISING

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 ENGL 847 or ESL 400; Prerequisite(s): None. **Description:** An overview of design principles and elements used in fashion to create effective and successful garment designs. Focus is on the recognition, analysis and evaluation of good design in both ready to wear 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 ENGL 847 or ESL 400; Prerequisite(s): None. **Description:** Designed to provide 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 ENGL 847 or ESL 400; Prerequisite(s): None. **Description:** An overview of various pattern alteration techniques for skirts and bodices based on individual figure variations. Techniques examine sizing methods, ease assessment, fabric variability, and the identification of figure variations. 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 ENGL 847 or ESL 400; Prerequisite(s): None. **Description:** An introduction to the study of natural and chemical fibers, yarns, weaving, finishing, and dyeing. Students will also analyze methods used for purchasing and caring for clothing. Transfer: CSU, UC.

FASH 115 INTERMEDIATE CLOTHING CONSTRUCTION

Units (Grade Option) 3; Class Hours: Minimum of 48 lecture/16 by arrangement lab hours/semester; Recommended: Eligibility for READ 836 and ENGL 836; or ENGL 847 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 ENGL 847 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 ENGL 847 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 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 ENGL 847 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 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 ENGL 847 or ESL 400; Prerequisite(s): None. **Description:** This course is an introduction to the fashion industry. Students analyze trends and manufacturing techniques and their implications for fashion. Terminology, careers, and job responsibilities applicable to the fashion industry are covered. Transfer: CSU.

FASH 132 TROUSER CONSTRUCTION

Units (Grade Option) 1; Class Hours: Minimum of 16 lecture hours/semester; Recommended: Eligibility for READ 836 and ENGL 836; or ENGL 847 or ESL 400; Prerequisite(s): None. **Description:** Learn techniques used for pants construction. Topics include fly front zippers, various waistline treatments, various pocket techniques, linings, underlinings, hems and cuffs. Transfer: CSU.

FASH 133 COPYING READY-TO-WEAR

Units (Grade Option) 1; Class Hours: Minimum of 16 lecture hours/semester; Recommended: Eligibility for READ 836 and ENGL 836; or ENGL 847 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. Basic sewing skills recommended. Transfer: CSU.

FASH 134 BEGINNING MILLINERY

Units (Grade Option) 1; Class Hours: Minimum of 16 lecture hours/semester; Recommended: Eligibility for READ 836 and ENGL 836; or ENGL 847 or ESL 400; Prerequisite(s): None. **Description:** Introduction to methods of designing and constructing millinery. Fundamental techniques of hat design and construction including blocking and

shaping straw, buckram, and fabric using traditional wooden hat blocks. 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 ENGL 847 or ESL 400; Prerequisite(s): None. Description: The use of the serger sewing machine for creating a variety of seams and functional and decorative edge finishes used in the construction of garments. Students explore tension, stitch formation, threading and maintenance.

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 ENGL 847 or ESL 400; Prerequisite(s): None. Description: An overview of designer details in ready-to-wear fashion and application of these techniques in clothing construction. Learn to design and sew garments with unique collars, sleeves, pockets, and hems. Changing components of a garment for different designs is a focus of the class. 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 ENGL 847 or ESL 400; Prerequisite(s): None. Description: A survey course of fashions of Western civilization from ancient cultures to the present day. Students analyze fashion trends as influenced by cultural, 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 ENGL 847 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 ENGL 847 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 ENGL 847 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 ENGL 847 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 166 FASHION ENTREPRENEURSHIP

Units (Grade Option) 3; Class Hours: Minimum of 48 lecture hours/semester; Recommended: Eligibility for READ 836 and ENGL 836; or ENGL 847 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 ENGL 847 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 ENGL 847 or ESL 400; Prerequisite(s): None. Description: This course is an overview of designing clothing on a dress form. Students use this 3-dimensional design process to create patterns for original designs. The translation of fashion ideas from design principles while draping with muslin to finished garments are also examined. 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 ENGL 847 or ESL 400; Prerequisite(s): None. Description: 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. Basic sewing skills recommended. 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 ENGL 847 or ESL 400; Prerequisite(s): None. **Description:** Learn techniques for measuring and drafting a basic pantsloper. 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 ENGL 847 or ESL 400; Prerequisite(s): None. **Description:** Introduction to the proper pattern work 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. Basic sewing skills recommended. Transfer: CSU.

FASH 173 LINGERIE DESIGN AND CONSTRUCTION

Units (Grade Option) 1; Class Hours: Minimum of 16 lecture hours/semester; Recommended: Eligibility for READ 836 and ENGL 836; or ENGL 847 or ESL 400; Prerequisite(s): FASH 110 or basic sewing skills. **Description:** Learn about the world of lingerie encompassing intimate apparel and loungewear and gain a knowledge base of appropriate fabrics and construction techniques specific to creating lingerie. 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 ENGL 847 or ESL 400; Prerequisite(s): FASH 164 or equivalent. **Description:** 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 will also be covered. Transfer: CSU.

FASH 178 COMPUTERIZED PATTERN GRADING

Units (Grade Option) 1; Class Hours: Minimum of 16 lecture hours/semester; Recommended: Eligibility for READ 836 and ENGL 836; or ENGL 847 or ESL 400; Prerequisite(s): FASH 163. **Description:** Learn how to use PAD, 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 hours/semester; Recommended: Eligibility for READ 836 and ENGL 836; or ENGL 847 or ESL 400; Prerequisite(s): FASH 118 or equivalent. **Description:** This course is designed to teach PAD, a professional computerized pattern development software, to draft and develop patterns for original designs. Students have the opportunity to develop patterns as used in the apparel industry, as well as learn the process

of digitizing and plotting patterns using PAD software and hardware. Transfer: CSU.

FASH 195 PORTFOLIO DEVELOPMENT

Units (Grade Option) 1; Class Hours: Minimum of 16 lecture hours/semester; Recommended: Eligibility for READ 836 and ENGL 836; or ENGL 847 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 (Letter grade) 1; Class Hours: Minimum of 16 lecture hours/semester; Recommended: Eligibility for READ 836 and ENGL 836; or ENGL 847 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 hours/semester; Recommended: Eligibility for READ 836 and ENGL 836; or ENGL 847 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 (Letter grade) 3; Class Hours: Minimum of 48 lecture hours/semester; Recommended: Eligibility for READ 836 and ENGL 836; or ENGL 847 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 ENGL 847 or ESL 400; Prerequisite(s): None. **Description:** Provides students with an overview of the apparel production cycle: how apparel products are designed, created, and distributed. Students analyze garment design and construction features in order to understand their relationship to apparel cost and quality. Style terminology, sizing, price points, fabric choices, sustainability and other factors in apparel production are also discussed. 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 ENGL 847 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 hours/semester; Recommended: Eligibility for READ 836 and ENGL 836; or ENGL 847 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.

GEOGRAPHY**GEOG 100 PHYSICAL GEOGRAPHY**

Units (Grade Option) 3; Class Hours: Minimum of 48 lecture hours/semester; Recommended: Eligibility for READ 836 and ENGL 836; or ENGL 847 or ESL 400; Prerequisite(s): None. **Description:** Physical geography covers the interrelationships among people, technology, and the natural environment. Geographic concepts and processes examined are: maps, earth's grid, seasons, time zones, weather and climate, soils and vegetation, ocean currents, and land forms. Field trip may be required. Transfer: CSU: B1, UC. (IGETC: 5A)

GEOG 110 CULTURAL GEOGRAPHY

Units (Grade Option) 3; Class Hours: Minimum of 48 lecture hours/semester; Recommended: Eligibility for READ 836 and ENGL 836; or ENGL 847 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)

GEOLOGY**GEOL 100 INTRODUCTION TO GEOLOGY**

Units (Grade Option) 3; Class Hours: Minimum of 48 lecture hours/semester; Recommended: Eligibility for READ 836 and ENGL 836; or ENGL 847 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, UC. (IGETC: 5A)

GEOL 101 GEOLOGY LABORATORY

Units (Grade Option) 1; Class Hours: Minimum of 48 lab hours/semester; Recommended: Eligibility for READ 836 and ENGL 836; or ENGL 847 or ESL 400; Prerequisite(s): Completion of, or concurrent enrollment in GEOL 100. **Description:** Identification of common earth materials such as minerals, soils, and rocks. Investigation of geologic processes, including plate tectonics, earthquakes, and mountain building. Includes studies of surficial processes including rivers, groundwater, glaciers, and landslides. General investigation of geologic time and the history of the Earth. Field trips may be required. Transfer: CSU: B3 (only if GEOL 100 is successfully completed prior to or concurrently with GEOL 101), UC. (IGETC: 5C*)

HEALTH SCIENCE**HSCI 100 GENERAL HEALTH SCIENCE**

Units (Letter grade) 3; Class Hours: Minimum of 48 lecture hours/semester; Recommended: Eligibility for READ 836 and ENGL 836; or ENGL 847 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 (Letter grade) 1; Class Hours: Minimum of 16 lecture hours/semester; Recommended: Eligibility for READ 836 and ENGL 836; or ENGL 847 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. Emphasis is placed on applying information to personal life. Transfer: CSU: E1.

HSCI 105 COMMUNICABLE DISEASE

Units (Letter grade) 1; Class Hours: Minimum of 16 lecture hours/semester; Recommended: Eligibility for READ 836 and ENGL 836; or ENGL 847 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 115 INTRODUCTION TO HEALTH CARE AND THE HEALTH PROFESSIONS

Units (Letter grade) 3; Class Hours: Minimum of 48 lecture hours/semester; Recommended: Eligibility for READ 836 and ENGL 836; or ENGL 847 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 116 WOMEN'S HEALTH ISSUES

Units (Letter grade) 3; Class Hours: Minimum of 48 lecture hours/semester; Recommended: Eligibility for READ 836 and ENGL 836; or ENGL 847 or ESL 400, and MATH 110 or 111; Prerequisite(s): None. Description: This course serves as an introduction to issues related to women's health. Studies include the physiology of female reproductive cycles, contraception, pregnancy and menopause, as well as the psychological and sociological impacts of these life stages on women. The affect of diet, physical fitness and disease on the physical and mental well-being of women are also considered. Transfer: CSU: E1, UC.

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 ENGL 847 or ESL 400; Prerequisite(s): None. Description: This course provides training in basic first aid skills. Upon completion, student may obtain certification. Transfer: CSU: E1, UC*.

HSCI 432 CPR: ADULT, CHILD, INFANT FOR HEALTHCARE PROVIDERS

Units (Pass/No Pass) 0.5; Class Hours: Minimum of 8 lecture hours/semester; Recommended: Eligibility for READ 836 and ENGL 836; or ENGL 847 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. Training in the use of automatic external defibrillators is also included. Upon completion, student may obtain certification. A \$16.00 fee is due at time of class for book and registration card. Transfer: CSU, UC*.

HSCI 480 PHLEBOTOMY

Units (Letter grade) 3; Class Hours: Minimum of 48 lecture hours/semester; Recommended: Eligibility for READ 836 and ENGL 836; or ENGL 847 or ESL 400, and MATH 110 or 111; Prerequisite(s): None; Corequisite(s): Concurrent enrollment in HSCI 481. Description: Prepares the student for certification as a Phlebotomy Technician I by providing an overview of the role of a phlebotomist, the purpose for drawing blood, phlebotomy skin punctures and venipuncture

techniques and equipment, medical/legal considerations, safety and infection control and the phlebotomist as a member of the health care team. Students complete 48 hours of classroom training, which includes technical skills training. Transfer: CSU.

HSCI 481 PHLEBOTOMY EXTERNSHIP

Units (Pass/No Pass) 1; Class Hours: Minimum of 48 lab hours/semester; Recommended: Eligibility for READ 836 and ENGL 836; or ENGL 847 or ESL 400, and MATH 110 or 111; Prerequisite(s): None; Corequisite(s): Concurrent enrollment in HSCI 480. Description: Provides the student with required hours of clinical experience needed to qualify for certification in the State of CA as a Phlebotomy Technician I. Students complete at least 50 venipunctures and 10 skin punctures in a clinical situation. Transfer: CSU.

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 ENGL 847 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. See schedule of classes for course description.

HISTORY**HIST 100 HISTORY OF WESTERN CIVILIZATION I**

Units (Grade Option) 3; Class Hours: Minimum of 48 lecture hours/semester; Recommended: Eligibility for ENGL 110; 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: Mesopotamian, Ancient Egypt, the Hebrews, the Minoans, 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

Units (Grade Option) 3; Class Hours: Minimum of 48 lecture hours/semester; Recommended: Eligibility for ENGL 110; Prerequisite(s): None. Description: Explores the history of Western Civilization from 1500 to the present. The focus is on examining and analyzing the historical trajectories European societies followed out of the Middle Ages to the modern world. Topics include the Renaissance, the Protestant Reformation, the Scientific Revolution, the Age of Exploration and Conquest, the Atlantic exchange, absolutism, constitutionalism, the Enlightenment, the Age of Revolution, industrialization, modern nationalism, imperialism, World War I, World War II, and post-war Europe. Intellectual, art, gender, and class history are integrated throughout the course. Transfer: CSU: C2, UC. (IGETC: 3B)

HIST 104 WORLD HISTORY I

Units (Grade Option) 3; Class Hours: Minimum of 48 lecture hours/semester; Recommended: Eligibility for ENGL 110; Prerequisite(s): None. Description: Explores the origins and development of diverse societies and civilizations of the world from the Paleolithic era through 1500. The focus of this class is on examining and analyzing the ways

in which the world's peoples and societies compare, connect and/or diverge. Broad themes and major turning points, such as migration, trade, state-building, the Neolithic Revolution, and the development of the first civilizations, lead us to raise questions about the nature of the human experience both past and present. Transfer: CSU: C2 & DSI, UC. (IGETC: 3B, 4)

HIST 106 WORLD HISTORY II

Units (Grade Option) 3; Class Hours: Minimum of 48 lecture hours/semester; Recommended: Eligibility for ENGL 110; Prerequisite(s): None. **Description:** This course explores diverse civilizations and societies of the Middle East, Africa, Asia, Europe, Oceania and the Americas from 1500 to the present. The focus of this class is on examining and analyzing the ways in which the world's peoples and societies compare, connect and/or diverge. Themes such as imperialism, industrialization, globalization, and the environment are examined, as well as cross-cutting global phenomena and ideas, such as race and racial difference, nationalism, and feminism. Transfer: CSU: C2 & DSI, UC. (IGETC: 3B, 4)

HIST 201 U.S. HISTORY THROUGH 1877

Units (Grade Option) 3; Class Hours: Minimum of 48 lecture hours/semester; Recommended: Eligibility for ENGL 110; Prerequisite(s): None. **Description:** Explores U.S. history from pre-Columbian times to 1877. The focus is on the political, economic, social and cultural forces that have shaped the nation and the varied experiences and contributions of the diverse peoples of America. Topics covered include indigenous cultures, European colonization, the American Revolution, Constitution, American institutions, slavery and the Civil War and Reconstruction. Transfer: CSU: DUS-1, DUS-2 & DSI, UC. (IGETC: 3B, 4)

HIST 202 U.S. HISTORY FROM 1877 TO THE PRESENT

Units (Grade Option) 3; Class Hours: Minimum of 48 lecture hours/semester; Recommended: Eligibility for ENGL 110; Prerequisite(s): None. **Description:** Explores U.S. history from 1877 to the present day. The focus is on the political, economic, social and cultural forces that have shaped the modern nation and the varied experiences and contributions of the diverse peoples of America. Topics covered include the Gilded Age, "roaring 20s," Great Depression, World Wars, the sixties, the Reagan era, the War on Terror and the Obama presidency. Transfer: CSU: DUS-1, DUS-2 & DSI, UC. (IGETC: 3B, 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 ENGL 847 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, 4)

HIST 243 AFRICAN HISTORY

Units (Grade Option) 3; Class Hours: Minimum of 48 lecture hours/semester; Recommended: Eligibility for ENGL 100; Prerequisite(s): None. **Description:** Analyzes African history from earliest civilizations to present. A broad thematic course, African History is focused on social, political, economic, environmental, and cultural forces that shape the African continent. Emphasis is placed on the slave trade, colonialism, imperialism, nationalism, independence. The AIDS crisis, globalization, ethnicity, gender, sexual orientation, and conflict are also discussed. Transfer: CSU: C2 & DSI.

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 ENGL 847 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, 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 ENGL 847 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, 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 ENGL 847 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. (Fulfills Associate degree Ethnic Studies requirement.) Transfer: CSU: C2 & DSI, UC. (IGETC: 3B, 4)

HIST 422 MODERN LATIN AMERICA

Units (Grade Option) 3; Class Hours: Minimum of 48 lecture hours/semester; Recommended: Eligibility for ENGL 110; Prerequisite(s): None. **Description:** This course explores and analyzes the history of Latin America from independence to the present. The focus is on the social, political, economic and cultural developments that make Latin America unique. Themes such as nation-building, neocolonialism, democracy and dictatorship, social revolution, African and indigenous cultures, women and gender, the Cold War, globalization and relations with the United States and the world are all considered. (Fulfills Associate degree Ethnic Studies requirement.) Transfer: CSU: DSI, UC. (IGETC: 3B, 4)

HIST 451 FAR EASTERN CIVILIZATION AND HERITAGE I

Units (Grade Option) 3; Class Hours: Minimum of 48 lecture hours/semester; Recommended: Eligibility for ENGL 110; 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 ENGL 110; 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)

HIST 455 MIDDLE EASTERN HISTORY

Units (Grade Option) 3; Class Hours: Minimum of 48 lecture hours/semester; Recommended: Eligibility for ENGL 100; Prerequisite(s): None. **Description:** Explores and analyzes the history of the Middle East beginning with ancient civilizations, a focus is placed on the period between 600 CE and the present. Subjects include: Golden Era of Islam, Ottoman Empire, Middle East since WWI, Arab nationalism, Zionism, Israel, regional differences, conflict, international geopolitics, oil, economics, religion, gender, ethnicity, and sexual orientation, art, literature, and contemporary events. Transfer: CSU: C2 & DSI, UC. (IGETC: 3B, 4)

HUMAN SERVICES**HMSV 100 INTRODUCTION TO HUMAN SERVICES**

Units (Letter grade) 3; Class Hours: Minimum of 48 lecture hours/semester; Recommended: Eligibility for READ 836 and ENGL 836; or ENGL 847 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 (Letter grade) 3; Class Hours: Minimum of 48 lecture hours/semester; Recommended: Eligibility for READ 836 and ENGL 836; or ENGL 847 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 (Letter grade) 3; Class Hours: Minimum of 48 lecture hours/semester; Recommended: Eligibility for READ 836 and ENGL 836; or ENGL 847 or ESL 400; Prerequisite(s): None. **Description:** An introductory course that familiarizes students with the basic concepts and skills of case management. Course covers philosophy, ethics, concepts, assessment, documentation, recordkeeping, plan development, linking to community agencies, services monitoring, and an overview of benefits programs. Designed to provide students with knowledge and skills that can be applied to a variety of Human Service settings. Transfer: CSU.

HMSV 120 PUBLIC ASSISTANCE AND BENEFITS PROGRAM

Units (Letter grade) 1; Class Hours: Minimum of 16 lecture hours/semester; Recommended: Eligibility for READ 836 and ENGL 836; or ENGL 847 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 160 SERVING DIVERSE POPULATIONS

Units (Letter grade) 3; Class Hours: Minimum of 48 lecture hours/semester; Recommended: Eligibility for READ 836 and ENGL 836; or ENGL 847 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 (Letter grade) 1; Class Hours: Minimum of 16 lecture hours/semester; Recommended: Eligibility for READ 836 and ENGL 836; or ENGL 847 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 services, 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. Transfer: CSU.

HMSV 262 INTRODUCTION TO FAMILY SUPPORT: BUILDING RESPECTFUL PARTNERSHIPS (Also ECE. 262)

Units (Letter grade) 3; Class Hours: Minimum of 48 lecture/8 by arrangement lab hours/semester; Recommended: Eligibility for READ 836 and ENGL 836; or ENGL 847 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 (Letter grade) 3; Class Hours: Minimum of 48 lecture/8 by arrangement lab hours/semester; Recommended: Eligibility for READ 836 and ENGL 836; or ENGL 847 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 (Letter grade) 1.5; Class Hours: Minimum of 24 lecture hours/semester; Recommended: Eligibility for READ 836 and ENGL 836; or ENGL 847 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. Transfer: CSU.

HMSV 266 FAMILY DEVELOPMENT PORTFOLIO, PART II

Units (Letter grade) 1.5; Class Hours: Minimum of 24 lecture hours/semester; Recommended: Eligibility for READ 836 and ENGL 836; or ENGL 847 or ESL 400; Prerequisite(s): None. Description: 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. Transfer: CSU.

INTERDISCIPLINARY STUDIES

IDST 100 SUSTAINABILITY: PEOPLE, PLANET, PROFITS

Units (Grade Option) 3; Class Hours: Minimum of 48 lecture hours/semester; Recommended: Eligibility for READ 836 and ENGL 836; or ENGL 847 or ESL 400; Prerequisite(s): None. Description: This multidimensional course explores the social, cultural, economic, and ecological issues related to sustainability. Examines the earth's systems, sustainability in practice, and the shared responsibility for the future. Students engage in collaborative interdisciplinary groups to research and evaluate the systems in our region and present their analyses in both written and oral forms. 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 ENGL 847 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 hours/semester; Recommended: Eligibility for READ 836 and ENGL 836; or ENGL 847 or ESL 400; Prerequisite(s): None. Description: Introduces students to the analytical and creative tools designers use to make design 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 hours/semester; Recommended: Eligibility for READ 836 and ENGL 836; or ENGL 847 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 hours/semester; Recommended: Eligibility for READ 836 and ENGL 836; or ENGL 847 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 148 COLOR AND DESIGN

Units (Grade Option) 3; Class Hours: Minimum of 48 lecture hours/semester; Recommended: Eligibility for READ 836 and ENGL 836; or ENGL 847 or ESL 400; Prerequisite(s): None. **Description:** Basic color theories and their application to design are studied in depth. Exploration of the impact of history, global and cultural influences, the effect of environment, and the psychological implications related to the application and use of color are also included. Students apply these theories and influences to appropriate projects. Transfer: CSU, UC.

INTD 150 HISTORY OF INTERIORS I

Units (Grade Option) 3; Class Hours: Minimum of 48 lecture hours/semester; Recommended: Eligibility for READ 836 and ENGL 836; or ENGL 847 or ESL 400; Prerequisite(s): None. **Description:** Examination of the history and design of Western architecture, interiors, and furniture from ancient Egypt to the 19th Century. Other topics include the influence of historical periods on today's design. Transfer: CSU: C1, UC.

