



Cañada College



2017-2018 **CATALOG**
CANADACOLLEGE.EDU
REDWOOD CITY, CA

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Calendar of Important Dates

Fall Semester 2017

(86 Instructional Days including 5 Final Days, plus 3 Flex Days)

Month	Date	Description
August	14, 15	Flex Days (No Classes)
August	16	Day and Evening Classes Begin
August	29	Last Day to Drop Semester Length Classes with Eligibility for Partial Refund
August	29	Last Day to Add Semester Length Classes
September	2, 3	Declared Recess
September	4	Labor Day (Holiday)
September	4	Last Day to Drop Semester Length Classes without Appearing on Record
September	5	Census Day
October	6	Last Day to Apply for Degree / Certificate
October	11	Flex Day
November	10	Veteran's Day (Holiday)
November	11, 12	Declared Recess
November	15	Last Day to Withdraw from Semester Length Classes
November	23	Thanksgiving Day (Holiday)
November	24 - 26	Declared Recess
December	10 - 16	Final Examinations (Day and Evening Classes)
December	16	Day and Evening Classes End
December 22 - January 1		Winter Recess (Total of 7 District Work Days)

Spring Semester 2018

(86 Instructional Days including 5 Final Days, plus 3 Flex Days)

Month	Date	Description
January	11, 12	Flex Days (No Classes)



Month	Date	Description
January	13, 14	Declared Recess
January	15	Martin Luther King Jr. Day (Holiday)
January	16	Day and Evening Classes Begin
January	29	Last Day to Drop Semester Length Classes With Eligibility for Partial Refund
January	29	Last Day to Add Semester Length Classes
February	4	Last Day to Drop Semester Length Classes without Appearing on Record
February	5	Census Day
February	16	Lincoln's Birthday (Holiday)
February	17, 18	Declared Recess
February	19	Presidents' Day (Holiday)
March	2	Last Day to Apply for Degree – Certificate
March	8	Flex Day (No Classes)
March	25-31	Spring Recess
April	26	Last Day to Withdraw From Semester Length Classes
May	19-25	Final Examinations (Day and Evening Classes)
May	25	Day and Evening Classes End
May	26, 27	Declared Recess
May	28	Memorial Day (Holiday)

Tentative Summer Session 2018

Month/Date	Description
June 11 – July 21	Six Week Session
June 11 – July 28	Seven Week Session
June 11 – August 4	Eight Week Session
July 4	Independence Day (Holiday)

PLEASE NOTE: Information within this catalog can change throughout the 2017-2018 academic year. To see the list of changes and compare to the first publication, please visit: canadacollege.edu/catalogschedule/catalogarchive.php



Welcome

Welcome from the President



Welcome to Cañada College! I am pleased that you have chosen our College to pursue your educational goals and career aspirations.

For nearly 50 years, Cañada College has provided enriching and life-changing educational opportunities for the residents of San Mateo County. With the support and guidance from award-winning faculty and staff, students can pursue certificates and degrees for career training or to serve as a transfer gateway to four-year colleges and universities.

Here at Cañada, you will have the opportunity to choose from hundreds of day, evening, and weekend courses in more than 40 quality instructional programs, including sciences, business, multi-media, 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.

Part of a college experience is becoming involved both in and outside of class and I encourage you to join in co-curricular activities, including: student government, intercollegiate athletics, student clubs, honors societies with whom you can share and exchange ideas. Use this time to get to know your instructors and visit them during their office hours if you have any questions or need additional help.

I owe my career opportunities to the foundation established as a student in community college. I am honored to be a part of the caring Cañada family who stands ready to help you reach your goals and fulfill your dreams. We are happy to support you along your academic journey.

From here, you can go anywhere!

Dr. Jamillah Moore
President, Cañada College

Welcome to Cañada College

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

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

Our warmest wishes for your success at Cañada College!

Bienvenidos al Colegio de Cañada

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

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

Nuestros mejores deseos para su éxito en Cañada College.



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 legations 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.

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.

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.

Americans with Disabilities Act (ADA)

Reinforcing Section 504 of ADA

This document may be made available in alternate format as a reasonable accommodations for a person with a documented disability. To request a reasonable accommodation, please contact the Disability Resource Center at 650.306.3259 (V) or 650.306.3161 (TDD /TT Y) a minimum of five (5) work days prior to the date needed.

In implementing education reform initiatives, Cañada abides by Section 504 of the Rehabilitation Act of 1973 and Title II of the American with Disabilities Act (ADA), which prohibits discrimination on the basis of disability. Section 504 prohibits recipients of federal funds from discriminating on the basis of disability. Title II of the ADA prohibits discrimination on the basis of disability, in state and local government services by state and local governmental entities, whether or not they receive federal funds. This includes Cañada College of the San Mateo Community College District.