INTD 151 HISTORY OF INTERIORS II

Units (Grade Option) 3; Class Hours: Minimum of 48 lecture hours/semester; Recommended: Eligibility for READ 836 and ENGL 836; or ENGL 847 or ESL 400; Prerequisite(s): None. **Description:** Examination of the history and the global, social, cultural, and political influences on design of Western and non-Western architecture, interiors, and furniture from the beginning of the 19th Century to the present time, and their impact on current design trends. Transfer: CSU:C1, UC.

INTD 175 SPACE PLANNING AND DESIGN

Units (Grade Option) 3; Class Hours: Minimum of 48 lecture hours/semester; Recommended: Eligibility for READ 836 and ENGL 836; or ENGL 847 or ESL 400; Prerequisite(s): ARCH 110 and INTD 115. **Description:** Development of functional and aesthetic design concepts and requirements, including programming, space planning and organization, and design development, based on human needs and standards as applied to interior environments. Applicable codes, special needs of clients, universal design, sustainability, and environmental concerns are included. Transfer: CSU.

INTD 250 PROFESSIONAL PRACTICES FOR INTERIOR DESIGNERS

Units (Grade Option) 3; Class Hours: Minimum of 48 lecture hours/semester; Recommended: Eligibility for READ 836 and ENGL 836; or ENGL 847 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 ENGL 847 or ESL 400; Prerequisite(s): ARCH 110. **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 hours/semester; Recommended: Eligibility for READ 836 and ENGL 836; or ENGL 847 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 hours/semester; Recommended: Eligibility for READ 836 and ENGL 836; or ENGL 847 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 hours/semester; Recommended: Eligibility for READ 836 and ENGL 836; or ENGL 847 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 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 ENGL 847 or ESL 400; Prerequisite(s): ARCH 110, INTD 128 and 175. **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

Units (Grade Option) 3; Class Hours: Minimum of 48 lecture hours/semester; Recommended: Eligibility for READ 836 and ENGL 836; or ENGL 847 or ESL 400; Prerequisite(s): INTD 175. **Description:** Introduction of planning and design of interior spaces related to commercial projects including offices, restaurant dining areas, and retail spaces, among others. Finish materials and furniture suitable for commercial projects are examined and methods of producing presentation drawings and documents are practiced. Current codes and regulations are included in this course. Field trips required. Transfer: CSU.

INTD 356 RESIDENTIAL AND COMMERCIAL CONSTRUCTION

Units (Grade Option) 3; Class Hours: Minimum of 48 lecture hours/semester; Recommended: Eligibility for READ 836 and ENGL 836; or ENGL 847 or ESL 400; Prerequisite(s): ARCH 110. 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 32 lecture/48 lab hours/semester; Recommended: Eligibility for READ 836 and ENGL 836; or ENGL 847 or ESL 400; Prerequisite(s): ARCH 110 and CBOT 430 or equivalent. 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 400 PRINCIPLES OF SUSTAINABLE DESIGN

Units (Grade Option) 3; Class Hours: Minimum of 48 lecture hours/semester; Recommended: Eligibility for READ 836 and ENGL 836; or ENGL 847 or ESL 400; Prerequisite(s): None. Description: Introduction to the principles of sustainability as applied to the built environment, including environmental issues such as energy and water efficiency, resource conservation, indoor environmental quality, evaluation of sustainable products and resources, professional organizations, and local and state government policies. Career exploration is included. Field trips required. Transfer: CSU, UC.

INTD 401 SUSTAINABILITY AND HOME ENERGY ASSESSMENT

Units (Grade Option) 1.5; Class Hours: Minimum of 24 lecture hours/semester; Recommended: Eligibility for READ 836 and ENGL 836; or ENGL 847 or ESL 400; Prerequisite(s): None. Description: An introduction to the study of the building envelope (the exterior components of a house that provide protection from outdoor elements) and the use of diagnostic tools including infrared camera, blower door device, and moisture meters, among others to perform energy assessments in existing residential structures. Marketing strategies for energy efficient homes is explored. Field trip required. Transfer: CSU.

INTD 403 SUSTAINABLE PRACTICES

Units (Grade Option) 3; Class Hours: Minimum of 48 lecture hours/semester; Recommended: Eligibility for READ 836 and ENGL 836; or ENGL 847 or ESL 400; Prerequisite(s): INTD 400 and 401. Description: Provides the opportunity to develop sustainable design projects for the community in commercial, residential, and historic buildings for real clients and locations using the green design principles and codes. Field trips required. Transfer: CSU.

INTD 450 MATERIALS AND FINISHES

Units (Grade Option) 3; Class Hours: Minimum of 48 lecture hours/semester; Recommended: Eligibility for READ 836 and ENGL 836; or ENGL 847 or ESL 400; Prerequisite(s): None. Description: Guidelines for selecting interior finish materials and fabrics for appropriateness, quality, performance, and cost for residential and non-residential appli-

cations. Knowledge of and exposure to properties, uses, applicable laws and codes, environmental and sustainability requirements and concerns are also included. Transfer: CSU.

KINESIOLOGY, ATHLETICS AND DANCE

(Previously Physical Education)

The majority of courses offered by the San Mateo County Community College District are now leveled to show progression from the most fundamental (level 1) to the most advanced (level 4). Course levels can be identified by a .1, .2, .3, or .4 system or by the course title. Course levels may be scheduled simultaneously. Students are advised to enroll initially at the fundamental level (.1) regardless of previous experience and be placed at the appropriate level based on instructor assessment. Adapted Physical Education and intercollegiate sports related courses are not affected by the repeatability legislation.

Kinesiology activity courses are subject to repeatability limitations. Students are now limited to a maximum of four courses per family listed below. If there is more than one course in a particular family, a student may only enroll in a maximum of four total courses within that family. After four courses within a family have been taken, a student has the option to audit should they wish to continue enrolling in courses within that family. Students who audit do not count toward meeting local minimum enrollment requirements. Thus, a class may be cancelled if enough credit seeking students are not enrolled no matter how many students wish to audit. For information about how to audit, students should refer to the audit policy in this catalog.

A course previously taken by a student, prior to course leveling within the identified family will count as a repeat and limit future enrollments of courses within that family to a maximum of four combined. Below is a matrix which identifies the previous courses (based on the 2012-2013 catalog) and the equivalent with levels. This limitation on enrollment applies to all coursework attempted by the student. Students not having previously taken a Kinesiology or Dance activity course may have the opportunity to enroll in courses within a particular family for a maximum of four times.

DANCE

(See repeatability statement listed at the beginning of the Kinesiology, Athletics and Dance section)

NOTICE:

To comply with the new repeatability changes adopted by the State Chancellor's Office, the 13-14 catalog was revised to reflect the new listing of Dance courses.

At this time, it is uncertain if the new Dance courses will apply to Area E of the General Education Worksheets for the Associate degree, CSU GE Breadth Area E and UC transferability. This applies to most Dance courses except for DANC 220 and 391.

The new courses (121.1, 121.2, 121.3, 121.4; 125.1, 125.2, 125.3, 125.4; 130.1, 130.2, 130.3, 130.4; 140.1, 140.2, 140.3, 140.4;

150.1, 151.1, 151.2, 151.3, 151.4, 400.1, 400.2, 400.3 and 400.4) are degree applicable and transferable to CSU campuses, but at this time they cannot be credited toward Area E of the General Education Worksheets for the Associate degree, CSU GE Breadth or UC transfer-

ability. All of the new courses will be submitted for approval in June and as soon as approval notifications come through, the approved courses will be updated to reflect the newly approved areas.

Please see your counselor for more information.

List Of Kinesiology Families Across The District



AQUATICS:	PREVIOUS/EQUIVALENT COURSES(S)	LEVELED/CURRENT COURSES
Aquatic Conditioning Family:	AQUA 127	AQUA 127.1, 127.2, 127.3, 127.4
Resistance Training Family:	AQUA 135	AQUA 135.1, 135.2, 135.3, 135.4
Stroke Skill Development Family:	AQUA 133	AQUA 133.1, 133.2, 133.3, 133.4
Water Polo Family:	AQUA 109	AQUA 109.1, 109.2, 109.3, 109.4
COMBATIVES:	PREVIOUS/EQUIVALENT COURSES(S)	LEVELED/CURRENT COURSES
Karate Family:	COMB 404, 405	COMB 404.1, 404.2, 404.3, 404.4
Self-defense Family:	COMB 401	COMB 401.1, 401.2, 401.3, 401.4
FITNESS:	PREVIOUS/EQUIVALENT COURSES(S)	LEVELED/CURRENT COURSES
Cardiovascular Training Family: (High Impact)	FITN 151, 305, 314; DANC 350	FITN 151 FITN305.1, 305.2, 305.3, 305.4 FITN 314.1, 314.2, 314.3, 314.4 DANC 350.1, 350.2, 350.3, 350.4
Cardiovascular Training Family: (Low Impact)	FITN 123, 127, 134, 199, 301, 303, 304, 308, 312, 320	FITN, 134, FITN 199.1, 199.2, 199.3, 199.4 FITN 301.1, 301.2, 301.3, 301.4 FITN 304.1, 304.2, 304.3, 304.4 FITN 308.1, 308.2, 308.3, 308.4
Cross Training Family:	FITN 110, 112, 117, 118, 119, 166, 235, 400	FITN 112.1, 112.2, 112.3, 112.4 FITN 117, 118, 119 FITN 166.1, 166.2, 166.3, 166.4 FITN 235, 235.1, 235.2, 235.3, 235.4 FITN 400.1, 400.2, 400.3, 400.4
Core Training Family:	FITN 116, 128, 129, 219, 237	FITN 116.1, 116.2, 116.3, 116.4 FITN 128, 129 FITN 219.1, 219.2, 219.3, 219.4 FITN 237.1, 237.2, 237.3, 237.4
Pilates Family:	FITN 124, 335, 339	FITN 335.1, 335.2, 335.3, 335.4
Resistance Training Family:	FITN 122, 201, 202, 205, 206, 207	FITN 122, 201.1, 201.2, 201.3, 201.4 FITN 206
Yoga Family:	FITN 332, 334, 337, 338	FITN 332.1, 332.2, 332.3, 332.4 FITN 334.1, 334.2, 334.3, 334.4
INDIVIDUAL SPORTS:	PREVIOUS/EQUIVALENT COURSES(S)	LEVELED/CURRENT COURSES
Archery Family:	INDV 101, 105	INDV 101.1, 101.2, 101.3, 101.4
Badminton Family:	INDV 120, 121, 125	INDV 121.1, 121.2, 121.3, 121.4
Golf Family:	INDV 160, 161, 164, 165, 166, 167, 168, 169, 171, 172	INDV 160.1, 160.2, 160.3, 160.4 INDV 165.1, 165.2, 165.3, 165.4
Tennis Family:	INDV251, 252, 253, 254, 255, 256	INDV 251.1, 251.2, 251.3, 251.4
TEAM SPORTS:	PREVIOUS/EQUIVALENT COURSES(S)	LEVELED/CURRENT COURSES
Basketball Family:	TEAM 110, 111, 115, 117	TEAM 111.1, 111.2, 111.3, 111.4, 117
Football Family:	TEAM 132	TEAM 132.1, 132.2, 132.3, 132.4
Soccer Family:	TEAM 141, 143, 145, 148	TEAM 141.1, 141.2, 141.3, 141.4 TEAM 148, 148.1, 148.2, 148.3, 148.4,
Volleyball Family:	TEAM 171, 173, 174, 175,	TEAM 171, 171.1, 171.2, 171.3, 171.4

List Of Dance Families

DANCE:	PREVIOUS/EQUIVALENT COURSES(S)	LEVELED/CURRENT COURSES
Ballroom Family:	DANC 116, 151, 153, 156, 167, 168, 169, 665SF	DANC 116.1, 116.2, 116.3, 116.4 DANC 151.1, 151.2, 151.3, 151.4 DANC 167.1, 167.2, 167.3, 167.4 DANC168, 169 DANC 172.1, 172.2, 172.3, 172.4
Choreography Family:	DANC 390, 395	DANC 395.1, 395.2, 395.3, 395.4
Composition Family:	DANC 330	DANC 330.1, 330.2, 330.3, 330.4
Classical Family:	DANC 140, 141, 143, 172	DANC 140.1, 140.2, 140.3, 140.4
Dance Accompaniment Family:	DANC 410	DANC 410.1, 410.2, 410.3, 410.4
Dance Production Family:	DANC 400, 450	DANC 400.1, 400.2, 400.3, 400.4
Hip Hop Family:	DANC 150	DANC 150.1, 150.2, 150.3, 150.4
Jazz Family:	DANC 117, 130, 131, 132, 205, 210, 215	DANC 130.1, 130.2, 130.3, 130.4 DANC 117.1, 117.2, 117.3, 117.4
Modern Family:	DANC 110, 121, 122, 330	DANC 121.1, 121.2, 121.3, 121.4
Salsa Family:	DANC, 125, 126, 127, 152, 665SB	DANC 125.1, 125.2, 125.3, 125.4
Tango Family:	DANC 161, 162, 163, 164, 165, 166, 260	DANC 152, 161, 162, 163, 164, 165 DANC 166, 260 DANC 152.1, 152.2, 152.3, 152.4

DANC 121.1 MODERN DANCE I

Units (Grade Option) 1; Class Hours: Minimum of 48 lab hours/ semester; Basic Skills Level: Open Curriculum; Prerequisite(s): None.

Description: Beginning level instruction in the Contemporary Modern Dance style, including warm-up and floor movement with an emphasis on proper techniques, creativity, style and self expression. Students learn short dance phrases and are expected to choreograph and perform a modern dance by the end of the semester. Transfer: CSU.

DANC 121.2 MODERN DANCE II

Units (Grade Option) 1; Class Hours: Minimum of 48 lab hours/ semester; Basic Skills Level: Open Curriculum; Prerequisite(s): None.

Description: Intermediate level instruction in the Contemporary Modern Dance style, including warm-up and floor movement with an emphasis on proper techniques, creativity, style and self expression. Students learn short dance phrases and are expected to choreograph and perform a modern dance by the end of the semester. Transfer: CSU.

DANC 121.3 MODERN DANCE III

Units (Grade Option) 1; Class Hours: Minimum of 48 lab hours/ semester; Basic Skills Level: Open Curriculum; Prerequisite(s): None.

Description: Advanced intermediate level instruction in the Contemporary Modern Dance style, including warm-up and floor movement with an emphasis on proper techniques, creativity, style and self expression. Students learn short dance phrases and are expected to choreograph and perform a modern dance by the end of the semester. Transfer: CSU.

DANC 121.4 MODERN DANCE IV

Units (Grade Option) 1; Class Hours: Minimum of 48 lab hours/ semester; Basic Skills Level: Open Curriculum; Prerequisite(s): None.

Description: Advanced level instruction in the Contemporary Modern Dance style, including warm-up and floor movement with an emphasis

on proper techniques, creativity, style and self expression. Students learn short dance phrases and are expected to choreograph and perform a modern dance by the end of the semester. Transfer: CSU.

DANC 125.1 SALSA I

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. Proper body placement, lead and follow techniques, and stylization applied to dance patterns. Shine steps are covered. Dance etiquette and rhythm of salsa music covered. Transfer: CSU.

DANC 125.2 SALSA II

Units (Grade Option) 1; Class Hours: Minimum of 48 lab hours/ semester; Basic Skills Level: Open Curriculum; Prerequisite(s): None.

Description: Continuation of DANC 125.1. A thorough review of Salsa I is provided. Intermediate salsa patterns including more complex turns, patterns, and shines are introduced. Greater emphasis on the development of dance stylization, timing, and safety. Student choreography and presentation is encouraged. Transfer: CSU.

DANC 125.3 SALSA III

Units (Grade Option) 1; Class Hours: Minimum of 48 lab hours/ semester; Basic Skills Level: Open Curriculum; Prerequisite(s): None.

Description: Continuation of DANC 125.2. Includes a quick review of DANC 125.1 and a thorough review of DANC 125.2. More complex patterns are demonstrated and practiced, with emphasis on dance pattern design at the Intermediate/Advanced level. Student choreography and "learning by teaching" is required. Includes emphasis on partner dancing safety and core body awareness, and improving balance, strength, and flexibility in preparation for advanced patterns and stage performance. Transfer: CSU.

DANC 125.4 SALSA IV

Units (Grade Option) 1; Class Hours: Minimum of 48 lab hours/semester; Basic Skills Level: Open Curriculum; Prerequisite(s): None.

Description: Continuation of DANC 125.3. Designed for the advanced student who has already demonstrated Intermediate/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. Choreography of intermediate/advanced shines and partner patterns required. Student learning by teaching required. Performance required. Transfer: CSU.

DANC 130.1 JAZZ DANCE I

Units (Grade Option) 1; Class Hours: Minimum of 48 lab hours/semester; Basic Skills Level: Open Curriculum; Prerequisite(s): None.

Description: Covers various movement forms with an emphasis on rhythm, style and proper techniques. Students learn a variety of jazz phrases and are expected to choreograph and perform a jazz dance at the introductory level by the end of the semester. Transfer: CSU.

DANC 130.2 JAZZ DANCE II

Units (Grade Option) 1; Class Hours: Minimum of 48 lab hours/semester; Basic Skills Level: Open Curriculum; Prerequisite(s): None.

Description: Continuation of DANC 130.1. This course covers various movement forms with an emphasis on rhythm, style and proper techniques. Students learn a variety of jazz phrases and are expected to choreograph and perform a jazz dance at the intermediate level by the end of the semester. Transfer: CSU.

DANC 130.3 JAZZ DANCE III

Units (Grade Option) 1; Class Hours: Minimum of 48 lab hours/semester; Basic Skills Level: Open Curriculum; Prerequisite(s): None.

Description: Continuation of DANC 130.2. This course covers various movement forms with an emphasis on rhythm, style and proper techniques. Students learn a variety of jazz phrases and are expected to choreograph and perform a jazz dance at the advanced intermediate level by the end of the semester. Transfer: CSU.

DANC 130.4 JAZZ DANCE IV

Units (Grade Option) 1; Class Hours: Minimum of 48 lab hours/semester; Basic Skills Level: Open Curriculum; Prerequisite(s): None.

Description: Continuation of DANC 130.3. This course covers various movement forms with an emphasis on rhythm, style and proper techniques. Students learn a variety of jazz phrases and are expected to choreograph and perform a jazz dance at the advanced level by the end of the semester. Transfer: CSU.

DANC 140.1 BALLET I

Units (Grade Option) 1; Class Hours: Minimum of 48 lab hours/semester; Basic Skills Level: Open Curriculum; Prerequisite(s): None.

Description: Beginning barre, floor technique and movement fundamentals with emphasis on body control, form and special patterns. Students learn a variety of dance phrases and are expected to perform a ballet dance at the end of the semester. Transfer: CSU.

DANC 140.2 BALLET II

Units (Grade Option) 1; Class Hours: Minimum of 48 lab hours/semester; Basic Skills Level: Open Curriculum; Prerequisite(s): None.

Description: Intermediate barre, floor technique and movement fundamentals with emphasis on body control, form and special patterns. Students learn a variety of dance phrases and are expected to perform a ballet dance at the end of the semester. Transfer: CSU.

DANC 140.3 BALLET III

Units (Grade Option) 1; Class Hours: Minimum of 48 lab hours/semester; Basic Skills Level: Open Curriculum; Prerequisite(s): None.

Description: Advanced intermediate barre, floor technique and movement fundamentals with emphasis on body control, form and special patterns. Students learn a variety of dance phrases and are expected to perform a ballet dance at the end of the semester. Transfer: CSU.

DANC 140.4 BALLET IV

Units (Grade Option) 1; Class Hours: Minimum of 48 lab hours/semester; Basic Skills Level: Open Curriculum; Prerequisite(s): None.

Description: Advanced barre, floor technique and movement fundamentals with emphasis on body control, form and special patterns. Students learn a variety of dance phrases and are expected to perform a ballet dance at the end of the semester. Transfer: CSU.

DANC 150.1 HIP HOP I

Units (Grade Option) 1; Class Hours: Minimum of 48 lab hours/semester; Basic Skills Level: Open Curriculum; Prerequisite(s): None.

Description: Provides students with beginning practical experience in current hip-hop techniques. The class covers characteristic terminology of this dance form, along with improving sense of timing, learning to count steps, improving coordination and being comfortable with this style of dance. Body isolations, directional changes, level changes. Students learn and perform hip-hop variations of jazz, tap and African dance. Transfer: CSU.

DANC 151.1 SOCIAL DANCE I

Units (Grade Option) 1; Class Hours: Minimum of 48 lab hours/semester; Basic Skills Level: Open Curriculum; Prerequisite(s): None.

Description: The basic steps of social ballroom dances are covered. Basic dance vocabulary, technique, body placement, and the relationships between music, rhythm and the dances are emphasized throughout the course. Students are instructed in lead and follow techniques and dance etiquette. The basic patterns of the following social ballroom dances are taught: Waltz, East Coast Swing, Cha Cha Cha, Rumba, Foxtrot, Merengue and Tango. Transfer: CSU.

DANC 151.2 SOCIAL DANCE II

Units (Grade Option) 1; Class Hours: Minimum of 48 lab hours/semester; Basic Skills Level: Open Curriculum; Prerequisite(s): None.

Description: Continuation of DANC 151.1. Refines the basic skills of social ballroom dances. Emphasis is given to lead and follow, various techniques, complex steps, varied rhythm and certain dance style. Intermediate level social dance figures are introduced in the following dances: Waltz, East Coast Swing, Cha Cha Cha, Rumba, Foxtrot, Merengue and American Tango. Transfer: CSU.

DANC 151.3 SOCIAL DANCE III

Units (Grade Option) 1; Class Hours: Minimum of 48 lab hours/semester; Basic Skills Level: Open Curriculum; Prerequisite(s): None.

Description: Continuation of DANC 151.2. Refines the intermediate skills of social ballroom dances. Emphasis is given to lead and follow, various techniques, complex steps, varied rhythm and certain dance style. Intermediate/Advanced level social dance figures are introduced in the following dances: Waltz, East Coast Swing, Cha Cha Cha, Rumba, Foxtrot, and American Tango. Transfer: CSU.

DANC 151.4 SOCIAL DANCE IV

Units (Grade Option) 1; Class Hours: Minimum of 48 lab hours/semester; Basic Skills Level: Open Curriculum; Prerequisite(s): None.

Description: Continuation of DANC 151.3. Refines the intermediate/advanced skills of social ballroom dances. Longer and more difficult dance combinations are covered without introduction of, or emphasis on the basics. Specific emphasis is given to the dance style and technique of each dance. Advanced level social dance figures are introduced in the following dances: Waltz, East Coast Swing, Cha Cha Cha, Rumba, Foxtrot, Merengue and American Tango. Transfer: CSU.

DANC 220 DANCE CONDITIONING

Units (Grade Option) 1; Class Hours: Minimum of 48 lab hours/semester; Basic Skills Level: Open Curriculum; Prerequisite(s): None.

Description: Designed for the athlete, student of dance/drama, and others to improve overall fitness, flexibility, endurance, muscle tone, strength and poise. Concepts of injury prevention, yoga techniques and body alignment are included. Transfer: CSU: E2, UC*.

DANC 391 DANCE COMPOSITION – THEORY AND CHOREOGRAPHY

Units (Grade Option) 3; Class Hours: Minimum of 48 lecture hours/semester; Recommended: Eligibility for READ 836 and ENGL 836; or ENGL 847 or ESL 400; Prerequisite(s): None.

Description: Provides the student with basic skills and knowledge of the choreographic principles. Through discussion and practical experience, the students develop a basic understanding of dance as a performing art form. Study of basic dance choreography to include construction of a phrase, structure and form in a composition, and the basic elements of time, space and energy. Prior dance experience is recommended. Transfer: CSU, UC.

DANC 400.1 DANCE PERFORMANCE AND PRODUCTION I

Units (Grade Option) 1; Class Hours: Minimum of 48 lab hours/semester; Basic Skills Level: Open Curriculum; Prerequisite(s): None.

Description: Beginning level theory and practice in dance composition, evaluation and program production. Students become familiar with all types of choreography principles and stage production. Includes emphasis on a variety of dance forms from traditional Western European to ethnic. Transfer: CSU*.

DANC 400.2 DANCE PERFORMANCE AND PRODUCTION II

Units (Grade Option) 1; Class Hours: Minimum of 48 lab hours/semester; Basic Skills Level: Open Curriculum; Prerequisite(s): None.

Description: Intermediate level theory and practice in dance composition, evaluation and program production. Students become familiar with all types of choreography principles and stage production. Includes emphasis on a variety of dance forms from traditional Western European to ethnic. Transfer: CSU*.

DANC 400.3 DANCE PERFORMANCE AND PRODUCTION III

Units (Grade Option) 1; Class Hours: Minimum of 48 lab hours/semester; Basic Skills Level: Open Curriculum; Prerequisite(s): None.

Description: Advanced Intermediate level theory and practice in dance composition, evaluation and program production. Students become familiar with all types of choreography principles and stage production. Includes emphasis on a variety of dance forms from traditional Western European to ethnic. Transfer: CSU*.

DANC 400.4 DANCE PERFORMANCE AND PRODUCTION IV

Units (Grade Option) 1; Class Hours: Minimum of 48 lab hours/semester; Basic Skills Level: Open Curriculum; Prerequisite(s): None.

Description: Advanced level theory and practice in dance composition, evaluation and program production. Students become familiar with all types of choreography principles and stage production. Includes emphasis on a variety of dance forms from traditional Western European to ethnic. Transfer: CSU*.

FITNESS

(See also Kinesiology. See repeatability statement listed at the beginning of the Kinesiology, Athletics and Dance section.)

FITN 112 CROSS TRAINING

Units (Grade Option) 1-2; Class Hours: Minimum of 48-96 lab hours/semester; Basic Skills Level: Open Curriculum; Prerequisite(s): None.

Description: A course designed to develop aerobic fitness, by concurrently training in two or more dynamic endurance activities (fitness walking, running, hiking, elliptical machine, stair master, stationary bike and/or step platform) combined with anaerobic exercise (strength training, free weights, functional training, sprints, plyometric training, and/or high intensity movement). Emphasis is placed on group exercise utilizing multiple aerobic activities plus anaerobic exercises to produce cross training effect. Transfer: CSU: E2, UC*.

FITN 117 FITNESS ASSESSMENT, STRENGTH AND CONDITIONING

Units (Grade Option) 1; Class Hours: Minimum of 48 lab hours/semester; Basic Skills Level: Open Curriculum; Prerequisite(s): None.

Description: Improve quality of life by adopting, maintaining or increasing daily physical activity in a fitness setting. FITN 117 is an introductory course that examines the importance of both strength and cardiovascular training in maintaining healthy body composition. The course analyzes proper lifting techniques, safe operation of exercise machines, gym etiquette, fundamental exercises for each muscle group, basic human anatomy as it relates to the student's fitness/health goals, and workout structure to reach these goals. Transfer: CSU: E2, UC*.

FITN 118 BEGINNING FITNESS CENTER

Units (Grade Option) 1-2; Class Hours: Minimum of 48-96 lab hours/semester; Basic Skills Level: Open Curriculum; Prerequisite(s): FITN 117. **Description:** Continuation of FITN 117. FITN 118 is the second installment of a series of courses that promotes participation in physical activity while in a fitness setting, fostering lifelong health and wellness. Examines the importance of both strength and cardiovascular training to maintain healthy body composition. Explores the advantages of free-weight exercises, workout organization, types of strength training, aerobic versus anaerobic training, basic exercise physiology, fitness assessment and goal-setting. Transfer: CSU: E2, UC*.

FITN 119 INTERMEDIATE FITNESS CENTER

Units (Grade Option) 1-2; Class Hours: Minimum of 48-96 lab hours/semester; Basic Skills Level: Open Curriculum; Prerequisite(s): FITN 118 or 121. **Description:** Continuation of FITN 118. FITN 119 is the third installment of the series designed for students ready for intermediate to advanced level concepts of resistance and cardiovascular training. Examines the importance of physical activity and physical fitness to maintain healthy body composition. Students are introduced to multi-joint exercises, olympic style lifting techniques, functional training concepts as well as other advanced level exercises, to promote improved performance for sport, recreation and real life activity. Students should demonstrate the appropriate strength, skill and technique to preform exercises safely. Transfer: CSU: E2, UC*.

FITN 122 TOTAL BODY BURN

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 upper and lower body muscular endurance, tone, flexibility and body composition using light weights and high repetitions. Additional emphasis is placed on posture, coordination, and balance using body weight exercises. Transfer: CSU: E2, UC*.

FITN 128 GET ON THE BALL EXERCISING

Units (Grade Option) 1; Class Hours: Minimum of 48 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. Transfer: CSU: E2, UC*.

FITN 129 BEGINNING STRENGTH TRAINING ON THE BALL

Units (Grade Option) 1; Class Hours: Minimum of 48 lab hours/semester; Basic Skills Level: Open Curriculum; Prerequisite(s): None. **Description:** Strength training conducted on the stability ball. Routines focus on core muscular stabilization, upper body strength, joint integrity, and balance using free weights on the ball. The emphasis of the class is on improvement of your strength, endurance, flexibility, agility, balance, and coordination. Transfer: CSU: E2, UC*.

FITN 151 STEP AEROBICS

Units (Grade Option) 1; Class Hours: Minimum of 48 lab hours/semester; Basic Skills Level: Open Curriculum; Prerequisite(s): None. **Description:** Various routines of basic step techniques are developed in this step aerobics course. Routines include the use of step benches which aid improvement of overall fitness level: endurance, coordination, and strength. Each class begins with a slow warm up, continues into submaximal to vigorous aerobic part, and ends with a cool down. Floor work is incorporated to build strength. Transfer: CSU: E2, UC*.

FITN 152 BASKETBALL CONDITIONING

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:** A comprehensive basketball conditioning course designed for the intercollegiate community college basketball athlete. Course emphasizes cardiovascular fitness, strength, speed, skill and agility with and without the ball. Fitness and skill assessments are ongoing throughout the course. Demonstrated ability is required. May be repeated for credit up to 3 times. Transfer: CSU.

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 (Letter grade) 1; Class Hours: Minimum of 48 lab hours/semester; Basic Skills Level: Open Curriculum; Prerequisite(s): None. **Description:** Intended for out-of-season varsity athletes to provide fitness and strength training programs that prepare them for intercollegiate competition. Includes sport-specific training, speed, agility, strength and circuit workouts. Free weights, weight machines, jump ropes and speed ladders are used. Demonstrated skill in athletic competition is recommended. May be repeated for credit up to 3 times. Transfer: CSU: E2, UC*.

FITN 235 BOOT CAMP

Units (Grade Option) 1; Class Hours: Minimum of 48 lab hours/semester; Basic Skills Level: Open Curriculum; Prerequisite(s): None. **Description:** A group fitness class consisting of cardiovascular endurance training that uses various methods other than long distance

continuous running. Methods include Fartlek training, sprints, and interval training combined with active recovery in between. Workouts target all muscle groups and vary daily. Transfer: CSU, UC.

FITN 245 PRINCIPLES AND TECHNIQUES OF RESISTANCE, BALANCE AND FLEXIBILITY TRAINING (See KINE 245)

FITN 250 PERSONAL TRAINER PREPARATION: ANATOMY AND PHYSIOLOGY (See KINE 250)

FITN 251 PERSONAL TRAINER: HEALTH APPRAISAL AND EXERCISE PRESCRIPTION (See KINE 251)

FITN 304.1 WALKING FITNESS I

Units (Grade Option) 1; Class Hours: Minimum of 48 lab hours/semester; Basic Skills Level: Open Curriculum; Prerequisite(s): None.

Description: A beginning level low impact course that aims to improve cardiovascular fitness through a gradual progression of exercises that includes a dynamic warm-up and proper cool-down stretching while emphasizing distance and timed walks. Transfer: CSU: E2, UC*.

FITN 304.2 WALKING FITNESS II

Units (Grade Option) 1; Class Hours: Minimum of 48 lab hours/semester; Basic Skills Level: Open Curriculum; Prerequisite(s): None.

Description: An intermediate level low impact course that aims to improve cardiovascular fitness through a gradual progression of exercises that includes a dynamic warm-up and proper cool-down while introducing hill and incline walking. Emphasis is placed on distance and timed walking. Transfer: CSU: E2, UC*.

FITN 304.3 WALKING FITNESS III

Units (Grade Option) 1; Class Hours: Minimum of 48 lab hours/semester; Basic Skills Level: Open Curriculum; Prerequisite(s): None.

Description: An advanced intermediate level low impact course that aims to improve cardiovascular fitness through a gradual progression of exercises that includes a dynamic warm-up, a proper cool-down, hill and incline walking, and introduces cross training exercises to enhance walking time and distance. Emphasis is placed on distance and timed walking. Transfer: CSU: E2, UC*.

FITN 304.4 WALKING FITNESS IV

Units (Grade Option) 1; Class Hours: Minimum of 48 lab hours/semester; Basic Skills Level: Open Curriculum; Prerequisite(s): None.

Description: An advanced level low impact course that aims to improve cardiovascular fitness through a gradual progression of exercises that includes a dynamic warm-up, a proper cool-down, hill and incline walking, cross training exercises and introduces speed walking. emphasis is placed on distance and timed walking. Transfer: CSU: E2, UC*.

FITN 334.1 YOGA I

Units (Grade Option) 1; Class Hours: Minimum of 48 lab hours/semester; Basic Skills Level: Open Curriculum; Prerequisite(s): None.

Description: Designed to educate students in Hatha Yoga at a beginning level. A fitness course using yoga postures to increase flexibility, strength and endurance; improve balance, posture and breathing; teach relaxation techniques. Transfer: CSU: E2, UC*.

FITN 334.2 YOGA II

Units (Grade Option) 1; Class Hours: Minimum of 48 lab hours/semester; Basic Skills Level: Open Curriculum; Prerequisite(s): None.

Description: Designed to educate students in Hatha Yoga at an intermediate level. A fitness course using yoga postures to increase flexibility, strength and endurance; improve balance, posture and breathing; teach relaxation techniques. Transfer: CSU: E2, UC*.

FITN 334.3 YOGA III

Units (Grade Option) 1; Class Hours: Minimum of 48 lab hours/semester; Basic Skills Level: Open Curriculum; Prerequisite(s): None.

Description: Designed to educate students in Hatha Yoga at an advanced intermediate level. A fitness course using yoga postures to increase flexibility, strength and endurance; improve balance, posture and breathing; teach relaxation techniques. Transfer: CSU: E2, UC*.

FITN 334.4 YOGA IV

Units (Grade Option) 1; Class Hours: Minimum of 48 lab hours/semester; Basic Skills Level: Open Curriculum; Prerequisite(s): None.

Description: Designed to educate students in Hatha Yoga at an advanced level. A fitness course using yoga postures to increase flexibility, strength and endurance; improve balance, posture and breathing; teach relaxation techniques. Transfer: CSU: E2, UC*.

FITN 335.1 PILATES I

Units (Grade Option) 1; Class Hours: Minimum of 48 lab hours/semester; Basic Skills Level: Open Curriculum; Prerequisite(s): None.

Description: Training of the muscles in the torso through controlled exercises taught at a beginning level. Designed to improve posture, coordination, balance, flexibility and build core strength. Transfer: CSU: E2, UC*.

FITN 335.2 PILATES II

Units (Grade Option) 1; Class Hours: Minimum of 48 lab hours/semester; Basic Skills Level: Open Curriculum; Prerequisite(s): None.

Description: Training of the muscles in the torso through controlled exercises taught at an intermediate level. Designed to improve posture, coordination, balance, flexibility and build core strength. Transfer: CSU: E2, UC*.

FITN 335.3 PILATES III

Units (Grade Option) 1; Class Hours: Minimum of 48 lab hours/semester; Basic Skills Level: Open Curriculum; Prerequisite(s): None.

Description: Training of the muscles in the torso through controlled exercises taught at an advanced intermediate level. Designed to improve posture, coordination, balance, flexibility and build core strength. Transfer: CSU: E2, UC*.

FITN 335.4 PILATES IV

Units (Grade Option) 1; Class Hours: Minimum of 48 lab hours/semester; Basic Skills Level: Open Curriculum; Prerequisite(s): None.

Description: Training of the muscles in the torso through controlled exercises taught at an advanced level. Designed to improve posture, coordination, balance, flexibility and build core strength. Transfer: CSU: E2, UC*.

INDIVIDUAL SPORTS

(See repeatability statement listed at the beginning of the Kinesiology, Athletics and Dance section)

INDV 160.1 GOLF I

Units (Grade Option) 1; Class Hours: Minimum of 48 lab hours/semester; Basic Skills Level: Open Curriculum; Prerequisite(s): None.

Description: Techniques, rules, etiquette, and strategy for beginning golf instruction. Practical experience associated with grip, stance, swings relative to iron and wood shots at a beginning level. Transfer: CSU: E2, UC*.

INDV 160.2 GOLF II

Units (Grade Option) 1; Class Hours: Minimum of 48 lab hours/semester; Basic Skills Level: Open Curriculum; Prerequisite(s): None.

Description: Technique, rules, etiquette, and strategy for intermediate golf instruction. Practical experience associated with grip, stance, swings relative to iron and wood shots at an intermediate level. Transfer: CSU: E2, UC*.

INDV 160.3 GOLF III

Units (Grade Option) 1; Class Hours: Minimum of 48 lab hours/semester; Basic Skills Level: Open Curriculum; Prerequisite(s): None.

Description: Technique, rules, etiquette, and strategy for advanced intermediate golf instruction. Practical experience associated with grip, stance, swings relative to iron and wood shots at an advanced intermediate level. Transfer: CSU: E2, UC*.

INDV 160.4 GOLF IV

Units (Grade Option) 1; Class Hours: Minimum of 48 lab hours/semester; Basic Skills Level: Open Curriculum; Prerequisite(s): None.

Description: Technique, rules, etiquette, and strategy for advanced golf instruction. Practical experience associated with grip, stance, swings relative to iron and wood shots at an advanced level. Transfer: CSU: E2, UC*.

INDV 251.1 TENNIS I

Units (Grade Option) 1; Class Hours: Minimum of 48 lab hours/semester; Basic Skills Level: Open Curriculum; Prerequisite(s): None.

Description: Instruction in the fundamental skills of the service, forehand and the backhand strokes; court strategy and the rules of play; testing program in all tennis skills and rules. Includes use of automatic ball machine. Transfer: CSU: E2, UC*.

INDV 251.2 TENNIS II

Units (Grade Option) 1; Class Hours: Minimum of 48 lab hours/semester; Basic Skills Level: Open Curriculum; Prerequisite(s): None.

Description: Continued instruction in the fundamental skills of tennis. Emphasis is placed on singles and doubles strategy including the essence of net play at the intermediate level. Forehand, backhand, and serve are emphasized as offensive and defensive weapons. Competition is included and tournaments are held. Transfer: CSU: E2, UC*.

INDV 251.3 TENNIS III

Units (Grade Option) 1; Class Hours: Minimum of 48 lab hours/semester; Basic Skills Level: Open Curriculum; Prerequisite(s): None.

Description: Continued instruction on the skills of tennis at the advanced intermediate level. Emphasis is placed on ground strokes that utilize top-spin and cut-shots. Serve and volley strategies are taught. Competition includes singles and doubles tournaments in class. Transfer: CSU: E2, UC*.

INDV 251.4 TENNIS IV

Units (Grade Option) 1; Class Hours: Minimum of 48 lab hours/semester; Basic Skills Level: Open Curriculum; Prerequisite(s): None.

Description: Continued instruction on the skills of tennis at the advanced level. Emphasis is placed on doubles strategy including serve, volley and net play as offensive and defensive weapons. Competition is included and tournaments are held. Transfer: CSU: E2, UC*.

KINESIOLOGY

KINE 101 INTRODUCTION TO KINESIOLOGY

Units (Letter grade) 3; Class Hours: Minimum of 48 lecture hours/semester; Recommended: Eligibility for READ 836 and ENGL 836; or ENGL 847 or ESL 400; Prerequisite(s): None.

Description: Explores the broad spectrum of kinesiology and its subdisciplines. It includes fundamental concepts of movement and physical activity, sociocultural influences, career options, current issues in the field of kinesiology and professional responsibilities. Students initiate their professional portfolio in this course. Transfer: CSU: E1, UC.

KINE 245 PRINCIPLES AND TECHNIQUES OF RESISTANCE, BALANCE AND FLEXIBILITY TRAINING (Previously FITN 245)

Units (Letter grade) 3; Class Hours: Minimum of 48 lecture hours/semester; Recommended: Eligibility for READ 836 and ENGL 836; or ENGL 847 or ESL 400; Prerequisite(s): None.

Description: Equivalent to FITN 245. Learn basic training principles when designing resistance, balance and flexibility training programs. The course examines body mechanics of various exercises stressing proper form on machines, free weights, tubes, balls and mats. Students assess how to position clients to get the proper anatomical positioning throughout the exercise. Transfer: CSU.

KINE 250 PERSONAL TRAINER PREPARATION: ANATOMY AND PHYSIOLOGY (Previously FITN 250)

Units (Letter grade) 3; Class Hours: Minimum of 48 lecture hours/semester; Recommended: Eligibility for READ 836 and ENGL 836; or ENGL 847 or ESL 400; Prerequisite(s): None.

Description: Equivalent to FITN 250. 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.

KINE 251 PERSONAL TRAINER: HEALTH APPRAISAL AND EXERCISE PRESCRIPTION (Previously FITN 251)

Units (Letter grade) 3; Class Hours: Minimum of 48 lecture hours/semester; Recommended: Eligibility for READ 836 and ENGL 836; or ENGL 847 or ESL 400, and MATH 110 or 111; Prerequisite(s): None.

Description: Equivalent to FITN 251. 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.

KINE 308 INTRODUCTION TO FITNESS-RELATED INJURIES (Previously P.E. 308)

Units (Letter grade) 3; Class Hours: Minimum of 48 lecture hours/semester; Recommended: Eligibility for READ 836 and ENGL 836; or ENGL 847 or ESL 400; Prerequisite(s): BIOL 250 or FITN 250 or KINE 250.

Description: Equivalent to P.E. 308. 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, UC.

THEORY**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 ENGL 847 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 ENGL 847 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*.

TEAM SPORTS

(See repeatability statement listed at the beginning of the Kinesiology, Athletics and Dance section)

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. Completion of

TEAM 102 is recommended. May be repeated for credit up to 3 times. Transfer: CSU: E2, UC*.

TEAM 111.1 BASKETBALL I

Units (Grade Option) 1; Class Hours: Minimum of 48 lab hours/semester; Basic Skills Level: Open Curriculum; Prerequisite(s): None.

Description: Instruction at a beginning level in the rules, strategies and skills of basketball. Includes round-robin play during the last half of the semester. Transfer: CSU: E2, UC*.

TEAM 111.2 BASKETBALL II

Units (Grade Option) 1; Class Hours: Minimum of 48 lab hours/semester; Basic Skills Level: Open Curriculum; Prerequisite(s): None.

Description: Instruction at an intermediate level in the rules, strategies and skills of basketball. Includes round-robin play during the last half of the semester. Transfer: CSU: E2, UC*.

TEAM 111.3 BASKETBALL III

Units (Grade Option) 1; Class Hours: Minimum of 48 lab hours/semester; Basic Skills Level: Open Curriculum; Prerequisite(s): None.

Description: Instruction at an advanced intermediate level in the rules, strategies and skills of basketball. Includes round-robin play during the last half of the semester. Transfer: CSU: E2, UC*.

TEAM 111.4 BASKETBALL IV

Units (Grade Option) 1; Class Hours: Minimum of 48 lab hours/semester; Basic Skills Level: Open Curriculum; Prerequisite(s): None.

Description: Instruction at an advanced level in the rules, strategies and skills of basketball. Includes round-robin play during the last half of the semester. Transfer: CSU: E2, UC*.

TEAM 141.1 SOCCER I

Units (Grade Option) 1; Class Hours: Minimum of 48 lab hours/semester; Basic Skills Level: Open Curriculum; Prerequisite(s): None.

Description: Covers instruction in and practice of the basic fundamentals essential for team play including dribbling, passing, trapping, throw-ins and defending. The rules and game etiquette are taught for an understanding of team play. Tournament play is included. Transfer: CSU: E2, UC*.

TEAM 141.2 SOCCER II

Units (Grade Option) 1; Class Hours: Minimum of 48 lab hours/semester; Basic Skills Level: Open Curriculum; Prerequisite(s): None.

Description: Continuation of TEAM 141.1. Provides the intermediate student the opportunity to refine and perfect the basic soccer skills essential to team play. Topics include ball possession in small sided group exercises, defending and tournament play. Transfer: CSU: E2, UC*.