Cañada College is dedicated to implementing education reform initiatives and providing services and equitable opportunities to students with disabilities comparable to those given to their non disabled peers.

An Equal Opportunity Institution

Cañada College provides equitable access to education and equal opportunity in employment. Cañada College is committed to providing an environment free from gender-based discrimination and harassment. As such, Cañada does not tolerate any kind of genderbased sexual assault or harassment, as well as discrimination on the basis of race, sex, age, color, religion, national origin, marital status, veteran status, sexual orientation, or disability. Consistent with its commitment to addressing gender-based discrimination and harassment, Canada complies with Title IX, the Higher Education Amendment of 1972, which prohibits discrimination on the basis of sex in education programs and activities. Anyone who believes they have been subjected to gender-based discrimination or harassment is encouraged to report these incidents. Upon receiving a report, the college will respond promptly, equitably, and thoroughly, in addition, the college will take the necessary steps to prevent the recurrence of discrimination or harassment and correct its effects, where appropriate.



About

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 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 Thinking**
Select, evaluate, and use information to investigate a point of view, support a conclusion, or engage in problem solving.
2. **Creativity**
Produce, combine, or synthesize ideas in creative ways within or across disciplines.
3. **Communication**
Use language to effectively convey an idea or a set of facts, including the accurate use of source material and evidence according to institutional and discipline standards.
4. **Community**
Understand and interpret various points of view that emerge from a diverse world of peoples and cultures.
5. **Quantitative Reasoning**

Represent complex data in various mathematical forms (e.g., equations, graphs, diagrams, tables, and words) and analyze these data to 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.

About the San Mateo County Community College 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 information sharing and decision making, and that are respectful of all participants. The District plans, organizes and develops its resources to achieve maximum effectiveness, efficiency, equity and accountability.

The Mission is evaluated and revised on a regular basis.

Mission, Vision, and Values

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 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 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



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, Addiction Studies, Architecture, Biotechnology, Building Inspection, Cosmetology, Dental Assisting, Drafting Technology, Electrical Technology, Electronics Technology, Ethnic Studies, Film, Fire Technology, Geological Sciences, Humanities, Nursing, Real Estate, Web and Mobile Application Development

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) 738-4100*

Programs: Administration of Justice, Automotive Technology, Biotechnology, Cosmetology, Emergency Medical Technology, Family & Consumer Sciences, International Logistics, International Trade, Journalism, Massage Therapy, Network Engineering Technologies, Respiratory Care, Surgical Careers

Athletics: Men's Wrestling; Women's Badminton, Basketball, and Volleyball



Administration

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.

Thomas Mohr, *President* Richard Holober, *Vice President-Clerk* Maurice Goodman, *Trustee* Dave Mandelkern, *Trustee* Karen Schwarz, *Trustee* Alfredo Olguin Jr., *Student Trustee 2017-2018* Ron Galatolo, *District Chancellor*

Cañada College Administration

Office of the President

President: Jamillah Moore, Ed.D.
Executive Assistant: Barbara Bucton
Office: Building 8, Room 206
Phone: (650) 306-3239
Web: canadacollege.edu/officeofthepresident
Email: canpresident@smccd.edu

Programs:

- Marketing & Outreach
- Planning, Research & Institutional Effectiveness

Office of Instruction

Interim Vice President: David M. Johnson, Ph.D.
Executive Assistant: Christine Kincer
Curriculum & Instructional Systems Specialist: José F. Peña
Office: Building 8, Room 203
Phone: (650) 306-3353
Web: canadacollege.edu/officeofinstruction
Email: caninstruct@smccd.edu

Programs:

- ACES - Academic Committee for Equity and Success
- Articulation
- CIETL- Center for Innovation & Excellence in Teaching and Learning
- Honors Transfer Program

Office of Student Services

Interim Vice President: Phillip King
Executive Assistant: Debbie Joy
Office: Building 8, Room 209
Phone: (650) 306-3318
Web: canadacollege.edu/studentsservices

Email: joyd@smccd.edu

Programs and Services:

- A2B – Associate's to Bachelor's – Program
- Admissions and Records
- Center for Student Life and Leadership Development
- Disability Resource Center
- ¡ESO! Adelante Project
- Financial Aid
- Health Services
- Middle College High School
- Personal Counseling Center
- TRIO Student Support Services
- TRIO Upward Bound
- Veteran Services

Office of Administrative Services

Vice President: Michelle Marquez
College Budget Officer: Mary Chries Concha Thia
Office: Building 8, Room 116
Phone: (650) 306-3403
Web: canadacollege.edu/adminservices
Email: marquezmichelle@smccd.edu

Departments and Services:

- Budget/Operations Office
- Business Office
- Facilities
- Safety
- Professional Development

Planning, Research and Institutional Effectiveness (PRIE)

Interim Dean: Tracy Huang, Ed. D.
Office: Building 8, Room 211
Phone: (650) 306-3198
Web: canadacollege.edu/prie
Email: huangt@smccd.edu

Instructional Divisions

Athletics, Kinesiology and Dance, Library, Learning Resources

Interim Dean: Vacant
Division Assistant: Matthew Lee
Office: Building 9, Room 345
Phone: (650) 306-3341
Email: leemattthew@smccd.edu
Web: canadacollege.edu/athletics-lc-library

Courses and Programs:

- Athletics
- Bridge to Opportunities Peer Mentorship Program
- Dance



- Fitness
- Individual Sports
- Kinesiology
- Learning Resources
- Library
- Team Sports

Business, Design and Workforce

Interim Dean: Leonor Cabrera
 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

Courses and Programs:

- Accounting
- Architecture
- Business Administration
- Business Management
- Computer Business Office Technology
- Cooperative Education
- Digital Art and Animation (Multimedia)
- Early Childhood Education/Child Development
- Economics
- Fashion Design and Merchandising
- Human Services
- Interior Design
- Medical Assisting
- Paralegal
- Small Business and Entrepreneurship

Humanities and Social Sciences

Interim Dean: James Carranza
 Division Assistant: Joan Murphy
 Office Assistant: Gloria Peña
 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)
- College for Working Adults
- Communication Studies
- English
- English as a Second Language
- Foreign Languages
- History
- Music
- Philosophy
- Political Science
- Psychology
- Social Science

- Sociology
- Theatre Arts

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

Counseling Division

Counseling Services

Interim Dean: Gloria Darafshi
 Interim Division Assistant: Serina Garcia
 Office: Building 9, Room 135
 Phone: (650) 306-3479
 Web: canadacollege.edu/counselingcenter

Programs and Services:

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



Admission

How to Attend Cañada College

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.

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.

For more information, please visit <http://canadacollege.edu/admissions/>

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.

- TASC - Test Assessing Secondary Completion
- 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 combination of elementary and/or secondary schools in California for a total of three years
- 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 Students

How to Apply

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 \$23,000.
- Submit a personal essay.
- Copy of Passport

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 register in at least 12 units of coursework each fall and spring semesters. 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

Concurrent Enrollment

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.canadacollege.edu/admissions/apply.php.

Cost for concurrent enrollment:

- Concurrently enrolled high school students are exempted from payment of the enrollment fee, health fee and student representation fee if enrolled in less than 11.5 units.
- Concurrently enrolled High School students are exempted from payment of the non-resident and capital outlay fees if enrolled in less than 11.5 units.
- 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 assessment/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 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.

Please Note: If you are a home-schooled student, a copy of your R4 (Private School Affidavit) form will be required along with your Course Request Form.



Registration

Registering for Classes and the 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

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 CAASPP testing at your high school; your CAASPP 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.)

- Multiple Measures Assessment Program: You are a current year California high school senior or graduated from a California high school within the past 3 years, and meet the following criteria for high school English and/or Math classes:
 - English: completed 11th or 12th grade English, Composition, Advanced Composition, Expository Reading and Writing, Secondary English/Language Arts/Reading, AP English Language, AP English Literature, IB International English Language with a cumulative GPA of 2.3 and a grade of B- or higher in one of the courses listed above
 - Math: completed an equivalent of Algebra II, Integrated Math 3, Higher-Level Math (Statistics, Trigonometry, Pre-Calculus, Calculus) in 11th or 12th grade with a cumulative GPA of 3.2 and a grade of C or higher in one of the courses listed above
 - Students with approved English results are eligible for English 100
 - Students with approved Math results are eligible for math 125, 130, 140, 200, 241
 - Alternate Placement Test Form <http://canadacollege.edu/assessment/hsstudents.php>
 - Submit the Alternate Placement Test Form and attach a copy of your high school transcripts by FAX: (650) 306-3457, email to canadaassessment@smccd.edu or in person at the Welcome Center (650) 306-3452, Building 9, First Floor
- If using high school transcripts for placement into transfer-level Math to meet the Basic Math Competency for Associate Degree requirement, students MUST provide an official high school transcript for verification. This does not apply for Associate Degrees for Transfer or for meeting Math transfer requirements to four year universities.