TEAM 141.3 SOCCER III

Units (Grade Option) 1; Class Hours: Minimum of 48 lab hours/semester; Basic Skills Level: Open Curriculum; Prerequisite(s): None.

Description: Continuation of TEAM 141.2. Intermediate/advanced skills are combined with group tactics essential for team play. Topics include intermediate/advanced passing and receiving, combination play, group defending and ball possession. Introduction to the 4-4-2 system of play. Round robin team play is involved. Transfer: CSU: E2, UC*.

TEAM 141.4 SOCCER IV

Units (Grade Option) 1; Class Hours: Minimum of 48 lab hours/semester; Basic Skills Level: Open Curriculum; Prerequisite(s): None.

Description: Continuation of TEAM 141.3. competitive team play with emphasis on advanced skills and tactics. Topics include speed of play, group defending and systems of play. Tournament play is involved. 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 141.1, 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. Transfer: CSU: E2, UC*.

TEAM 171.1 VOLLEYBALL I

Units (Grade Option) 1; Class Hours: Minimum of 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. Transfer: CSU: E2, UC*.

TEAM 171.2 VOLLEYBALL II

Units (Grade Option) 1; Class Hours: Minimum of 48 lab hours/semester; Basic Skills Level: Open Curriculum; Prerequisite(s): None.

Description: Continuation of TEAM 171.1. Provides the intermediate student with the opportunity to refine and perfect the basic volleyball skills and to master individual positions when using the 6-2 volleyball system. Transfer: CSU: E2, UC*.

TEAM 171.3 VOLLEYBALL III

Units (Grade Option) 1; Class Hours: Minimum of 48 lab hours/semester; Basic Skills Level: Open Curriculum; Prerequisite(s): None.

Description: Continuation of TEAM 171.2. Emphasis is placed on refinement of the basic fundamentals of the game as well as the more advanced aspects of setting, hitting, and serving. The 6-2 and 5-1 offensive and defensive systems of play are emphasized. Round robin team play is involved. Transfer: CSU: E2, UC*.

TEAM 171.4 VOLLEYBALL IV

Units (Grade Option) 1; Class Hours: Minimum of 48 lab hours/semester; Basic Skills Level: Open Curriculum; Prerequisite(s): None.

Description: Continuation of TEAM 171.3. Designed to teach advanced skills, principles and techniques necessary and fundamental to understanding and playing at an advanced level. Emphasis is placed 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. 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): None.

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. Demonstration of appropriate skill level is required, and monitored by instructor. May be repeated for credit up to 3 times. Transfer: CSU: E2, UC*.

TEAM 186 BASKETBALL: INDIVIDUAL SKILL DEVELOPMENT

Units (Grade Option) 1; Class Hours: Minimum of 48 lab hours/semester; Basic Skills Level: Open Curriculum; Prerequisite(s): None.

Description: Focuses on mastering individual skills rather than team concepts. It is designed to improve the individual skills of students wishing to play intercollegiate community college basketball. Students spend considerable time working on the fundamentals of the game: ball handling, passing and shooting. Students also participate in numerous competitive drills and basketball conditioning. Demonstrated ability is required. May be repeated once for credit. Transfer: CSU.

INTERCOLLEGIATE SPORTS**VARS 104 VARSITY BASEBALL**

Units (Letter grade) 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 (Letter grade) 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 (Letter grade) 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 (Letter grade) 3; Class Hours: Minimum of 160 lab hours/semester; Basic Skills Level: Open Curriculum; Prerequisite(s): None.

Description: Intercollegiate competition in the Coast Conference and participation in regional tournaments, NorCal playoffs and the state championships when qualified. Demonstrated ability is required. May be repeated for credit up to 3 times. Transfer: CSU: E2, UC*.

VARS 170 VARSITY TENNIS

Units (Letter grade) 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 (Letter grade) 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*.

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 9, on the second floor, or call (650) 306-3348.

LCTR 100 EFFECTIVE TUTORING AND PRACTICUM

Units (Grade Option) 1; Class Hours: Minimum of 8 lecture/24 lab hours/semester; Recommended: Eligibility for READ 836 and ENGL 836; or ENGL 847 or ESL 400, and MATH 110 or 111; Prerequisite(s): None. **Description:** Explores a variety of procedures for understanding and utilizing effective peer tutoring practices. Under guided supervision, students use classroom experiences to connect theory to practice. Communication and study strategies, course specific tutoring expertise, and techniques for working with students from diverse cultural and academic backgrounds are emphasized. Transfer: CSU.

LCTR 110 TEACHING/TUTORING PRACTICUM

Units (Pass/No Pass) 1-3; Class Hours: Minimum of 48-144 by arrangement lab hours/semester; Recommended: Eligibility for 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. Transfer: CSU.

LCTR 120 LITERACY TUTORING IN THE COMMUNITY

Units (Pass/No Pass) 1; Class Hours: Minimum of 8 lecture/24 lab hours/semester; Recommended: Eligibility for ENGL 100; Prerequisite(s): None. **Description:** 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 tutor techniques and strategies for working with individuals from diverse cultural backgrounds, as well as with students who are academically "at risk." Transfer: CSU.

LCTR 139 THE RESEARCH PAPER FROM A TO Z

Units (Letter grade) 2; Class Hours: Minimum of 96 by arrangement lab hours/semester; Recommended: Eligibility for READ 836 and ENGL 836; or ENGL 847 or ESL 400; Prerequisite(s): None. **Description:** This course guides students through the entire process of researching and writing a research paper. The course takes the student through eight stages, from an introduction to the types of research papers through final revisions, including library use and 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 (Letter grade) 2; Class Hours: Minimum of 96 by arrangement lab hours/semester; Recommended: Eligibility for ENGL 100; Prerequisite(s): None. **Description:** This self-paced course provides reference, instruction and practice for writing in various professional capacities. Starting with planning a business document, assignments then address considerations that apply to all business documents, as well as the most common formats for professional writing, including letters, memoranda and proposals. Transfer: CSU.

LCTR 151 HEALTH SCIENCE VOCABULARY

Units (Letter grade) 1; Class Hours: Minimum of 48 by arrangement lab hours/semester; Recommended: Eligibility for READ 836 and ENGL 836; or ENGL 847 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. This course is aided by listening modules which assist the student with pronunciation and assignments based on the mastery learning approach. 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 810 STUDY SKILLS

Units (Pass/No Pass) 1; Class Hours: Minimum of 48 by arrangement lab hours/semester; Basic Skills Level: Open Curriculum; Prerequisite(s): None. Description: Students become aware of and apply techniques that match how they learn best. This course covers important and practical study techniques that students can immediately apply in their daily academic courses, including time management, note taking, textbook studying, memory enhancement, and test taking strategies. Units do not apply toward AA/AS degree.

LCTR 822 GRAMMAR TROUBLE SPOTS I

Units (Pass/No Pass) 1; Class Hours: Minimum of 48 by arrangement lab hours/semester; Basic Skills Level: Open Curriculum; Prerequisite(s): None. Description: This self-paced course helps students learn the language skills necessary to understand and recognize the most common errors in grammatical forms, meaning and use. After explanations and examples, the student works through troublesome areas with ample practice of each grammatical structure. Units do not apply toward AA/AS degree.

LCTR 823 GRAMMAR TROUBLE SPOTS II

Units (Pass/No Pass) 1; Class Hours: Minimum of 48 by arrangement lab hours/semester; Basic Skills Level: Open Curriculum; Prerequisite(s): LCTR 822 or equivalent. Description: Continuation of LCTR 822. This intermediate level self-paced course helps students learn the language skills necessary to understand and recognize the most common errors in grammatical forms, meaning and use. After explanations and examples, the student works through troublesome areas with ample practice of each grammatical structure. Units do not apply toward AA/AS degree.

LCTR 824 GRAMMAR TROUBLE SPOTS III

Units (Pass/No Pass) 1; Class Hours: Minimum of 48 by arrangement lab hours/semester; Basic Skills Level: Open Curriculum; Prerequisite(s): LCTR 823 or equivalent. Description: Continuation of LCTR 823. This intermediate/advanced level self-paced course helps students learn the language skills necessary to understand and recognize the most common errors in grammatical forms, meaning and use. After explanations and examples, the student works through troublesome areas with ample practice of each grammatical structure. Units do not apply toward AA/AS degree.

LCTR 825 GRAMMAR TROUBLE SPOTS IV

Units (Pass/No Pass) 1; Class Hours: Minimum of 48 by arrangement lab hours/semester; Basic Skills Level: Open Curriculum; Prerequisite(s): LCTR 824 or equivalent. Description: Continuation of LCTR 824. This advanced level self-paced course helps students learn the language skills necessary to understand and recognize the most common errors in grammatical forms, meaning and use. After explanations and examples, the student works through troublesome areas with ample practice of each grammatical structure. Units do not apply toward AA/AS degree.

LCTR 832 PARAGRAPH TO ESSAY WRITING

Units (Pass/No Pass) 1; Class Hours: Minimum of 48 by arrangement lab hours/semester; Basic Skills Level: Open Curriculum; Prerequisite(s): None. Description: This course helps students understand the structure and process of well-designed paragraphs and essays. Each section is divided into three parts: Pre-writing includes vocabulary exercises, and brainstorming; Structure includes a review of English grammar tenses and practice in writing accurate and varied sentences; Writing and Editing includes writing activities using the vocabulary and grammar practices before. Units do not apply toward AA/AS degree.

LCTR 840 VOCABULARY IMPROVEMENT I

Units (Pass/No Pass) 1; Class Hours: Minimum of 48 by arrangement lab hours/semester; Basic Skills Level: Open Curriculum; Prerequisite(s): None. Description: This self-paced, workbook-based course helps students build vocabulary skills by learning 300 important basic words. The course offers practice and reinforcement through various types of exercises including matching words with definitions, choosing the correct word in context, use of prefixes and suffixes, and properly identifying synonyms and antonyms. Units do not apply toward AA/AS degree.

LCTR 841 VOCABULARY IMPROVEMENT II

Units (Pass/No Pass) 1; Class Hours: Minimum of 48 by arrangement lab hours/semester; Basic Skills Level: Open Curriculum; Prerequisite(s): None. Description: This self-paced, workbook-based course, the second in a series of four increasingly challenging vocabulary improvement courses, helps students build vocabulary skills by learning 200 important basic words. The course offers practice and reinforcement through various types of exercises including matching words with definitions, choosing the correct word in context, and properly identifying synonyms. Units do not apply toward AA/AS degree.

LCTR 842 VOCABULARY IMPROVEMENT III

Units (Pass/No Pass) 1; Class Hours: Minimum of 48 by arrangement lab hours/semester; Basic Skills Level: Open Curriculum; Prerequisite(s): None. Description: This self-paced, workbook-based course, the third in a series of four increasingly challenging vocabulary improvement courses, helps students build vocabulary skills by learning 200 important basic words. The course offers practice and reinforcement through various types of exercises including matching words with definitions, choosing the correct word in context, and properly identifying synonyms. Units do not apply toward AA/AS degree.

LCTR 843 VOCABULARY IMPROVEMENT IV

Units (Pass/No Pass) 1; Class Hours: Minimum of 48 by arrangement lab hours/semester; Basic Skills Level: Open Curriculum; Prerequisite(s): None. Description: This self-paced, workbook-based course, the fourth in a series of four increasingly challenging vocabulary improvement courses, helps students build vocabulary skills by learning 200 important basic words. The course offers practice and reinforcement through various types of exercises including matching words with definitions, choosing the correct word in context, and properly identifying synonyms. Units do not apply toward AA/AS degree.

LIBRARY SCIENCE

LIBR 100 INTRODUCTION TO INFORMATION RESEARCH

Units (Grade Option) 1; Class Hours: Minimum of 16 lecture/16 by arrangement lab hours/semester; Recommended: Eligibility for ENGL 100; Prerequisite(s): None. Description: Introduction to information research for any major or profession. Students learn to how recognize the need for information, develop a search strategy, find and evaluate print and digital resources, synthesize and integrate the information they find, and use outside resources legally and ethically. Transfer: CSU, UC*.

LIBR 120 INFORMATION COMPETENCY

Units (Grade Option) 1; Class Hours: Minimum of 48 lab hours/semester; Recommended: Eligibility for 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*.

LINGUISTICS

LING 200 INTRODUCTION TO LINGUISTICS: A SURVEY OF LANGUAGE (Also ENGL 200)

Units (Letter grade) 3; Class Hours: Minimum of 48 lecture hours/semester; Recommended: Eligibility for READ 836 and ENGL 836; or ENGL 847 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)

LITERATURE

(See courses under English, Literature and Reading)

MANAGEMENT

MGMT 100 INTRODUCTION TO BUSINESS MANAGEMENT

Units (Grade Option) 3; Class Hours: Minimum of 48 lecture hours/semester; Recommended: Eligibility for READ 836 and ENGL 836; or ENGL 847 or ESL 400; Prerequisite(s): None. Description: Introduction to the principles and functions of contemporary business management. Topics include: 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 ENGL 847 or ESL 400; Prerequisite(s): None. Description: An overview of the effective techniques used to manage employees in the workplace. Understanding and predicting behavior in the workplace from self-knowledge, emotional intelligence, values, and ethics to organizational structure, communications, motivation, diversity, teamwork, networking, negotiating, power, and politics. Globalization of work, TQM, conflict resolution, continuous improvement methods, leadership, and time management are covered. 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 ENGL 847 or ESL 400; Prerequisite(s): None. Description: An introduction to the study and analysis of Human Resource management. It covers essential topics, such as civil rights, labor law, and various management theories foundational to both public and private sector organizations. 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 ENGL 847 or ESL 400; Prerequisite(s): None. Description: Emphasizes the psychology of human relations management and covers human interaction principles that build confidence, competence, and positive attitudes in work organizations. Topics also include the behavior, ethics, and social responsibilities of stakeholders. 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 (Letter grade) 5; Class Hours: Minimum of 80 lecture hours/semester; Recommended: Eligibility for READ 836 and ENGL 836; or ENGL 847 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 expressions, and problem solving. Students who complete this course with a C or better are advised to enroll in MATH 120. Units do not apply toward AA/AS degree.

MATH 111 ELEMENTARY ALGEBRA I

Units (Letter grade) 3; Class Hours: Minimum of 48 lecture hours/semester; Recommended: Eligibility for READ 836 and ENGL 836; or ENGL 847 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. Units do not apply toward AA/AS degree.

MATH 112 ELEMENTARY ALGEBRA II

Units (Letter grade) 3; Class Hours: Minimum of 48 lecture hours/semester; Recommended: Eligibility for READ 836 and ENGL 836; or ENGL 847 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. Units do not apply toward AA/AS degree.

MATH 115 GEOMETRY

Units (Letter grade) 5; Class Hours: Minimum of 80 lecture/16 by arrangement lab hours/semester; Recommended: Eligibility for READ 836 and ENGL 836; or ENGL 847 or ESL 400; Prerequisite(s): MATH 110 or 112, or appropriate score on District math placement test and other measures as appropriate. **Description:** The objectives of this course are to learn about the properties of geometric objects (points, lines, triangles, quadrilaterals, other polygons, circles) in the plane, inductive and deductive reasoning and mathematical proof.

MATH 120 INTERMEDIATE ALGEBRA

Units (Letter grade) 5; Class Hours: Minimum of 80 lecture hours/semester; Recommended: Eligibility for READ 836 and ENGL 836; or ENGL 847 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.

MATH 122 INTERMEDIATE ALGEBRA I

Units (Letter grade) 3; Class Hours: Minimum of 48 lecture hours/semester; Recommended: Eligibility for READ 836 and ENGL 836; or ENGL 847 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 (Letter grade) 3; Class Hours: Minimum of 48 lecture hours/semester; Recommended: Eligibility for READ 836 and ENGL 836; or ENGL 847 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 (Letter grade) 3; Class Hours: Minimum of 48 lecture/16 by arrangement lab hours/semester; Recommended: Eligibility for READ 836 and ENGL 836; or ENGL 847 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:** Topics include linear functions, system of linear equations, inequalities, matrices, mathematics of finance, linear programming, set theory, counting theory, and probability. Transfer: CSU: B4, UC. (IGETC: 2)

MATH 130 ANALYTICAL TRIGONOMETRY

Units (Letter grade) 4; Class Hours: Minimum of 64 lecture/16 by arrangement lab hours/semester; Recommended: Eligibility for READ 836 and ENGL 836; or ENGL 847 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:** Covers trigonometric functions of angles and real numbers, graphs of the trigonometric functions, trigonometric equations, the proof and uses of trigonometric identities, solving triangles, inverse functions, and complex numbers. Transfer: CSU: B4.

MATH 140 MATHEMATICS FOR GENERAL EDUCATION

Units (Letter grade) 3; Class Hours: Minimum of 48 lecture/16 by arrangement lab hours/semester; Recommended: Eligibility for READ 836 and ENGL 836; or ENGL 847 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, mathematics of finance, systems of numeration, mathematical modeling, and computers. Transfer: CSU: B4, UC. (IGETC: 2)

MATH 190 PATHWAY TO STATISTICS

Units (Letter grade) 6 ; Class Hours: Minimum of 96 lecture hours/semester; Recommended: Eligibility for READ 836 and ENGL 836; or ENGL 847 or ESL 400; Prerequisite(s): MATH 811, or appropriate score on District math placement test and other measures as appropriate. **Description:** This accelerated course prepares students for transfer-level Statistics. It covers core concepts from elementary algebra, intermediate algebra, and descriptive statistics. Topics include ratios, rates, and proportional reasoning; arithmetic reasoning using fractions, decimals and percents; evaluating expressions, solving equations, analyzing algebraic forms to understand statistical measures; use of linear, quadratic, absolute value, exponential, and logarithmic functions to model bivariate data; graphical and numerical descriptive statistics for quantitative and categorical data. This course is designed for students who do not want to major in fields such as math, science, computer science, and business. Note: This course is NOT intended for students who plan to study science, technology, engineering, math, as well as business and other non-STEM majors. Please see your counselor.

MATH 200 ELEMENTARY PROBABILITY AND STATISTICS

Units (Letter grade) 4; Class Hours: Minimum of 64 lecture hours/semester; Recommended: Eligibility for READ 836 and ENGL 836; or ENGL 847 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. Technology is integrated into the course. Applications of statistics to business, life sciences, social sciences, psychology, and other areas are included. Transfer: CSU: B4, UC. (IGETC: 2)

MATH 222 PRE-CALCULUS COLLEGE ALGEBRA/TRIGONOMETRY

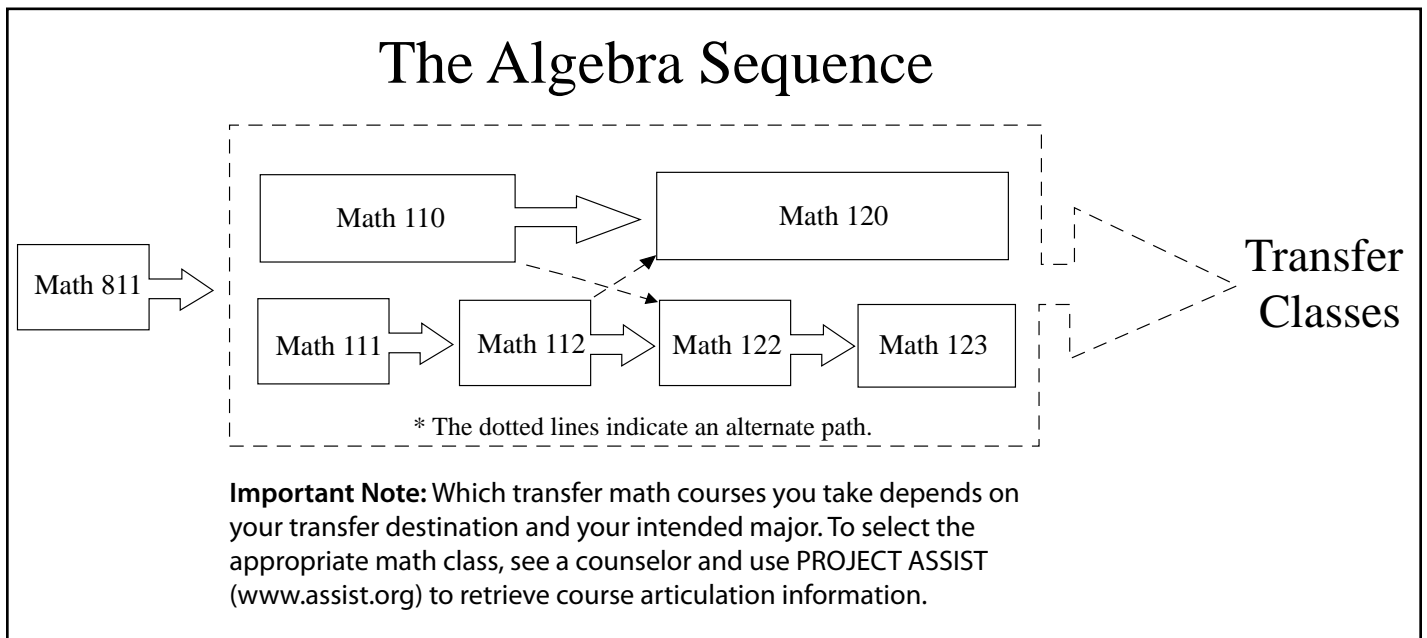
Units (Letter grade) 5; Class Hours: Minimum of 80 lecture/16 by arrangement lab hours/semester; Recommended: Eligibility for READ 836 and ENGL 836; or ENGL 847 or ESL 400; Prerequisite(s): MATH 130 or appropriate placement on the District math placement test or other measures as appropriate. **Description:** Equivalent to MATH 219. Unification of college algebra and analytical trigonometry based on the function concept. Topics include: linear, polynomial, power, exponential, logarithmic, trigonometric, and rational functions and their transformations, compositions, inverses and combinations; complex numbers, vectors, matrices, sequences, series, parametric equations and conic sections. Transfer: CSU: B4, UC*. (IGETC: 2).

MATH 241 APPLIED CALCULUS I

Units (Letter grade) 5; Class Hours: Minimum of 80 lecture/16 by arrangement lab hours/semester; Recommended: Eligibility for ENGL 100; 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

Units (Letter grade) 3; Class Hours: Minimum of 48 lecture/16 by arrangement lab hours/semester; Recommended: Eligibility for ENGL 100; 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: B4, UC*. (IGETC: 2)



MATH 251 ANALYTICAL GEOMETRY AND CALCULUS I

Units (Letter grade) 5; Class Hours: Minimum of 80 lecture/16 by arrangement lab hours/semester; Recommended: Eligibility for READ 836 and ENGL 836; or ENGL 847 or ESL 400; Prerequisite(s): MATH 219 or 222, 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

Units (Letter grade) 5; Class Hours: Minimum of 80 lecture/16 by arrangement lab hours/semester; Recommended: Eligibility for 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: B4, UC*. (IGETC: 2)

MATH 253 ANALYTICAL GEOMETRY AND CALCULUS III

Units (Letter grade) 5; Class Hours: Minimum of 80 lecture/16 by arrangement lab hours/semester; Recommended: Eligibility for 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: B4, UC. (IGETC: 2)

MATH 268 DISCRETE MATHEMATICS

Units (Grade Option) 4; Class Hours: Minimum of 64 lecture hours/semester; Recommended: Eligibility for READ 836 and ENGL 836; or ENGL 847 or ESL 400; 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 (Letter grade) 3; Class Hours: Minimum of 48 lecture/16 by arrangement lab hours/semester; Recommended: Eligibility for ENGL 100; 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: B4, UC. (IGETC: 2)

MATH 275 ORDINARY DIFFERENTIAL EQUATIONS - HONORS

Units (Letter grade) 3; Class Hours: Minimum of 48 lecture/16 by arrangement lab hours/semester; Recommended: Eligibility for 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: B4, UC. (IGETC: 2)

MATH 811 PRE-ALGEBRA

Units (Grade Option) 3; Class Hours: Minimum of 32 lecture/48 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. Units do not apply toward AA/AS degree.

MATH 818 BASIC MATHEMATICS FOR HEALTH SCIENCE

Units (Grade Option) 1; Class Hours: Minimum of 16 lecture hours/semester; Basic Skills Level: Open Curriculum; Prerequisite(s): None. Description: Reviews basic mathematical skills necessary for the Health Science field. Topics include basic operations with real numbers, scientific notation, ratios, proportions, percentages, basic statistics, and Apothecary measurement. Units do not apply toward AA/AS degree.

MEDICAL ASSISTING

MEDA 100 INTRODUCTION TO MEDICAL ASSISTING

Units (Letter grade) 3; Class Hours: Minimum of 48 lecture hours/semester; Prerequisite(s): ENGL 836 or 847 or ESL 400 OR eligibility for ENGL 100 on approved college English Placement Test and other measures as necessary AND READ 836 or ESL 400 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: 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 (Letter grade) 3; Class Hours: Minimum of 48 lecture hours/semester; Prerequisite(s): ENGL 836 or 847 or ESL 400 OR eligibility for ENGL 100 on approved college English Placement Test and other measures as necessary AND READ 836 or ESL 400 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: 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 (Letter grade) 3; Class Hours: Minimum of 48 lecture hours/semester; Prerequisite(s): MEDA 110; ENGL 836 or 847 or ESL 400 OR eligibility for ENGL 100 on approved college English Placement Test and other measures as necessary AND READ 836 or ESL 400 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: 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 INTRODUCTION TO ELECTRONIC HEALTH RECORD

Units (Letter grade) 3; Class Hours: Minimum of 48 lecture hours/semester; Prerequisite(s): CBOT 415 or equivalent skill level; ENGL 836 or 847 or ESL 400 OR eligibility for ENGL 100 on approved college English Placement Test and other measures as necessary AND READ 836 or ESL 400 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: Introduction to electronic health record and learning the skills required of medical scribes and editors. Electronic entering of medical letters, reports and forms. Transfer: CSU.

MEDA 120 CLINICAL PROCEDURES I

Units (Letter grade) 4; Class Hours: Minimum of 48 lecture/48 lab hours/semester; Recommended: Eligibility for READ 836 and ENGL 836; or ENGL 847 or ESL 400; Prerequisite(s): BIOL 130, MEDA 100, 111, and 140. 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 (Letter grade) 4; Class Hours: Minimum of 48 lecture/48 lab hours/semester; Recommended: Eligibility for READ 836 and ENGL 836; or ENGL 847 or ESL 400; Prerequisite(s): MEDA 120 and 190. 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 IMPLEMENTATION OF ELECTRONIC HEALTH RECORD

Units (Letter grade) 3; Class Hours: Minimum of 48 lecture hours/semester; Recommended: Eligibility for READ 836 and ENGL 836; or ENGL 847 or ESL 400; Prerequisite(s): MEDA 110 and 115. Description: Electronic scribing/editing of patient medical chart progress notes, history and physicals, letters, consultations, surgical and autopsy reports, and discharge summaries from different aural modes. Course includes analyzing, editing, proper documentation, and compliance requirements for medical scribes and medical editors. Transfer: CSU.

MEDA 141 MEDICAL TRANSCRIPTION: ADVANCED

Units (Letter grade) 3; Class Hours: Minimum of 48 lecture hours/semester; Recommended: Eligibility for READ 836 and ENGL 836; or ENGL 847 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 (Letter grade) 3; Class Hours: Minimum of 48 lecture hours/semester; Recommended: Eligibility for READ 836 and ENGL 836; or

ENGL 847 or ESL 400; Prerequisite(s): completion of or concurrent enrollment in MEDA 100 and 111. 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 (Letter grade) 3; Class Hours: Minimum of 48 lecture hours/semester; Recommended: Eligibility for READ 836 and ENGL 836; or ENGL 847 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)-10-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 ENGL 847 or ESL 400; Prerequisite(s): None. Description: Development of nomenclature and classification of diseases. Basic coding principles of diseases and symptoms according to ICD-10-CM with emphasis on the coding of medical records. Use of indexes, sequencing of code numbers, and preparation of documents to increase competency. Transfer: CSU.

MEDA 162 ICD (International Classification of Diseases)-10-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 ENGL 847 or ESL 400; Prerequisite(s): Completion of, or concurrent enrollment in MEDA 161. Description: Intermediate principles and philosophy of coding logic according to ICD-10-CM. Emphasizes the use of UHDDS, source documents, multiple coding, sequencing, Z codes, tables, neoplasms, and mental disorders. Transfer: CSU.

MEDA 163 ICD (International Classification of Diseases)-10-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 ENGL 847 or ESL 400; Prerequisite(s): Completion of, or concurrent enrollment in MEDA 162. Description: Advanced principles and philosophy of coding logic according to ICD-10-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 ENGL 847 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 ENGL 847 or ESL 400; Prerequisite(s): Completion of, or current enrollment in 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 ENGL 847 or ESL 400; Prerequisite(s): Completion of, or concurrent enrollment in 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 (Letter grade) 3; Class Hours: Minimum of 48 lecture hours/semester; Recommended: Eligibility for READ 836 and ENGL 836; or ENGL 847 or ESL 400; Prerequisite(s): Fall 2011: BUS.110; Spring 2012: MATH 811 or 818, or appropriate score on District math placement test and other measures as appropriate. **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 ENGL 847 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.

METEOROLOGY**METE 100 METEOROLOGY – WEATHER PROCESSES**

Units (Grade Option) 3; Class Hours: Minimum of 48 lecture hours/semester; Recommended: Eligibility for READ 836 and ENGL 836; or ENGL 847 or ESL 400; Prerequisite(s): None. **Description:** Introduction to the science of the Earth's atmosphere as a system with an emphasis on the physical process that change our atmosphere in the short term and throughout Earth's history. Evaluation of the atmosphere using the scientific method is emphasized throughout the course. Transfer: CSU: B1, UC. (IGETC: 5A)

MULTIMEDIA ART AND TECHNOLOGY

(3D Animation and Video Game Art, Graphic Design, Web Design, and Multimedia)

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 ENGL 847 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, web interface design and animation/motion principles and other computer graphics software applications. Following a fine arts approach students generate their own creative content for print and/or electronic 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 ENGL 847 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. 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 ENGL 847 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 ENGL 847 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. 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 ENGL 847 or ESL 400; Prerequisite(s): MART 362 or equivalent. **Description:** Intermediate to advanced photographic techniques covering the complete cycle of production from image setup to output. Emphasis is placed on developing skills in creating digital photographic imagery for creative and professional expression through a mixture of exercises, lecture, and demonstration. Topics

include advanced camera skills, composition, color management Light room and other asset management systems. Transfer: CSU, UC.

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 ENGL 847 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 ENGL 847 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 ENGL 847 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 ENGL 847 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 370 CASCADING STYLE SHEETS

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 ENGL 847 or ESL 400; Prerequisite(s): None. Description: Cascading Style Sheets (CSS) is the standard for controlling and formatting website content. It is the preferred method

for design and presentational markup of well structured HTML and XHTML pages. Covers both the theoretical and practical aspects of CSS for creating precise and optimized layouts, as well as formatting text and other elements commonly used in web pages. Learn to build elegant layouts using CSS specifications by separating the page content from the visual presentation. The importance of accessibility, validation and standards are stressed. 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 ENGL 847 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 ENGL 847 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. 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 ENGL 847 or ESL 400; Prerequisite(s): None. Description: An introduction to the theory and technology of digital imaging, this project based course includes assignments covering specific concepts as well as allowing the student creativity to explore the topic and software. Students work with digital images using digital manipulation and image correction tools software such as Adobe Photoshop to create digital photographs and imagery. 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 ENGL 847 or ESL 400; Prerequisite(s): MART 376. Description: Using digital design software such as Adobe Photoshop, 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, web and animation. 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 ENGL 847 or ESL 400; Prerequisite(s): None.

Description: An introductory course in page layout for graphic design for both print and electronic publication. Through projects and assignments, students integrate sound design principles and digital software skills in the creation of multiple page documents. 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 ENGL 847 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 Adobe 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 ENGL 847 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. 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 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 ENGL 847 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. 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 ENGL 847 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. 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 ENGL 847 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 410 3D SPATIAL VISUALIZATION

Units (Grade Option) 1; Class Hours: Minimum of 16 lecture hours/semester; Recommended: Eligibility for READ 836 and ENGL 836; or ENGL 847 or ESL 400; Prerequisite(s): None.

Description: Visualizing three dimensional objects is an essential skill for career success. 3D Spatial Visualization is for students interested in pursuing video game design, animation, math, biology, computer science, engineering, interior design, fashion design, architecture, visual anthropology, geology and acquiring essential 3D skills. Isometric and orthographic drawing, rotation of objects, reflections, symmetry, cutting planes, surfaces and combining solids are covered. Transfer: CSU.

MART 417 PRINCIPLES OF ANIMATION

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 ENGL 847 or ESL 400; Prerequisite(s): None.

Description: Using paper and pencil, students learn the fundamental principles underlying all quality animation. Techniques like squash and stretch, overlap, follow-through, weight, arcs, solid dimensional drawing, and appeal are presented. Applying traditional animation skills to applications like Flash, After Effects, and Maya are also included. Transfer: CSU.

MART 418 HISTORY OF ANIMATION

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 ENGL 847 or ESL 400; Prerequisite(s): None.

Description: This course is a multicultural and multidisciplinary

approach to the production and development of animation throughout history. Material spans from the roots of animation before film technology to modern commercial and artistic animated productions. Topics include experimental and traditional animation techniques, an overview of current technologies and the aesthetics and visual styles in different genres. The history of animation is viewed through its social context and impact since its inception, through the past century to the contemporary era. Transfer: CSU, UC.

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 ENGL 847 or ESL 400; Prerequisite(s): None. **Description:** Basic concepts of 3D modeling and animation using Autodesk 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. Completion of MART 376 or equivalent is recommended. 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 ENGL 847 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. Transfer: CSU.

MART 422 INTRODUCTION TO RIGGING

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 ENGL 847 or ESL 400; Prerequisite(s): MART 420. **Description:** Basic and advanced rigging techniques for 3D models using Autodesk Maya. Students explore character rigging, vertex weighting, control setup, IK/FK switching, on-screen control setup and advanced blend shape techniques. Also introduced will be MEL scripting, creating and using expressions, creating channels and setting up functionality with set driven keys. Transfer: CSU.

MART 430 3D CHARACTER 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 ENGL 847 or ESL 400; Prerequisite(s): None. **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 Autodesk Maya controls to create a believable character performance. Basic concepts dealing with animation planning, thumbnail sketches, and the effect of weight and gravity when animating a biped or any

anthropomorphic character. Completion of MART 420 or familiarity with 3D software is highly recommended. Transfer: CSU.

MART 431 SPECIAL EFFECTS AND COMPOSITING

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 ENGL 847 or ESL 400; Prerequisite(s): None. **Description:** Techniques for the creation of special effects 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 images created in Autodesk Maya. Different output formats and uses for these compositing techniques in diverse industries. Prior experience in After Effects or equivalent is recommended. 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 ENGL 847 or ESL 400; Prerequisite(s): None. **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. MART 420 or 3D software experience are recommended. 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 ENGL 847 or ESL 400; Prerequisite(s): None. **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. Prior experience with digital imaging and 3D software is recommended. Transfer: CSU.

MUSIC

Music activity courses are subject to repeatability limitations. Students are now limited to a maximum of four courses per family. A family of courses may contain more than four courses. If there are more than four courses in a particular family, a student may only enroll in a maximum of four total courses within that family. A course previously taken by a student (prior to the legislation) within the identified family will count as a repeat and limit future enrollments of courses within that family to a maximum of four.

Music activity courses are offered in levels by progression. Courses are listed by title; for example, Piano, Guitar, etc., and then by level. Level I is beginning; Level II is intermediate; Level III is intermediate/advanced; and Level IV is advanced. The course number also indicates

the level. For example, a beginning Piano class would be listed as MUS. 301.1, Piano I while an advanced Piano class would be MUS. 301.4, Piano IV.

New students are advised to enroll in the beginning level and be placed by their instructor upon assessment. Continuing students who have previously taken a course within a family, must progress to the next level.

LIST OF MUSIC FAMILIES:



PREVIOUS/EQUIVALENT COURSES(S)

Piano: MUS. 301, 302, 303, 304

LEVELED/CURRENT COURSES

Piano: MUS. 301.1, 301.2, 301.3, 301.4

MUS. 100 FUNDAMENTALS OF MUSIC

Units (Grade Option) 3; Class Hours: Minimum of 48 lecture hours/semester; Recommended: Eligibility for READ 836 and ENGL 836; or ENGL 847 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. 109 HONORS SEMINAR - A MOVEABLE FEAST (Also ART 109)

Units (Letter grade) 2; Class Hours: Minimum of 32 lecture hours/semester; Recommended: Eligibility for ENGL 100; Prerequisite(s): Completion of, or concurrent enrollment in one of the following: ART 101, 102, 103 104, 201, 204, 207, 214, 221, 301, or 351; MUS. 115, 202, 230, 250; DRAM 101, 140, 200, 201, 202, 203, 221, 233, or 300. Description: Art, theater and music set a four-course banquet for students interested in an interdisciplinary taste of arts experiences. Students attend arts exhibitions, theatrical and musical performances. Events are preceded by a lecture appetizer, and followed by written reflection and discussion dessert. Honors credit will also be earned for both MUS. 109 and the approved, concurrently enrolled course, upon completion with a grade of A or B. Transfer: CSU.

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 ENGL 847 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. 120 SONGWRITING WORKSHOP I

Units (Grade Option) 3; Class Hours: Minimum of 40 lecture/24 lab hours/semester; Recommended: Eligibility for ENGL 100, and MATH 110 or 111; Prerequisite(s): None. Description: Combines the study of lyrics, melody, harmony and form to create songs. Simple computer tools are used to aid in creating, hearing and notating student work. Transfer: CSU.

MUS. 121 SONGWRITING WORKSHOP II

Units (Grade Option) 3; Class Hours: Minimum of 40 lecture/24 lab hours/semester; Recommended: Eligibility for ENGL 100, and MATH 110 or 111; Prerequisite(s): MUS. 120. Description: Continuation of MUS. 120. Combines further study of lyrics, melody, harmony and form to create songs. Simple computer tools are used to aid in creating, hearing and notating student work. Transfer: CSU.

MUS. 122 SONGWRITING WORKSHOP III

Units (Grade Option) 3; Class Hours: Minimum of 40 lecture/24 lab hours/semester; Recommended: Eligibility for ENGL 100, and MATH 110 or 111; Prerequisite(s): MUS. 121. Description: Continuation of Music 121: This course provides advanced study of lyrics, melody, harmony and form to create songs. Simple computer tools are used to aid in creating, hearing and notating student work. Transfer: CSU.

MUS. 161 FILM MUSIC PRACTICUM

Units (Grade Option) 1; Class Hours: Minimum of 48 lab hours/semester; Recommended: Eligibility for ENGL 100, and MATH 110 or 111; Prerequisite(s): MUS. 290 and completion of, or concurrent enrollment in MUS. 260. Description: Learn how to compose music for film and other media. Apply music concepts such as spotting, synchronization, sound editing and various aesthetic approaches to creatively add sound to the moving image. Instruction features hands-on use of commonly available commercial music software, as well as lecture and viewing film excerpts. Transfer: CSU.

MUS. 202 MUSIC APPRECIATION

Units (Grade Option) 3; Class Hours: Minimum of 48 lecture hours/semester; Recommended: Eligibility for READ 836 and ENGL 836; or ENGL 847 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. 210 HISTORIES OF POPULAR MUSIC AND ROCK

Units (Grade Option) 3; Class Hours: Minimum of 48 lecture hours/semester; Recommended: Eligibility for ENGL 110; Prerequisite(s): None. Description: Join the argument over what is more significant in popular music – that which is most popular, or that which is the most influential? This course explores the various intersections of music and American culture in the blues, rock, heavy metal, jazz, soul, R&B, disco and dance music, and hip-hop. Transfer: CSU: C1, UC. (IGETC: 3A)

MUS. 230 BEETHOVEN

Units (Grade Option) 3; Class Hours: Minimum of 48 lecture hours/semester; Recommended: Eligibility for ENGL 110; Prerequisite(s): None. **Description:** Listen to Beethoven's symphonies, piano sonatas, and string quartets in detail. Relate Beethoven and his music to society, and to later 19th-century culture. Bach, Haydn and Mozart are sure to make guest appearances. Ability to read music not required, but scores are used to illustrate details. Concert attendance required. Transfer: CSU: C1, UC. (IGETC: 3A)

MUS. 240 MUSIC OF THE AMERICAS

Units (Letter grade) 3; Class Hours: Minimum of 48 lecture hours/semester; Recommended: Eligibility for READ 836 and ENGL 836; or ENGL 847 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. The integral role of Latin influences in the music of the USA and ethnic identities is highlighted. Transfer: CSU: C1, UC. (IGETC: 3A)

MUS. 250 WORLD MUSIC

Units (Letter grade) 3; Class Hours: Minimum of 48 lecture hours/semester; Recommended: Eligibility for READ 836 and ENGL 836; or ENGL 847 or ESL 400; Prerequisite(s): None. **Description:** Survey of selected listening and readings about cultures such as India, China, Japan, Indonesia, Europe, North 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. Transfer: CSU: C1, UC. (IGETC: 3A)

MUS. 260 MUSIC IN FILM, TELEVISION AND MULTIMEDIA

Units (Grade Option) 3; Class Hours: Minimum of 48 lecture hours/semester; Recommended: Eligibility for ENGL 110; Prerequisite(s): None. **Description:** Appreciate the use of music and sound in film, television and media such as video games for expressive purposes and for the creation of virtual realities. As you analyze scenes, learn about fundamental music, sound design and film concepts and terminology. Transfer: CSU: C1.

MUS. 271 OPERA AND MUSICAL THEATER HISTORY

Units (Grade Option) 3; Class Hours: Minimum of 48 lecture hours/semester; Recommended: Eligibility for ENGL 110; Prerequisite(s): None. **Description:** Explore the highlights in the history of opera from its invention in the Baroque era to contemporary experiments with musical theater included along the way. Class lectures emphasize listening and viewing opera excerpts. Some lectures are planned around attending a live performance. Transfer: CSU: C1, UC. (IGETC: 3A)

MUS. 290 INTRODUCTION TO MUSIC AND COMPUTERS

Units (Grade Option) 3; Class Hours: Minimum of 32 lecture/48 lab hours/semester; Recommended: Eligibility for ENGL 100, and MATH 110 or 111; Prerequisite(s): None. **Description:** Introduction to basic concepts used in making music with computers, digital audio and MIDI

(Musical Instrument Digital Interface). Fundamentals of digital audio theory and basic concepts of song creation are covered. Transfer: CSU.

MUS. 301.1 PIANO I

Units (Grade Option) 1; Class Hours: Minimum of 48 lab hours/semester; Basic Skills Level: Open Curriculum; Prerequisite(s): None. **Description:** This applied music course stresses the basics of piano playing at a beginning level. Students are taught the foundations of piano technique and to read music and to play musically. READ 836 is recommended. Transfer: CSU.

MUS. 301.2 PIANO II

Units (Grade Option) 1; Class Hours: Minimum of 48 lab hours/semester; Basic Skills Level: Open Curriculum; Prerequisite(s): MUS. 301 or 301.1. **Description:** This course in applied music stresses the basics of piano playing at an intermediate level. Students develop further the foundations of piano technique, the ability to play musically, and their repertoire. READ 836 is recommended. Transfer: CSU.

MUS. 301.3 PIANO III

Units (Grade Option) 1; Class Hours: Minimum of 48 lab hours/semester; Basic Skills Level: Open Curriculum; Prerequisite(s): MUS. 301.2 or 302. **Description:** This course in applied music emphasizes the basics of piano playing at an advanced intermediate/advanced level. Students develop further the foundations of piano technique and the ability to play musically, which were begun in Piano I and II, and expand their repertoire. READ 836 is recommended. Transfer: CSU.

MUS. 301.4 PIANO IV

Units (Grade Option) 1; Class Hours: Minimum of 48 lab hours/semester; Basic Skills Level: Open Curriculum; Prerequisite(s): MUS. 301.3 or 303. **Description:** This course in applied music emphasizes the basics of piano playing at an advanced level. Students develop further the foundations of piano technique, the ability to play musically, and their repertoire. READ 836 is recommended. Transfer: CSU.

MUS. 371 GUITAR I

Units (Grade Option) 1; Class Hours: Minimum of 48 lab hours/semester; Recommended: Eligibility for READ 836 and ENGL 836; or ENGL 847 or ESL 400; Prerequisite(s): None. **Description:** Techniques of guitar performance and reading music to enable students to play accompaniments to compositions written for the guitar. Students must supply their own instruments. Transfer: CSU, UC.