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 non exempt 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.

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. To appeal the loss of priority registration, complete the "Loss of Priority Registration and/or BOG Fee Waiver Petition" (www.canadacollege.edu/forms). Completed petition needs to be turned into the Admissions & Records office.

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; Pick up your Student Body Card

See additional section on Bookstore in this catalog. Go to Building 5, Room 354, where the staff will take your picture and you your official Student Body Card. Please remember to update this card every semester you attend Cañada.

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 disabilities who need assistance with any part of the matriculation process should contact the Disability Resource Center at (650) 306-3259.

Class Schedule and WebSCHEDULE

Schedule Web Page

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

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.

WebSCHEDULE

Changes in the class schedule PDF may occur within the semester. Such changes may not be reflected in the schedule PDF document. For the most up-to-date class listings, one should refer to [WebSCHEDULE](#). By navigating the WebSCHEDULE page, you can filter class offerings per semester, disciplines, college, keyword, and open courses.

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 or hybrid.

Online 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

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.

Online or hybrid 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.

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.

WebSMART

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 unofficial/official transcript
- Update address, emergency contacts and other personal information
- Update educational goal

Registration Policies

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 12–19 units for summer session a full time load is considered to be 6 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 units or more during fall and spring terms is considered a full-time load for athletic eligibility, financial aid, international students with F-1 visa, veterans' benefits, social security benefits, and most other benefits which are dependent upon student enrollment status.

Course Repetition

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 residency prerequisite for the course or an institution of higher education to which the student seeks to transfer has established a residency 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 residency requirement.) The grade and units from the first course completion will be disregarded in computing the GPA. (Title 5 Section 55043)
- **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 beginning 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)

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 an AUDIT COURSE REQUEST 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.



Fee Policies

Description of 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 Fee Policies.

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
- By Payment Plan

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

Application Fee

All new international students pay a **\$50** non-refundable international application fee.

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.")

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 at canadacollege.edu/admissions 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.

Non immigrant students classified as a nonresident will pay nonresident tuition plus a nominal outlay fee (in addition to the **\$46** per unit enrollment fee).

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

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.

Student Body Fee (optional)

The voluntary Student Body Fee is **\$15** 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 Center for Student Life and Leadership Development in Building 5, Room 354 within the first two weeks of the semester for removal of charge if they choose not to pay. See Schedule of Classes for deadline.

All students, except high school students or those registering exclusively for Saturday, Sunday, or off-campus courses, are required to pay a **\$20** Health Services Fee each semester for day or evening classes, or **\$17** 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.

Parking Fees

See smccd.edu/publicsafety/parkingregulations.php 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 **\$53** each for Fall semester and Spring semester; **\$26** for the Summer session; and **\$96** 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** for Fall or Spring semesters, **\$25** for Summer, and **\$60** for two-term 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** 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

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

Audit Fee

A 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 by submitting an online transcript request via WebSMART. You will need to only request one transcript if you attended multiple colleges in the District. 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.

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.

Online Instructional Materials Access Fee

License fee for course digital material access; varies by course (students enrolling in courses with online instructional materials access fees will be notified prior to the start of the semester). The fee provides students with discounted instructional course materials including a digital textbook and interactive learning platforms. Online instructional materials access fees will be billed to the student during the first week of the semester (listed as Inclusive Digital Access and is refundable). Students may opt out of the fee through the bookstore before the semester begins.

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, enrollment verifications, 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, enrollment verifications, or degrees/



certificates until such delinquencies have been adjusted to the satisfaction of the college authorities.

Refunds

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

Prior to the First Day of Instruction

- Parking is nonrefundable without extenuating circumstances
- 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.

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 students will receive a full refund through the second week of instruction for semester-length classes and through the first 10% of the instructional period for students enrolled in less than semester-length classes.
Student Body Fee: Students will receive a full refund upon request and within the published deadlines listed in the Schedule of Classes.
- Student Representation Fee: The Student Representation Fee will be waived for students who refuse to pay for religious, political, moral, or financial reasons. This waiver must be submitted in writing within the first 10% of the period of instruction of the course(s).

Credit balances remain on student accounts for a maximum of five (5) years. A student may either choose to maintain a credit balance on account or contact the Business Office to

arrange for a refund. Refunds are NOT issued automatically. Fees paid by personal check will require 30 days for bank clearance before refunds can be processed. To be eligible for a refund/credit, a student must officially drop from a course. Student records are automatically held until all debts to the District colleges have been cleared.