MUS. 372, 373, 374 GUITAR 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 ENGL 847 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. 461, 462, 463, 464 INSTRUMENTAL ENSEMBLE I, II, III, IV
Units (Letter grade) 1; Class Hours: Minimum of 48 lecture hours/semester; Recommended: Eligibility for READ 836 and ENGL 836; or ENGL 847 or ESL 400; Prerequisite(s): MUS. 461 requires demonstration of ability by audition. MUS. 462, 463 and 464 require the previous level. Description: These courses 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 ENGL 847 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. Transfer: CSU, UC.

MUS. 486 COLLEGE SINGERS

Units (Letter grade) 1; Class Hours: Minimum of 80 lab hours/semester; Recommended: Eligibility for READ 836 and ENGL 836; or ENGL 847 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. 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 ENGL 847 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. Transfer: CSU, UC.

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 ENGL 847 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 (Letter grade) 1; Class Hours: Minimum of 48 lab hours/semester; Recommended: Eligibility for READ 836 and ENGL 836; or ENGL 847 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), UC. (IGETC: 5C*)

PARALEGAL

LEGL 249 INTRODUCTION TO THE LEGAL SYSTEM

Units (Letter grade) 3; Class Hours: Minimum of 48 lecture hours/semester; Recommended: Eligibility for ENGL 100; Prerequisite(s): None. Description: An overview of the U.S. legal system, introduces the procedural and substantive areas of law taught in the paralegal program, as well as constitutional law, comparative law, and methods of legal analysis. Transfer: CSU.

LEGL 250 LEGAL RESEARCH AND WRITING

Units (Letter grade) 3; Class Hours: Minimum of 48 lecture hours/semester; Recommended: Eligibility for ENGL 110; Prerequisite(s): Completion of, 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 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 (Letter grade) 3; Class Hours: Minimum of 48 lecture hours/semester; Recommended: Eligibility for 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 254 FAMILY LAW

Units (Grade Option) 3; Class Hours: Minimum of 48 lecture hours/semester; Recommended: Eligibility for ENGL 100; Prerequisite(s): Completion of, 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 260 ADVANCED LEGAL RESEARCH AND WRITING

Units (Grade Option) 3; Class Hours: Minimum of 48 lecture hours/semester; Recommended: Eligibility for 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 (Letter grade) 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 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 272 IMMIGRATION LAW

Units (Letter grade) 3; Class Hours: Minimum of 48 lecture hours/semester; Recommended: Eligibility for ENGL 100; Prerequisite(s): LEGL 249. Description: This hands-on course focuses on immigration law in the areas of family and employment visas, labor certification, non-immigrant visas, and political asylum. Students gain a working knowledge of immigration theory and practice while gaining practical skills in preparation of forms and supporting documents, handling client interviews, and preparation of cases. 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 ELECTRONIC LITIGATION

Units (Grade Option) 2; Class Hours: Minimum of 32 lecture/16 by arrangement lab hours/semester; Recommended: Eligibility for ENGL 100; Prerequisite(s): None. Description: This course teaches prospective paralegals how to use PC/Windows based computers, peripherals, software and the Internet in a law office environment. Since all federal courts and many state courts now handle litigation electronically (online and with computers), the course covers the functions of PC computers and the use of main or core PC software and programs that law firms use in daily operations and in litigation. Also, learn about the power of the Internet, (troubleshooting, backup programs, online

filing, research, etc.), and using the Internet in litigation (investigation, evidence gathering, accessing the courts, etc.). Transfer: CSU.

PHILOSOPHY

PHIL 100 INTRODUCTION TO PHILOSOPHY

Units (Grade Option) 3; Class Hours: Minimum of 48 lecture hours/semester; Recommended: Eligibility for 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 examined, 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 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

Units (Grade Option) 3; Class Hours: Minimum of 48 lecture hours/semester; Recommended: Eligibility for READ 836 and ENGL 836; or ENGL 847 or ESL 400; Prerequisite(s): None. Description: 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 and evaluation 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 ENGL 847 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

Units (Grade Option) 3; Class Hours: Minimum of 48 lecture hours/semester; Recommended: Eligibility for READ 836 and ENGL 836; or ENGL 847 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

Units (Grade Option) 3; Class Hours: Minimum of 48 lecture hours/semester; Recommended: Eligibility for READ 836 and ENGL 836; or ENGL 847 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 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 ENGL 847 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 (Letter grade) 3; Class Hours: Minimum of 48 lecture hours/semester; Recommended: Eligibility for ENGL 100; Prerequisite(s): None. Description: Students are provided a general survey of the philosophical development in India, China, and Japan. Major philosophical theories of these countries are examined and evaluated. The philosophical impact on Asian perspective of purpose and meaningfulness of existence, human destiny and their respective ethical, metaphysical and spiritual theories are examined and discussed. Transfer: CSU: C2, UC. (IGETC: 3B)

PHYSICAL EDUCATION

(See Kinesiology, Athletics and Dance)

PHYSICS**PHYS 210 GENERAL PHYSICS I**

Units (Letter grade) 4; Class Hours: Minimum of 48 lecture/48 lab hours/semester; Recommended: Eligibility for READ 836 and ENGL 836; or ENGL 847 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*, 5C)

PHYS 211 GENERAL PHYSICS I – CALCULUS SUPPLEMENT

Units (Letter grade) 1; Class Hours: Minimum of 16 lecture hours/semester; Recommended: Eligibility for READ 836 and ENGL 836; or ENGL 847 or ESL 400; Prerequisite(s): Completion of, or concurrent enrollment in MATH 242 or 252, and PHYS 210. Description: Application of calculus to selected topics in PHYS 210. Primarily intended for majors requiring one year calculus based physics. Transfer: CSU, UC.

PHYS 220 GENERAL PHYSICS II

Units (Letter grade) 4; Class Hours: Minimum of 48 lecture/48 lab hours/semester; Recommended: Eligibility for READ 836 and ENGL 836; or ENGL 847 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: B1, B3, UC*. (IGETC: 5A*, 5C)

PHYS 221 GENERAL PHYSICS II – CALCULUS SUPPLEMENT

Units (Letter grade) 1; Class Hours: Minimum of 16 lecture hours/semester; Recommended: Eligibility for READ 836 and ENGL 836; or ENGL 847 or ESL 400; Prerequisite(s): Completion of, or concurrent enrollment in MATH 242 or 252, and PHYS 220. Description: Application of calculus to selected topics in PHYS 220. Primarily intended for majors requiring one year of calculus based physics. Transfer: CSU, UC.

PHYS 250 PHYSICS WITH CALCULUS I (C-ID PHYS 205)

Units (Letter grade) 4; Class Hours: Minimum of 48 lecture/48 lab hours/semester; Recommended: Eligibility for READ 836 and ENGL 836; or ENGL 847 or ESL 400; Prerequisite(s): Completion of, or concurrent enrollment in MATH 252. Description: This course is the first 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 classical mechanics, wave motion and special relativity. Transfer: CSU: B1, B3, UC*. (IGETC: 5A*, 5C)

PHYS 260 PHYSICS WITH CALCULUS II (C-ID PHYS 210)

Units (Letter grade) 4; Class Hours: Minimum of 48 lecture/48 lab hours/semester; Recommended: Eligibility for READ 836 and ENGL 836; or ENGL 847 or ESL 400; Prerequisite(s): PHYS 250; MATH 242 or completion of, or concurrent enrollment in MATH 253. 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 electricity, magnetism and electro-magnetic waves. Transfer: CSU: B1, B3, UC*. (IGETC: 5A*, 5C)

PHYS 270 PHYSICS WITH CALCULUS III (C-ID PHYS 215)

Units (Letter grade) 4; Class Hours: Minimum of 48 lecture/48 lab hours/semester; Recommended: Eligibility for READ 836 and ENGL 836; or ENGL 847 or ESL 400; Prerequisite(s): PHYS 250; MATH 242 or completion of, or concurrent enrollment in MATH 253. Description: This course is the third 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, geometrical and physical optics, and modern physics. Transfer: CSU, UC*. (IGETC: 5A*, 5C)

PHYS 405 APPLIED RADIOGRAPHIC PHYSICS

Units (Letter grade) 3; Class Hours: Minimum of 48 lecture hours/semester; Recommended: Eligibility for 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 ENGL 847 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 implications. 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 ENGL 847 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 ENGL 847 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 online lab hours/semester; Recommended: Eligibility for READ 836 and ENGL 836; or ENGL 847 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: DSI, UC. (IGETC: 4)

PLSC 200 NATIONAL, STATE AND LOCAL GOVERNMENTS

Units (Grade Option) 5; Class Hours: Minimum of 80 lecture/16 by arrangement online lab hours/semester; Recommended: Eligibility for READ 836 and ENGL 836; or ENGL 847 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. U.S. 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: DUS-2, DUS-3 & DSI, UC. (IGETC: 4)

PLSC 210 AMERICAN 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 ENGL 847 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 ENGL 847 or ESL 400; Prerequisite(s): None. **Description:** California State and Local Government with special emphasis on the US 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, especially as it relates to political issues that directly affect the greater good as well as individuals. Additionally, this course provides the opportunity to better understand and appreciate the political, social and economic quiltwork that can be contributed to the diverse ethnicities and cultures of America, in general, and the State of California, in particular. (Fulfills Associate degree Ethnic Studies requirement.) Transfer: CSU: DUS-3 & DSI, UC.

PLSC 320 LATIN AMERICAN POLITICS

Units (Grade Option) 3; Class Hours: Minimum of 48 lecture hours/semester; Recommended: Eligibility for READ 836 and ENGL 836; or ENGL 847 or ESL 400; Prerequisite(s): None. **Description:** Focuses on the relationship between politics, economics and societal developments over time. The theoretically developed approach to Latin American Politics focuses on the study of political institutions: their effects on party development, presidential-legislative interaction, policy choice and the way these institutions are chosen. Additionally, it is important in most contexts to look at the military interventions in politics throughout this region during much of the twentieth century. Therefore, this course analyzes the domestic as well as international effects on development - political, social and economic while evaluating the unique experiences of each nation-state that is considered part of Latin America. Transfer: CSU: DSI, UC. (IGETC: 4)

PLSC 325 HONORS COLLOQUIUM IN POLITICAL SCIENCE: POLITICS AND RELIGION

Units (Letter grade) 1; Class Hours: Minimum of 16 lecture hours/semester; Prerequisite(s): ENGL 100 and completion of, or concurrent enrollment in one of the following: ECON 100; PHIL 100; PLSC 150, 200 or 210; PSYC 106 or SOCI 100. **Description:** Explores Christianity within the realm of American politics by looking at the efforts of the founders of the American nation to define the role of religious faith in public life and the degree to which it could be supported by public officials that was not inconsistent with the revolutionary imperatives of the quality and freedom of all citizens. Addresses the meaning of the "separation of church and state" as it relates to the foundation of America - past, present and future. NOTE: This section is designed primarily for students in the Honors Transfer Program, but is open to all students. All students enrolling in this section will be required to do Honors level work. Honors credit will also be earned for both PLSC 325 and the approved, concurrently enrolled course, upon completion with a grade of A or B. Transfer: CSU, UC.

PSYCHOLOGY**PSYC 100 GENERAL PSYCHOLOGY**

Units (Grade Option) 3; Class Hours: Minimum of 48 lecture hours/semester; Recommended: Eligibility for READ 836 and ENGL 836; or ENGL 847 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, memory, verbal behavior, intelligence, perception, motivation, cognition and consciousness, 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 ENGL 847 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 200 DEVELOPMENTAL PSYCHOLOGY

Units (Grade Option) 3; Class Hours: Minimum of 48 lecture hours/semester; Recommended: Eligibility for READ 836 and ENGL 836; or ENGL 847 or ESL 400; Prerequisite(s): PSYC 100. **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

Units (Grade Option) 3; Class Hours: Minimum of 48 lecture hours/semester; Recommended: Eligibility for READ 836 and ENGL 836; or ENGL 847 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 205 SOCIAL SCIENCE RESEARCH METHODS (Also SOCI 205)

Units (Letter grade) 3; Class Hours: Minimum of 48 lecture hours/semester; Recommended: Eligibility for ENGL 110; Prerequisite(s): MATH 200 and PSYC 100. Description: Designed to introduce students to the basic principles of social science research. Various sociological and psychological research methods are examined that include experimental research, survey research, field research, and comparative-historical research. Procedures to evaluate the soundness of research designs are examined. Ethical issues related to research techniques are also considered. Transfer: CSU: DSI, UC. (IGETC: 4)

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 ENGL 847 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 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 ENGL 847 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 410 ABNORMAL PSYCHOLOGY

Units (Grade Option) 3; Class Hours: Minimum of 48 lecture hours/semester; Recommended: Eligibility for READ 836 and ENGL 836; or ENGL 847 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

Radiologic Technology courses are only open to those students who:

- Have been accepted in the Associate Degree Radiologic Technology program, or
- Have graduated from the Radiologic Technology program, or
- Have been accepted and are actively enrolled in a Radiologic Technology Program at another institution, or
- Possess certification as a Radiologic Technologist

If you have been blocked from enrolling in a RADT course, and you believe you have met one of the enrollment conditions listed above, please call Rafael Rivera, Program Coordinator at 650.306.3283

RADT 400 ORIENTATION TO RADIOLOGIC TECHNOLOGY

Units (Letter grade) 2; Class Hours: Minimum of 32 lecture hours/semester; Recommended: Eligibility for ENGL 100; Prerequisite(s): None. Description: This course is an orientation to Radiologic Technology including organization of medical practice, the socio-economic, political and legal aspects of health care with special emphasis on radiology. Included is an introduction to radiation protection and the provisions of the California Administrative Code, Title XVII Radiation Control Regulations. Transfer: CSU.

RADT 408 PERSPECTIVES IN RADIOLOGY

Units (Letter grade) 0.5; Class Hours: Minimum of 8 lecture/16 by arrangement lab hours/semester; Prerequisite(s): RADT 400 and acceptance to the Radiologic Technology Program. Description: This course is designed for the person who has been accepted to the Radiologic Technology Program. The course provides an introduction to the different hospital policies, including code of conduct, radiation protection policies, ethics, patient confidentiality issues, etc. Transfer: CSU.

RADT 410 RADIOGRAPHIC POSITIONING

Units (Letter grade) 4; Class Hours: Minimum of 48 lecture/48 lab hours/semester; Prerequisite(s): Acceptance in the Radiologic Technology Program. Description: Students learn concepts and terminology in radiographic positioning, anatomy and selected pathology of the chest, abdomen, pelvis, upper and lower extremities as well as the upper and lower gastrointestinal track. Laboratory experience with ionizing and non-ionizing equipment is included. Transfer: CSU.

RADT 415 RADIATION PROTECTION AND BIOLOGY

Units (Letter grade) 3; Class Hours: Minimum of 48 lecture hours/semester; Recommended: Eligibility for ENGL 100; Prerequisite(s): PHYS 405. Description: A study of the effects and methods of measurements of radiation in the human body. Discussion of historic and current concepts in governmental regulations and protection requirement. This course provides the student with background to understand the methods for protecting patients and medical personnel from unnecessary radiation exposure. Transfer: CSU.

RADT 418 CLINICAL EDUCATION I

Units (Letter grade) 4; Class Hours: Minimum of 256 lab hours/semester; Recommended: Eligibility for ENGL 100; Prerequisite(s): Acceptance in the Radiologic Technology Program. Corequisite(s): Concurrent enrollment in RADT 410. Description: Designed for the beginning radiologic technology student assigned to a clinical education facility. It consists of orientation to clerical, image processing, patient transportation, supplies and equipment, and radiographic equipment operation. Students observe, assist and perform radiographic examinations appropriate to the student's level of education following accepted radiation protection standards. Transfer: CSU.

RADT 420 RADIOGRAPHIC POSITIONING II

Units (Letter grade) 4; Class Hours: Minimum of 48 lecture/48 lab hours/semester; Recommended: Eligibility for ENGL 100; Prerequisite(s): RADT 410. Corequisite(s): Concurrent enrollment in RADT 428. Description: Positioning the human body for radiographic purposes with emphasis on the vertebral column, bony thorax, bony cranium, genitourinary and gastrointestinal systems and mobile radiography. Patient care and pathological conditions appropriate to procedures and proper equipment manipulation and operation are also covered. Students perform related projects in the affiliated clinical education sites to which they are assigned. Transfer: CSU.

RADT 428 CLINICAL EDUCATION II

Units (Letter grade) 5; Class Hours: Minimum of 328 lab hours/semester; Recommended: Eligibility for ENGL 100; Prerequisite(s): Successful completion of RADT 418. Corequisite(s): Concurrent enrollment in RADT 420. Description: Second semester clinical education course for the radiologic technology student. Based on skills mastered and maintained in RADT 418, the student continues to build knowledge and clinical application of radiographic positioning and related anatomy. Students assist and perform radiographic examinations appropriate to the student's level of knowledge following accepted radiation protection standards. Transfer: CSU.

RADT 430 PRINCIPLES OF RADIOGRAPHIC FILM PRODUCTION

Units (Letter grade) 3.5; Class Hours: Minimum of 48 lecture/24 lab hours/semester; Recommended: Eligibility for ENGL 100; Prerequisite(s): PHYS 405. Description: Application of the theoretical physics principles of the production of x-rays 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 (Letter grade) 1.5; Class Hours: Minimum of 16 lecture/24 lab hours/semester; Prerequisite(s): RADT 430 with a minimum grade of "C". 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. Transfer: CSU.

RADT 438 CLINICAL EDUCATION III

Units (Letter grade) 2.5; Class Hours: Minimum of 160 lab hours/semester; Recommended: Eligibility for ENGL 100; Prerequisite(s): RADT 428. Description: Designed for the third semester radiologic technology student. It is the third segment of the first rotation. Students continue to build their skills. Transfer: CSU.

RADT 440 ADVANCED IMAGING MODALITIES AND SPECIALIZED PROCEDURES

Units (Letter grade) 4; Class Hours: Minimum of 64 lecture hours/semester; Prerequisite(s): RADT 415, 420, and 430 with grades of "C" or better or certification as a Radiologic Technologist. Description: Students apply basic technical and positioning knowledge to specialize procedures. Appropriate pathology encountered in special procedures is discussed. Principles of CT, MRI, U/S, nuclear medicine, mammography, interventional radiography, mobile and surgical radiography, pediatrics, geriatrics, PET, and radiation oncology are also introduced. Transfer: CSU.

RADT 441 SECTIONAL ANATOMY

Units (Letter grade) 1.5; Class Hours: Minimum of 24 lecture hours/semester; Recommended: Eligibility for 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 (Letter grade) 1.5; Class Hours: Minimum of 24 lecture hours/semester; Recommended: Eligibility for 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 (Letter grade) 6.5; Class Hours: Minimum of 432 lab hours/semester; Recommended: Eligibility for 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. Transfer: CSU.

RADT 450 REGISTRY REVIEW

Units (Letter grade) 1.5; Class Hours: Minimum of 24 lecture hours/semester; Recommended: Eligibility for 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 (Letter grade) 7; Class Hours: Minimum of 456 lab hours/semester; Recommended: Eligibility for ENGL 100; Prerequisite(s): Successful completion of RADT 448. Description: This course is the second segment of the second year of Radiologic technology clinical education. Students continue to build the skills obtained in the previous four clinical experiences, and obtain skills in more complex procedures. Transfer: CSU.

RADT 468 CLINICAL EDUCATION VI

Units (Letter grade) 5; Class Hours: Minimum of 328 lab hours/semester; Recommended: Eligibility for 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. Transfer: CSU.

RADT 470 SPECIALIZED TECHNIQUES: MAMMOGRAPHY

Units (Grade Option) 1.5; Class Hours: Minimum of 24 lecture hours/semester; Recommended: Eligibility for 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) 2.5; Class Hours: Minimum of 32 lecture/24 lab hours/semester; Prerequisite(s): None. 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. California full certification as a radiologic technologist is required. Transfer: CSU.

RADT 474 VENIPUNCTURE FOR CONTRAST MEDIA ADMINISTRATION

Units (Letter grade) 1; Class Hours: Minimum of 8 lecture/24 lab hours/semester; Prerequisite(s): California full certification as a radiologic technologist or enrollment as a second year student in a two year radiologic technology program. Description: Students learn concepts and techniques of venipuncture used by radiologic technologists for the administration of contrast material, the pharmacology of dose units, and response to allergic reaction. Puncture techniques are practiced on a manikin and ten venipuncture are performed on a human being. This course meets the statutory requirements of California Health and Safety Codes. Transfer: CSU.

RADT 475 SPECIALIZED TECHNIQUES: PRINCIPLES OF COMPUTED TOMOGRAPHY

Units (Grade Option) 3; Class Hours: Minimum of 48 lecture hours/semester; Recommended: Eligibility for 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)

SECRETARIAL/OFFICE SKILLS/WORD PROCESSING

(see Computer Business Office Technology - CBOT)

SOCIOLOGY**SOCI 100 INTRODUCTION TO SOCIOLOGY (C-ID SOCI 110)**

Units (Grade Option) 3; Class Hours: Minimum of 48 lecture hours/semester; Recommended: Eligibility for READ 836 and ENGL 836; or ENGL 847 or ESL 400; Prerequisite(s): None. Description: An introductory study of the basic concepts, theoretical approaches, and methods of sociology. Topics typically include the analysis of social structure, socialization and the self, culture and diversity, group dynamics, social stratification, social change, and globalization. Transfer: CSU: DSI, UC. (IGETC: 4)

SOCI 105 SOCIAL PROBLEMS (C-ID SOCI 115)

Units (Grade Option) 3; Class Hours: Minimum of 48 lecture hours/semester; Recommended: Eligibility for READ 836 and ENGL 836; or ENGL 847 or ESL 400; Prerequisite(s): None. Description: An overview of selected social problems in the United States viewed from a sociological perspective. Emphasis is placed on the socially constructed nature of social problems and the role of power and ideology in their formation. Various social problems are identified, an analysis of the causes and consequences examined, and an array of proposed solutions and methods of intervention evaluated. Transfer: CSU: DSI, UC. (IGETC: 4)

SOCI 141 ETHNICITY AND RACE IN SOCIETY (C-ID SOCI 150)

Units (Grade Option) 3; Class Hours: Minimum of 48 lecture hours/semester; Recommended: Eligibility for READ 836 and ENGL 836; or ENGL 847 or ESL 400; Prerequisite(s): None. Description: Examines sociological theories of race, ethnicity, and race racism as well as explores cultural, political, and economic factors shaping the social construction of identities, reproduction of inequalities, and development of social relations in the areas of race and ethnicity. (Fulfills Associate degree Ethnic Studies requirement.) Transfer: CSU: DSI, UC. (IGETC: 4)

SOCI 205 SOCIAL SCIENCE RESEARCH METHODS (Also PSYC 205)

Units (Letter grade) 3; Class Hours: Minimum of 48 lecture hours/semester; Recommended: Eligibility for ENGL 110; Prerequisite(s): MATH 200 and SOCI 100. Description: Designed to introduce students to the basic principles of social science research. Various sociological and psychological research methods are examined that include experimental research, survey research, field research, and comparative-historical research. Procedures to evaluate the soundness of research designs are examined. Ethical issues related to research techniques are also considered. Transfer: CSU: DSI, UC. (IGETC: 4)

SPANISH**SPAN 110 ELEMENTARY SPANISH**

Units (Grade Option) 5; Class Hours: Minimum of 80 lecture hours/semester; Recommended: Eligibility for READ 836 and ENGL 836; or ENGL 847 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. Transfer: CSU, UC.

SPAN 111 ELEMENTARY SPANISH I

Units (Grade Option) 3; Class Hours: Minimum of 48 lecture hours/semester; Recommended: Eligibility for READ 836 and ENGL 836; or ENGL 847 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. Transfer: CSU, UC*.

SPAN 112 ELEMENTARY SPANISH II

Units (Grade Option) 3; Class Hours: Minimum of 48 lecture hours/semester; Recommended: Eligibility for READ 836 and ENGL 836; or ENGL 847 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. (SPAN 111 and 112 are equivalent to SPAN 110.) Transfer: CSU, UC*.

SPAN 120 ADVANCED ELEMENTARY SPANISH

Units (Grade Option) 5; Class Hours: Minimum of 80 lecture hours/semester; Recommended: Eligibility for ENGL 100; 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 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 hours/semester; Recommended: Eligibility for ENGL 100; 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. Transfer: CSU: C2, UC*.

SPAN 122 ADVANCED ELEMENTARY SPANISH II

Units (Grade Option) 3; Class Hours: Minimum of 48 lecture hours/semester; Recommended: Eligibility for ENGL 100; 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. Transfer: CSU: C2, UC*. (IGETC: 6)

SPAN 130 INTERMEDIATE SPANISH

Units (Grade Option) 5; Class Hours: Minimum of 80 lecture/32 by arrangement online lab hours/semester; Recommended: Eligibility for ENGL 100; 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 hours/semester; Recommended: Eligibility for ENGL 100; 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 subjunc-

tive, 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 hours/semester; Recommended: Eligibility for ENGL 100; 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

Units (Grade Option) 3; Class Hours: Minimum of 48 lecture hours/semester; Recommended: Eligibility for ENGL 100; 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 hours/semester; Recommended: Eligibility for READ 836 and ENGL 836; or ENGL 847 or ESL 400; Prerequisite(s): None. **Description:** Designed primarily for Spanish speaking students who are comfortable with oral communication. This course includes vocabulary development, spelling and accents, registers, dialectal variation, cultural readings and introduction to Spanish language literature of South America, Spain, and Spanish-speaking cultures of the United States. Students expand on their own experience and values, and develop an appreciation of the diversity of the various Latino cultures and their influence in the US. Class is conducted entirely in Spanish. (Fulfills Associate degree Ethnic Studies requirement.) Transfer: CSU: C2, UC. (IGETC: 3B, 6)


SPAN 152 SPANISH FOR HERITAGE SPEAKERS II

Units (Grade Option) 4; Class Hours: Minimum of 64 lecture hours/semester; Recommended: Eligibility for READ 836 and ENGL 836; or ENGL 847 or ESL 400; Prerequisite(s): None. **Description:** Designed primarily for Spanish speaking students who are comfortable with oral communication. This course includes vocabulary development, spelling and accents, registers, dialectal variation, cultural readings and introduction to Spanish language literature of Central America and the Caribbean. Students expand on their own experience and values, and develop an appreciation of the diversity of the various Latino cultures and their influence in the US. Class is conducted entirely in Spanish. (Fulfills Associate degree Ethnic Studies requirement.) Transfer: CSU: C2, UC. (IGETC: 3B, 6)

SPAN 161 LATINO LITERATURE I

Units (Grade Option) 3; Class Hours: Minimum of 48 lecture hours/semester; Recommended: Eligibility for ENGL 110; Prerequisite(s): SPAN 140 or 150 or 152, or equivalent. **Description:** Literary survey of the best novels, poetry, and short stories in Latin American literature of the 19th century, contextualized in cultural, sociological, and political framework. Through the works of literary greats, students develop an appreciation of the diversity of experience and values of the various Latino cultures and their influence in the U.S. (Fulfills Associate degree Ethnic Studies requirement.) Transfer: CSU: C2, UC. (IGETC: 3B) 

SPAN 162 LATINO LITERATURE II

Units (Grade Option) 3; Class Hours: Minimum of 48 lecture hours/semester; Recommended: Eligibility for ENGL 110; Prerequisite(s): SPAN 140 or 150 or 152, or equivalent. **Description:** Literary survey of the best novels, poetry, and short stories in Latin American literature of the 20th century, contextualized in cultural, sociological, and political framework. Through the works of literary greats, students develop an appreciation of the diversity of experience and values of the various Latino cultures and their influence in the U.S. Course is conducted entirely in Spanish. (Fulfills Associate degree Ethnic Studies requirement.) Transfer: CSU: C2, UC. (IGETC: 3B) 

SPAN 196 SPANISH LANGUAGE LABORATORY

Units (Pass/No Pass) 0.5-1; Class Hours: Minimum of 24-48 lab hours/semester; Recommended: Eligibility for READ 836 and ENGL 836; or ENGL 847 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. 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 ENGL 847 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 ENGL 847 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 ENGL 847 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 ENGL 847 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

(See *Communication Studies*)

THEATRE ARTS

Theatre Arts activity courses are subject to repeatability limitations. Students are now limited to a maximum of four courses per family. A family of courses may contain more than four courses. If there are more than four courses in a particular family, a student may only enroll in a maximum of four total courses within that family. A course previously taken by a student (prior to the legislation) within the identified family will count as a repeat and limit future enrollments of courses within that family to a maximum of four.

Theatre Arts activity courses are offered in levels by progression. Courses are listed by title; for example, Acting, Rehearsal and Performance, etc., and then by level. Level I is beginning; Level II is intermediate; Level III is intermediate/advanced; and Level IV is advanced. The course number also indicates the level. For example, a beginning Acting class would be listed as DRAM 201.1, Acting I while an advanced Acting class would be DRAM 201.4, Acting IV.

New students are advised to enroll in the beginning level and be placed by their instructor upon assessment. Continuing students who have previously taken a course within a family, must progress to the next level.

LIST OF THEATRE ARTS FAMILIES**PREVIOUS/EQUIVALENT COURSES(S)**

Acting: DRAM 201, 202, 203
Rehearsal and Performance: DRAM 300

LEVELED/CURRENT COURSES

Acting: DRAM 201.1, 201.2, 201.3, 201.4
Rehearsal and Performance: DRAM 300.1, 300.2, 300.3, 300.4

DRAM 101 HISTORY OF THEATRE

Units (Grade Option) 3; Class Hours: Minimum of 48 lecture hours/semester; Recommended: Eligibility for ENGL 110; Prerequisite(s): None. Description: Discover theatre throughout the ages: Ancient Greek, Medieval, Renaissance, 17th century Court Theatre, 19th, 20th, 21st centuries. Read & analyze plays, study theatre architecture & stage design, learn about major historical figures, trends, and developments of the theatre, as well as theatre’s dynamic role in both historic and contemporary society. Transfer: CSU: C1, UC. (IGETC: 3A)

DRAM 140 INTRODUCTION TO THE THEATRE

Units (Grade Option) 3; Class Hours: Minimum of 48 lecture hours/semester; Recommended: Eligibility for ENGL 110; Prerequisite(s): None. Description: Discover the world of theatre - its process, people, performances, audiences, and its dynamic relationship with society. Engage in creative and research projects in acting, playwrighting, directing, and design. Experience theatre’s diversity, from edgy dramas to splashy Broadway musicals. Read plays, see film adaptations of stage scripts, examine dramatic criticism. Transfer: CSU: C1, UC. (IGETC: 3A)

DRAM 150 SCRIPT ANALYSIS

Units (Grade Option) 3; Class Hours: Minimum of 48 lecture hours/semester; Recommended: Eligibility for ENGL 110; Prerequisite(s): None. Description: An introduction to the reading and analysis of scripts, and the different ways in which critics, directors, actors, and designers approach them. Read classic and contemporary plays, discover the creative mechanisms behind effective drama, and explore realistic and non-realistic work. Research playwrights and their process. Interpret, explore, and analyze some of the most influential and exciting work in theatre history. Transfer: CSU, UC.

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 represen-

tative 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)

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

Units (Grade Option) 3; Class Hours: Minimum of 48 lecture hours/semester; Recommended: Eligibility for 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: C2, UC. (IGETC: 3B)

DRAM 160 LATIN AMERICAN THEATRE

Units (Grade Option) 3; Class Hours: Minimum of 48 lecture hours/semester; Recommended: Eligibility for ENGL 110; Prerequisite(s): None. Description: Discover the rich history of Latino Theatre in the United States. Explore the Spanish and indigenous roots of Latin American theatre. Learn about El Teatro Campesino's powerful role in organizing the farm workers of the 1960's. Read and analyze plays written by contemporary Latino, Cuban, and Puerto Rican playwrights, and study the relationship between those plays and the societies from which they emerge. (Fulfills Associate degree Ethnic Studies requirement.) Transfer: CSU: C1, UC. (IGETC: 3A)

DRAM 200 THEORY OF ACTING

Units (Grade Option) 4; Class Hours: Minimum of 64 lecture hours/semester; Recommended: Eligibility for READ 836 and ENGL 836; or ENGL 847 or ESL 400; Prerequisite(s): None. Description: Explore the theory of the fundamentals of acting. Discover the history of Method Acting, and the sometimes complementary, sometimes competing theories of its founders. Test theories in practice through theatre games, acting exercises, improvisation, and stage movement. Learn and apply fundamental acting vocabulary. Transfer: CSU, UC.

DRAM 201.1 ACTING I

Units (Grade Option) 1; Class Hours: Minimum of 48 lab hours/semester; Recommended: Eligibility for READ 836 and ENGL 836; or ENGL 847 or ESL 400; Prerequisite(s): DRAM 200. Description: Develop performance skills through acting exercises and scene study. Deepen emotional authenticity and refine creative expression. Develop characters through text-based critical analysis. Perform in a studio setting twice a semester. Transfer: CSU.

DRAM 201.2 ACTING II

Units (Grade Option) 1; Class Hours: Minimum of 48 lab hours/semester; Recommended: Eligibility for READ 836 and ENGL 836; or ENGL 847 or ESL 400; Prerequisite(s): DRAM 201 or 201.1. Description: Continue developing performance skills through methods and techniques explored in DRAM 201.1. Develop performance skills through acting exercises and scene study. Deepen emotional authenticity and refine creative expression. Expand your range by developing characters with backgrounds and experiences very different from your own. Perform in a studio setting twice a semester. Transfer: CSU.

DRAM 201.3 ACTING III

Units (Grade Option) 1; Class Hours: Minimum of 48 lab hours/semester; Recommended: Eligibility for READ 836 and ENGL 836; or ENGL 847 or ESL 400; Prerequisite(s): DRAM 201.2 or 202. Description: Continue developing performance skills through methods and techniques explored in DRAM 201.2. Develop performance skills through acting exercises and scene study. Deepen emotional authenticity and refine creative expression. Develop and perform multiple interpretations of the same script. Perform in a studio setting twice a semester. Transfer: CSU.

DRAM 201.4 ACTING IV

Units (Grade Option) 1; Class Hours: Minimum of 48 lab hours/semester; Recommended: Eligibility for READ 836 and ENGL 836; or ENGL 847 or ESL 400; Prerequisite(s): DRAM 201.3 or 203. Description: Continue developing advanced performance skills through methods and techniques explored in DRAM 201.3. Develop performance skills through acting exercises and scene study. Deepen emotional authenticity and refine creative expression. Develop characters through text-based critical analysis. Take on longer and more challenging monologues and scenes, including non-realistic and classical texts. Lead and direct fellow student actors. Perform in a studio setting twice a semester. Transfer: CSU.

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 ENGL 847 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 212 STAGE VOICE

Units (Grade Option) 3; Class Hours: Minimum of 48 lecture hours/semester; Recommended: Eligibility for READ 836 and ENGL 836; or ENGL 847 or ESL 400; Prerequisite(s): None. Description: Develop vocal performance skills through exercises in breathing, articulation, diaphragm support, resonance, pitch, rhythm, and expressiveness. Learn to communicate with precision and confidence. Acquire vocal range, strength, and subtlety. Integrate voice, breath, and text. Explore character voices and dialect. Transfer: CSU, UC.

DRAM 221 STAGE MOVEMENT

Units (Grade Option) 3; Class Hours: Minimum of 48 lecture hours/semester; Recommended: Eligibility for READ 836 and ENGL 836; or ENGL 847 or ESL 400; Prerequisite(s): None. Description: Become a more compelling performer through exploring the body in motion. Engage in exercises designed to increase flexibility, control, precision, fluidity, and balance, as well as spontaneity and expressiveness. Perform physical improvisation, choreographed routines, scenes without language, and stage combat choreography. Develop characters with distinct physicality. Transfer: CSU, UC.

DRAM 233 PLAY PRODUCTION LAB

Units (Grade Option) 3; Class Hours: Minimum of 40 lecture/24 lab/32 by arrangement lab hours/semester; Recommended: Eligibility for READ 836 and ENGL 836; or ENGL 847 or ESL 400; Prerequisite(s): Enrollment by Audition. Description: Produce a student-driven public performance: students write, direct, design, build, manage, and market a smaller production, developing it from its inception to the final curtain call. Each student takes on a variety of responsibilities, learning about not just the creative, but also the logistical and technical aspects of production. Transfer: CSU, UC.

DRAM 300.1 REHEARSAL AND PERFORMANCE I

Units (Grade Option) 3; Class Hours: Minimum of 144 lab hours/semester; Recommended: Eligibility for READ 836 and ENGL 836; or ENGL 847 or ESL 400; Prerequisite(s): None. Description: Perform in a departmental production. Develop your skills as an actor, and as a member of an ensemble that pools its talents, energies, and resources together in a collective effort to build, develop, market, and manage the complex and demanding challenge that is a live theatrical production. Enrollment by audition. Transfer: CSU.

DRAM 300.2 REHEARSAL AND PERFORMANCE II

Units (Grade Option) 3; Class Hours: Minimum of 144 lab hours/semester; Recommended: Eligibility for READ 836 and ENGL 836; or ENGL 847 or ESL 400; Prerequisite(s): DRAM 300 or 300.1. Description: Continuation of DRAM 300.1. Perform in a departmental production. Develop your skills as an actor, and as a member of an ensemble that pools its talents, energies, and resources together in a collective effort to build, develop, market, and manage the complex and demanding challenge that is a live theatrical production. Transfer: CSU.

DRAM 300.3 REHEARSAL AND PERFORMANCE III

Units (Grade Option) 3; Class Hours: Minimum of 144 lab hours/semester; Recommended: Eligibility for READ 836 and ENGL 836; or ENGL 847 or ESL 400; Prerequisite(s): DRAM 300.2. Description: Continuation of DRAM 300.2. Perform in a departmental production. Develop your skills as an actor, and as a member of an ensemble that pools its talents, energies, and resources together in a collective effort to build, develop, market, and manage the complex and demanding challenge that is a live theatrical production. Transfer: CSU.

DRAM 300.4 REHEARSAL AND PERFORMANCE IV

Units (Grade Option) 3; Class Hours: Minimum of 144 lab hours/semester; Recommended: Eligibility for READ 836 and ENGL 836; or ENGL 847 or ESL 400; Prerequisite(s): DRAM 300.3. Description: Continuation of DRAM 300.3. Perform in a departmental production. Develop your skills as an actor, and as a member of an ensemble that pools its talents, energies, and resources together in a collective effort to build, develop, market, and manage the complex and demanding challenge that is a live theatrical production. Transfer: CSU.

DRAM 305 TECHNICAL PRODUCTION I

Units (Letter grade) 3; Class Hours: Minimum of 32 lecture/48 lab hours/semester; Recommended: Eligibility for READ 836 and ENGL 836; or ENGL 847 or ESL 400; Prerequisite(s): None. Description: Introduces students to play production techniques, procedures, and

crafts. Topics include set design and construction, lighting design and implementation, building props, shop procedures, stage management, light and sound board programming and operation, and backstage operations. Student assignments support the DRAM 300 and DRAM 233 productions. Transfer: CSU, UC.

DRAM 306 TECHNICAL PRODUCTION LAB

Units (Letter grade) 1; Class Hours: Minimum of 48 lab hours/semester; Recommended: Eligibility for READ 836 and ENGL 836; or ENGL 847 or ESL 400; Prerequisite(s): DRAM 305. Description: Provides those students who have completed DRAM 305 with more advanced practice in play production techniques, procedures, and crafts. Topics include set design and construction, lighting design and implementation, building props, shop procedures, stage management, light and sound board programming and operation, and backstage operations. Student assignments support the DRAM 300 and DRAM 233 productions. Students in this course are given more responsibilities in the DRAM 300 and DRAM 233 courses than the DRAM 305 students. Transfer: CSU, UC.

WORD PROCESSING

(See Business/Office Technology)

Faculty

(Date of appointment to San Mateo County Community College District follows name.)

Aguirre, Alicia (1988)

Professor, ESL

B.A., Marygrove College

M.A., Eastern Michigan University

Anderson, Gregory (2013)

Vice President, Instruction

B.A., University of Wisconsin, Madison

M.A., School of International Training

Ph.D., University of Southern California

Aranyakul, Sarah (2012)

Assistant Professor, Counseling

B.S., Golden Gate University

M.A., Santa Clara University

Barrales-Ramirez, Lorraine (2008)

Professor, Counseling

B.A., California State University, Fullerton

M.P.A., Notre Dame de Namur University

M.A., San Jose State University

Behonick, Danielle J (2009)

Assistant Professor, Biology/Health Science

B.S., Boston College

Ph.D., University of California, San Francisco

Blok, Regina (2002)

Director, DSP&S

B.S., Bridgewater College

M.Ed., James Madison University

Buckley, Larry G. (2013)

President

B.A., University of Hawai'i, Mānoa

M.A., University of Hawai'i, Mānoa

Ph.D., University of Hawai'i, Mānoa

Budd, Anna (2007)

Associate Professor, Theater Arts

B.A., University of California Davis

M.F.A., San Francisco State University

Cabrera, Leonor (2007)

Associate Professor, Accounting

B.S., California State University Hayward

M.B.A., College of Notre Dame, CA

Carter, Lucy Salcido (2011)

Director, Center for International and

University Studies

B.A., Princeton University

M.A., New York University

J.D., Stanford University

Castello, Jennifer (1975)

Professor, ESL

A.A., College of San Mateo

B.A., 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)

Professor, English

B.A., University of California, Berkeley

M.A., San Jose State University

M.A., San Francisco State University

Darafshi, Gloria (1999)

Assistant Professor, Counseling

B.A. University of Massachusetts Amherst

M.S.W. University of Connecticut

Devlin, Kurt (2008)

Assistant Professor, Physical Education

B.A., University of Tampa

Dilko, Patricia (1998)

Professor, ECE/CD

B.A., Univ. of Connecticut

M.P.A., College of Notre Dame

Ed.D., Argosy University

Einhorn, Jessica (2007)

Associate Professor, Anthropology

B.A., California State University Sacramento

M.A., University of Kent, England

Elteto, Atilla (2013)

Assistant Professor, Astronomy/Physics

B.S., Cornell University

M.A., University of New Haven

Ph.D., University of Colorado, Boulder

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

Eslamieh, Salumeh (2006)

Associate Professor, English/Reading

B.A., University of California, Irvine

M.A., San Francisco State University

Field, Alison (2011)

Assistant Professor, History

B.A., San Francisco State University

M.A., San Francisco State University

Follansbee, Richard (1998)

Professor, Mathematics

B.A., San Francisco State University

B.S., Cal Poly State University

M.S., Northeastern University

Foguet-Mendoza, Michelle (2011)

Assistant Professor, Counseling

B.A., University of California, Santa Barbara

M.A., San Jose State University

Gangel, Susan (2002)

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)

Director, Student Support & TRiO Services

B.A., University of California, Santa Barbara

M.A., San Francisco State University

Goines, Val (1982)

Professor and Department Coordinator,

ECE/CD

B.A., CSU Chico

M.A., Stanford University

Gross, Jeanne R. (1995)

Professor, ESL

Support Services

B.A., Austin College

M.A., Pacific School of Religion

M.A., San Francisco State University

Hayes, Linda (1988)

Dean, Business, Workforce and Athletics

Division

Professor, Business/Office Technology

B.A., University of San Francisco

M.A., San Francisco State University

Hirzel, Douglas (2000)

Professor, Biological Sciences

B.A., University of California, Santa Cruz

M.S., University of Idaho

Hoffman, Michael D. (2008)

Assistant Professor, Mathematics

B.S., San Francisco State University

M.A., San Francisco State University

Hum, Denise (2007)

Associate Professor, Mathematics

B.A., San Francisco State University

M.S., California State University Hayward

Innerst, Evan (1991)

Professor, Mathematics

B.A., M.S., San Jose State University

Johnson, David M. (2011)

Dean, Humanities & Social Sciences

Division

B.A., University of California, Berkeley

M.A., University of Washington

Ph.D., University of California, Berkeley

- Jones, Pamela D. (2005)
Associate Professor, Radiologic Technology
A.S., Cañada College
B.S., M.A., CSU Sacramento
- Jung, Carolyn (1998)
Professor, Computer Business Office Technology
A.A., City College of Los Angeles
B.A., M.A., San Francisco State University
- Kaven, Jessica (2011)
Assistant Professor, Communication Studies
B.A., University of Hawai'i
M.A., San José State University
- Lacefield, Hyla (2013)
Assistant Professor, Multimedia Art & Technology
B.A., University of Georgia, Athens
M.A., University of Alabama, Tuscaloosa
- Lapuz, Raymond (2000)
Professor, Mathematics
B.A., M.A., University of California, Santa Cruz
- Lathigara, Rajesh (2011)
Associate Professor, Workforce Development
B.A., Saurashtra University
M.A., San Jose State University
Ph.D., Saurashtra University
- Lee, Robert B. (2005)
Associate 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
- Lopez, Kim (2011)
Dean, Counseling Services
B.A., UC Santa Barbara
M.A., California Polytechnic State University
- Mahoney, Susan (2012)
Assistant Professor, Earth Science
B.A. Macalester College
M.S. University of California, Davis
- Malamud, Monica (2001)
Professor, Spanish
B.S., M.S., Universidad Tecnológica Nacional
M.S., Western Michigan University
Ph.D., Boston University
- Martin, Nick (2012)
Assistant Professor, Counseling
B.A., University of San Francisco
M.A., University of San Francisco
- Meckler, David (2005)
Associate Professor, Music
B.S., Lafayette College
M.M., University of Cincinnati
Ph.D., University of California, San Diego
- Medina, Jeanette (2002)
Professor, Chemistry
Ph.D., University of Miami
- Mendez, Sandra A. (2010)
Assistant Professor, Counseling
A.A., Merritt College
B.A., University of California, Berkeley
M.A., Saint Mary's College of California
- Miladinova, Ana (2007)
Associate Professor, Dance/Fitness
B.A., University of Ljubljana
M.A., San Francisco State University
- Morales, William (1992)
Professor, Art
B.A., University of California, Santa Cruz
M.F.A., Boston University
- Naas, Paul (2007)
Associate Professor, Program Coordinator, Multimedia Art & Technology
A.S., College of San Mateo
B.A., San Jose State University
M.F.A., Academy of Art University
- Nance Carrigan, Candice (2013)
Assistant Professor, International Business
A.S., Ohlone College
B.S., San Jose State University
M.B.A., American International College
- 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
- Olesen, Karen (1988)
Professor, Counseling
B.S., Fresno State University
M.S., San Francisco State University
- O'Neill, Kay (2011)
Director, Center for Workforce Development
B.S., Colorado College
M.S., San Francisco State University
- Palmer, Lisa (1998)
Professor, English
B.A., Stanford
M.A., Columbia
Ph.D., University of California, Los Angeles
- Partlan, Martin (2002)
Professor, Physics
B.A., San Francisco State University
M.S., Ph.D., University of California, Davis
- Rana, Anniqua (1998)
Professor, ESL/English
B.A., M.A., University of Punjab (Pakistan)
M.A., San Jose State University
Ph.D., University of San Francisco
- Rhodes, Carol (2005)
Professor, Biology
B.S., University of California, Davis
M.S., Ph.D., University of Minnesota
- Rice, C. Jane (2013)
Instructional Designer/Distance Education Coordinator
B.A., University of Missouri
Ph.D., Stanford University
- Richards, Robin (2010)
Vice President, Student Services
Pharm D., University of the Pacific
M.S., University of the Pacific
- Rivera, Rafael (1999)
Associate Professor, Radiologic Technology
A.S., Cañada College
B.A., San Francisco State University
M.P.H., Oregon State University
Certified Radiologic Technologist, State of California
Registered X-Ray Technologist, ARRT
- 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
- Saterfield, Sondra (1985)
Professor, Psychology
B.S., Cheyney State College
M.S., Hayward State University
Ed.D., Argosy University
- Schertle, Katherine (2000)
Professor, ESL
B.A., University of California, San Diego
M.A., San Jose State University
- Schwarz, Bill (2013)
Assistant Professor, Computer Science
B.S., CSU, East Bay
M.S., Golden Gate University
- Stanford, Michael (2006)
Professor, History
B.A., California Polytechnic State University
M.A., San Francisco State University
- Staples, Nathan (2004)
Professor, Biology
B.S., Loyola Marymount University
Ph.D., University of California, Santa Barbara
- Stringer, Janet L. (2008)
Dean, Science and Technology Division
B.A., M.D., Ph.D., University of Virginia

- Terzakis, Elizabeth M. (2004)
Associate Professor, English, Reading
B.A., Wesleyan University
M.A., Hollins University
M.A., Brown University
- Tong, Po (2013)
Assistant Professor, Mathematics
B.S., M.S., University of Hong Kong
Ph.D., University of California, Berkeley
- Torres, Elsa (2011)
Assistant Professor, Interior Design
B.S., San Francisco State University
M.A., San Francisco State University
- Tricca, Robert E., (2010)
Assistant Professor, Chemistry
B.S., Boston College
Ph.D., Tufts University
- Valenzuela, Yolanda (2001)
Professor, Reading
B.A., University of California, Berkeley
M.A., San Francisco State University
- Ware, Lezlee (2003)
Professor, Political Science
B.A., M.A., University of California, Los Angeles
- 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)
Geography, Geology, Oceanography
- Adams, Grace (1998)
Dean, Business and Social Science
- Anderson, Richard W. (2006)
Math & Computer Information Science;
Athletics
- Ashley, Lyman (1999)
Physical Education
- Branstrom, Marvin (1995)
Biology, Anatomy
- Bratton, Glory (2007)
Counseling/ Human Services
- Claire, Richard S. (2005)
Accounting/Business
- Cory, Genevieve H. (1994)
Home Economics/Interior Design
- Crockett, Robert K. (1993)
English/Speech
- Cunningham, Lois L. (1996)
Sociology/Social Science
- Curtis, Robert M. (2000)
English/Drama
- Del Gaudio, Joan B. (2004)
Counselor/Business
- Eakin, James D. (1993)
Spanish/French
- Earnhardt, Eldon D. (2001)
Anthropology
- Easter, Stanley E. (1998)
Music/Counselor
- Edmonds, Bruce (2003)
Counselor/Mathematics
- Egan, Philip (2003)
Fine Arts
- Eyer, Dianne (2005)
Early Childhood Education/Psychology
- Festa, Angelo (1998)
P.E./Athletics
- Finn, Sharon (2010)
Computer Business Office Technology
- Friesen, John (2001)
Dean, Humanities
- Gavazza, Steve D. (2004)
Math/Engineering/Computer Science
- George, Rosemary (1993)
Librarian
- Giuntoli, Mervin A. (1997)
Biology, Zoology
- Glessing, Robert J. (1994)
English, Journalism
- Gray, Ella Turner (2003)
Biology/Director, Special Projects
- Greenalch, John H. (1996)
Counseling/ Human Services
Vice President, Student Services
- Gunderson, Peter K. (2003)
Geography
- Harrington, Joyce M. (1993)
Nurse, Counseling
- Harris, Donald C. (1994)
English/Spanish
- Henry, Amy (2002)
English/Reading
- Hetrick, Jane A. (2009)
DSP&S
- Hoy, Linda (2006)
Drama
- Ienni, Philip C. (1993)
Music
- Iverson, Charles (2013)
Mathematics, Computer Science,
Engineering, Physics
- Jeppson, Joseph H. (2002)
History/Law
- Katz, S. Marlene (1995)
Business
- Kenney, William C. (1992)
English, Film, Drama
- LeBow, Diane (2000)
English
- Liteky, Judith Balch (2007)
Mathematics
- Loughry, Alice P. (1996)
Home Economics
- Lucas-Woods, Phyllis (2009)
English; Vice President, Student Services
- Mangiola, Frank A. (2005)
P.E./Athletics
- Marchi, Joseph J. (1993)
Counseling
- Martinez, Olivia G. (2004)
Sociology; Vice President, Student Services
- McBride, Marilyn (2009)
Vice President, Instruction
- McCarthy, Barbara (2010)
Adaptive Physical Education
- McGill, Sally J. (2006)
P.E./Athletics/Nutrition/Foods & Dietetics
- McNamara, Cheryl J. (1998)
P.E./Dance
- Mecorney, Jean A. (2010)
Art and Multimedia
- Meek, Austen B. (1994)
Mathematics
- Mendoza, Salvador (2004)
Counseling
- Miller, Lewis (1993)
Math/Engineering/Computer Science
- Mohr, Thomas C. 2011
College President
- Moore, Nancy H. 1996
Radiologic Technology
- Nicolopoulos, Samuel (1990)
Physical Education
- Norman, Timothy H. (1998)
Mathematics

Owyang, Walter (2003) Psychology	Schoenky, Mary (1997) Counselor/Career Classes/Nurse	Thein, Van Raymond (2004) Music
Phillips, Jacqueline B. (2013) English as a Second Language	Sharon, Jared B. (1998) Chemistry	Thiele, Romelia (2006) Office Technology
Pratt, Jr., Melvyn E. (1985) History/Philosophy; Dean, Social Science	Smith, Pamela D. (2002) English	Tovissi, Joseph A. (1999) Mathematics/Counselor
Preston, Jack (2008) Computer Science, Mathematics, Physics, Astronomy	Sorensen, Lenora H. (1997) Tourism	Trugman, Ronald F. (2013) Business, English
Reller, Jr., Theodore L. (1996) Political Science	Stegner, Paul F. (2003) Psychology	Vial, Sil (1998) P.E./Athletics
Rubler, Selma (1993) Nurse, Counseling	Steidel, James (2001) History/Ethnics Studies	Villanueva, Tlaxcalli (2009) Counseling
Sachs, Lesli (2009) Nurse	Stiff, Dwight R. (1990) English; President, Cañada College	Weidman, Jane C. (1999) English/Reading
Sandler, Marie H. (2007) Early Childhood Education	Sutherland, Kenton K. (2000) English/ESL/Spanish	Welles, Samuel Paul, Jr. (2004) Biology/Athletics
Sanfilippo, Rudy A. (2001) Administration of Justice/Business/Social Science	Swenson, Jack (1994) English	Westover, Ross W. (1992) Physical Science
Schey, Robert E. (1993) Counseling	Szabo, Rosalee (2000) English/ESL	Wolford, Nancy (2013) Interior Design
		Workman, Gilbert (1998) History

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, Biotechnology, Broadcast and Electronic Media, Building Inspection, Cosmetology, Dental Assisting, Drafting Technology, Electronics Technology, Ethnic Studies, Film, Fire Technology, Geological Sciences, Graphics, Global Studies, Horticulture, Humanities, Journalism, Real Estate

Athletics: Men's Cross Country, Football, Swimming, Track & Field; Women's Basketball, Cross Country, Softball, Swimming, Track & Field, and 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 Technology, Family & Consumer Sciences, International Logistics, International Trade, Image Consulting, Journalism, Respiratory Therapy, Surgical Technology, Tagalog, Telecommunications and Network Technology

Athletics: Men's Wrestling; Women's Badminton, Basketball, and Volleyball

SMCCCD Parking & Traffic Regulations

Parking is on a first-come, first-served basis in the San Mateo County Community College District except for specific spaces reserved for visitors, staff and the disabled. The District provides parking on its facilities but accepts no liability for vandalism, theft, or accident.

Parking Permit Requirements

All persons driving motor vehicles (except motorcycles) onto campus and utilizing the parking facilities during regular class hours (Monday-Friday; 7 am -10 pm), including final examinations, are required to obtain and properly display a parking permit. Parking permits are not required in student lots on weekends or holidays. A parking permit is not required for motorists riding motorcycles and parking must be in designated Motorcycle Parking areas. A parking permit is not a guarantee of a parking space.

A grace period allowing for the purchase of permits will be in effect during the first two weeks of the spring and fall semesters, and the first week of the summer session. The grace period pertains only to permits, with all other parking regulations enforced at all times in all parking lots.

Purchasing Student Parking Permits

Student parking permits are available for \$40 each for the fall semester and spring semester; \$20 for the summer session; and \$70 for a two-term permit (Fall and Spring). Semester parking permits are valid at all three campuses of the District (Cañada College, College of San Mateo, and Skyline College.) Parking permits for students with California Board of Governors (BOG) waivers are \$20 per semester. Parking permit fees are nonrefundable unless an action of the College (e.g., cancellation of all of the student's classes) prevents the student from attending. Lost and stolen parking permits are nonrefundable.

Parking permits are available for purchase online (via WebSMART) during registration and throughout the term of the permit. Student parking permits that are ordered and paid for online are subject to a small shipping and handling fee (\$3.25 for one term and \$4.00 for 2-term permits). All permits are mailed to the address specified on the order. Permits are transferable from vehicle to vehicle.

Students may purchase permits in person at each College. There is no shipping and handling fee if you purchase your permit in person.

Affixing Student Parking Permit

Parking permits must be affixed to the inside lower left of the front windshield. Plastic permit hangers allowing the permit to be displayed on the interior rear view mirror are also available for purchase at each College bookstore. Whichever method you choose, you must ensure the permit is visible in its ENTIRETY at all times. It is the permit holder's responsibility to properly affix the permit in the vehicle.

Daily Parking & Visitor Parking

Daily parking permits are available for purchase for \$2.00 each from permit dispensers at each College. (For the location of the parking lots, please refer to campus maps.) Daily parking permits are valid in all lots where, and when, students are authorized to park. These permits must be displayed face-up on the dashboard.

Disabled Parking

Spaces painted blue and marked with the disabled logo are reserved for those persons with a California disabled placard or license plate in conjunction with a student parking permit. Students with temporary disabilities who do not have a placard may receive special parking consideration by contacting the College's Disability Resource Center. Special permits must be displayed as noted on the permit.

Traffic and Parking Regulations

Traffic/Parking regulations (including unauthorized parking in handicapped spaces) are enforced at all times under the jurisdiction of the San Mateo County Superior Court. Pedestrians have the right of way at all times. For more details on Traffic Regulations, you may refer to item 8.48 (Traffic Regulations) of the San Mateo County Community College District Rules and Regulations.

Parking is permitted only on blacktop surfaces in specifically marked parking spaces. Parking on unpaved areas, in roadways, in areas posted as no parking zones, or in any unauthorized area is prohibited. Vehicles parked backed into parking spaces can create a hazard and will be subject to citation. Driving or parking within the inner campus is prohibited. Campus speed limit is 25 mph. Where signs indicate a lesser speed, that speed will be the maximum.

Enforcement

Parking, traffic regulations, and the California Vehicle Code (CVC) are enforced under the authority of Section 21113A CVC. In accordance with California Vehicle Code Section 40202, citations may not be informally rescinded by College authorities. Consistent or flagrant violations may cause the vehicle to be towed away at the owner's expense.

Citations for parking violations are sent to the Office of Parking Violations weekly. All citations are reviewed by the Office of Parking Violations and must be processed through the Office of Parking Violations procedures. Directions for requesting a hearing are explained on the citation.

Appealing a Parking Citation

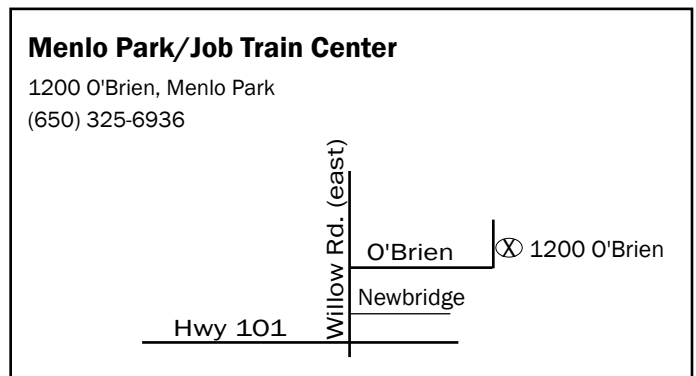
Parking citations may be contested by executing and mailing a completed Parking Citation Contest Form to the citation processing agency. Forms are also available from the Campus Public Safety Office on each campus. The name and address of the citation processing agency are on the form. The contestant will receive a written response from the citation processing agency reflecting the results of the appeal.

If you are dissatisfied with the outcome of the appeal, you may obtain an administrative hearing in Daly City or Menlo Park. The directions for obtaining an administrative hearing are included on the written response to the citation appeal. You will receive a written response from the citation processing agency reflecting the results of the administrative hearing.

If the contestant is dissatisfied with the outcome of the administrative hearing you can obtain a hearing before a Judge. The directions for obtaining a judicial hearing are included on the written response to the administrative hearing. Hearings for Skyline College will be conducted at the Northern Branch of Superior Court in South San Francisco, College of San Mateo at the Central Branch in San Mateo and Cañada College at the Southern Branch in Redwood City.

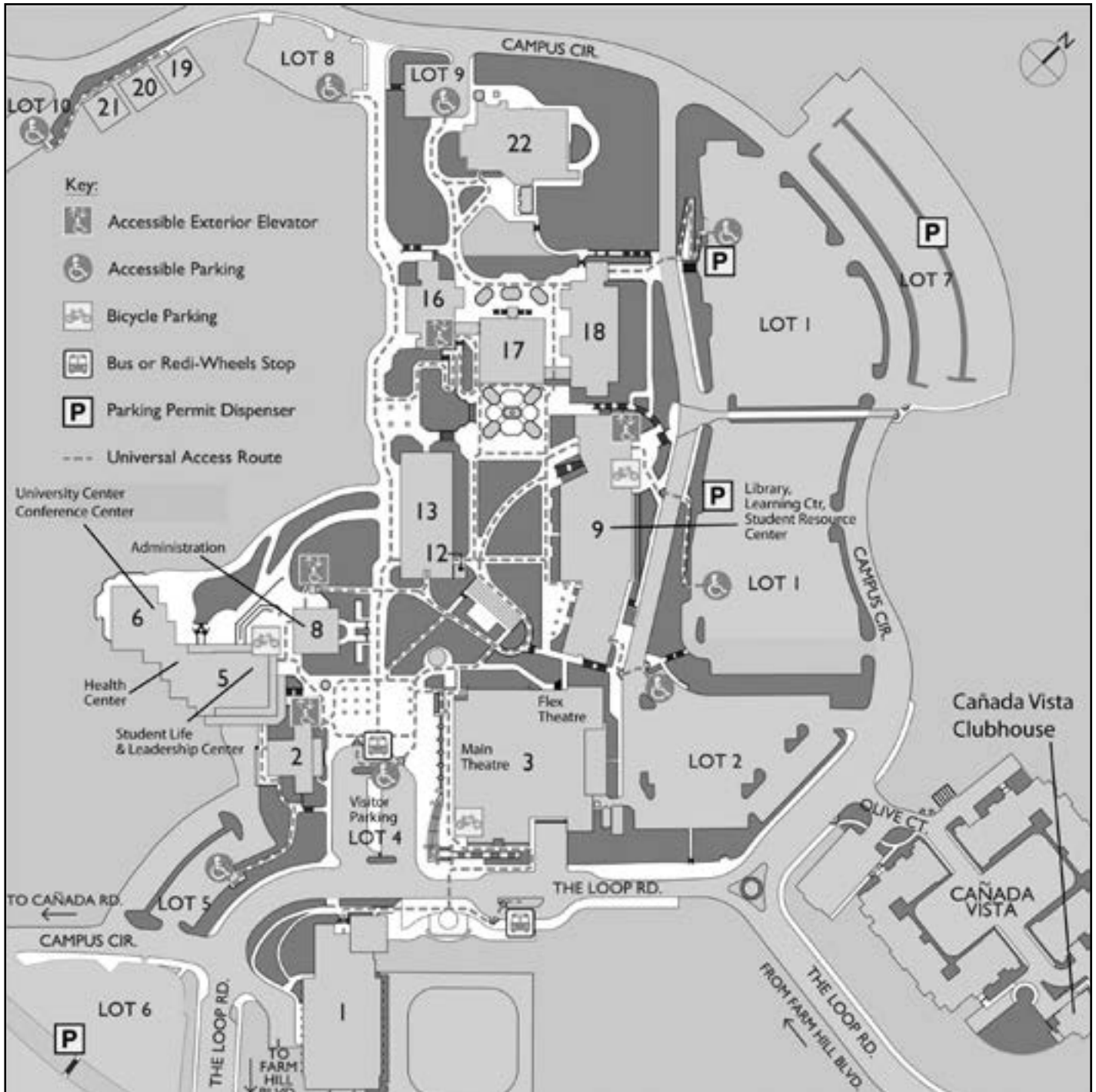
Campus Directory

Admissions & Records/Registration	9-120	306-3226	Library	9-3rd floor	306-3485
TDD/TTY		306-3181	Lost & Found (located in Public Safety Office)	9-151	306-3420
Articulation	9-132	306-3310	Middle College High School	13-106	306-3120
Associated Students	5-354	306-3373	Parking Permit Sales	9-120	306-3270
Athletics	1-204	306-3341	Physical Education Office	1-204	306-3341
Bookstore	2	306-3313	Placement Tests/Assessment	9-120	306-3320
Box Office		306-3396	President's Office	8-206	306-3238
Business Office/Cashier	9-119	306-3270	Psychological Services	5-303	306-3259
Business, Workforce, & Athletics Division	13-105	306-3201	Public Information	3-103	306-3340
Business Skills Center	13-217	306-3380	Public Safety (Parking Enforcement)	9-151	306-3420
CalWORKs	9-120	306-3452	Reading Lab	3-104	306-3326
Career Center	5-332	306-3178	Refunds (Registration Fees)/Cashier	9-119	306-3270
Center for International & University Studies (CIUS)	5-230	306-3399	Science and Technology Division	18-109	306-3291
College for Working Adults	18-110	306-3304	STEM Center	9-210	306-3316
Community Based English Tutoring (CBET)	3-147	306-3388	Student Life & Leadership Center	5-354	306-3373
Community Outreach	9-120	306-3444	Student Government Office	5-354	306-3364
Coop. Ed./Work Experience Program	13-124	306-3367	Switchboard/Directory Assistance		306-3100
Disability Resource Center	5-303	306-3259	Theatre Manager	3-133	306-3316
TDD/TTY		306-3161	Transfer Center	9-120	306-3372
English (ESL) Institute Resource Room	3-216	306-3412	Transcripts (Admissions & Records)	9-120	306-3228
Evening Services	8-215	306-3100	Transportation:		
EOPS/CARE	9-134	306-3300	SAMTRANS Bus Schedules/Passes	9-119	306-3270
Facilities Usage/Rental	9-119	306-3271	TRiO Student Support Services Program	9-213	306-3369
Financial Aid	9-109	306-3307	Upward Bound Program	22-112	306-3335
Health Center	5-303	306-3309	Veteran's Affairs	9-121	306-3123
Housing (Off Campus) Information	5-211A	306-3364	VROC (Veteran REsource & Opportunity Center)	9-2nd Floor	
Humanities & Social Sciences Division	3-205	306-3336	Vice President, Instruction	8-202	306-3353
Instruction Office	8-202	306-3353	Vice President, Student Services	8-209	306-3234
International Student Program	5-230	306-3494	Welcome Center	9-1st Floor	306-3452
Learning Center	9-210		Counseling Appointments		
Math Lab		306-3348	Orientations/Assessments		
Tutorial Center		306-3459			
Writing Center		306-3459			



Directions to Cañada College

Interstate 280 to Farm Hill Boulevard.
 Left at first traffic light onto campus.



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