San Mateo County Community College District policy requires students to pay all fees at the time of enrollment. The policy states that students will be dropped from classes for non-payment of fees. Deadlines to pay fees are published in the Fees section of the class schedule and college website before the beginning of every semester or term registration. If students are unable to pay their fees, they are encouraged to enroll in an inexpensive payment plan via [WebSMART](#), apply for financial aid ([www.fafsa.gov](#) or [www.caldreamact.org](#) as eligible) at least five days prior to registering for your classes, or complete the Board of Governors Fee Waiver via WebSMART to prevent being dropped from classes. If students need financial assistance after exhausting all options listed above, they may contact the Vice President of Student Services. Students who have unpaid fees on their record will not receive grade reports or other records of their work, and will be denied registration unless all outstanding fees have been paid.



Grades and Scholastic Honors

Grades & Grade Point Average (GPA)

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.



Drops and Withdrawals

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.

Drops

The term "drop" refers to a specific period at the beginning of a term whereby removing oneself 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 three 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 20% 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 third 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 20% 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." An extenuating circumstance petition may be obtained from the Admissions and Records Office or at the College website: www.canadacollege.edu. (under the "Admissions" tab and selecting "Forms").

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 web site: www.canadacollege.edu. Students may also make a request at the Admissions and Records Office to have a copy mailed to them.

Pass/No Pass Grading 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.

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.

Honors are awarded at graduation (A.A./A.S./A.D.T. degree) as follows, based upon GPA in all degree-applicable courses taken at College of San Mateo, Cañada College and Skyline College, together with GPA of degree-applicable coursework completed at other accredited institutions.

GPA	Honor Award
3.30 - 3.49	Cum Laude
3.50 - 3.99	Magna Cum Laude
4.0	Summa Cum Laude

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, C, or P) 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, A-, B+, B, B-, C+, 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. Up to 36 semester previously recorded substandard academic performance (grade of "D+", "D", "D-", or "F") 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 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 grade alleviation 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.



Academic Standards

Academic Standards Policy

Academic standing is based upon all coursework completed in the San Mateo County Community College District (includes Cañada, CSM, and Skyline). The Academic Standards Policy of Cañada College and the San Mateo County Community College District is based on a cumulative grade point average of 2.0 (C), the minimum standard required for graduation or transfer. A grade point average of less than 2.0 is considered deficient.

Grade point average (GPA) is determined by dividing the total number of grade points earned by the total number of letter graded (GPA) units.

Academic standing, including determination of probation or dismissal status, is based upon all coursework completed at Cañada College, College of San Mateo, and Skyline College.

Special program academic eligibility requirements for financial aid, athletics and Veteran's Educational Benefits may differ. Students should consult with the specific office for applicable program eligibility requirements.

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.

Academic Probation, Removal from Probation, and Dismissal

Academic Probation

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

1. 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 21).
2. 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.

Students who have been on probation for two consecutive semesters will lose their priority registration status.

Beginning Fall 2016, students who have been on probation for two consecutive semesters are in jeopardy of losing their Board of Governor's Fee Waiver (BOGFW).

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:

1. The student's cumulative grade point average is less than 1.75 in all units attempted.
2. 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 the Student Success Program in order to be reinstated to the College and allowed to enroll in classes. The Student Success Program consists of a workshop and meeting with a counselor during the semester. Students in dismissal status may be restricted to a limited number of units. The student must demonstrate academic progress during the semester after reinstatement in order to enroll in subsequent semesters. Students who wish to waive the Student Success Program requirements must receive approval from a counselor or the Dean of Counseling.

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 requirement 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.

See AP chart for detail policy in determining the application of AP test scores.

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** for detail policy in determining the use of the test scores.

College Level Examination Program (CLEP)

Cañada College and California State Universities award credit for the College Level Examination toward General Education. **See CLEP chart** for detail policy. CLEP cannot be used in IGETC certification. Students transferring to universities other than CSU may follow the policies concerning CLEP credits of those transfer institutions.

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

- Submit an official copy of exam results to the Admissions and Record Office
- Request an evaluation through SMCCCD Transcript Evaluation Services, at <http://smccd.edu/transeval>
- Consult and review the evaluation results with your counselor when planning your course work. A transfer student must also consult with a counselor at the transfer institution

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

1. The AP, IB, and CLEP charts 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.

Notes:

- 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, <http://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



Credit by Examination (CBE) - Internal

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 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 web-site - canadacollege.edu, or 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.

Basic Skills 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.

This designation recommends the minimum level needed in reading, writing, and/ or mathematics (or any other knowledge and/or skill) 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.

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 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.

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.

- Students may clear prerequisites through International Baccalaureate (IB) and/or by achieving the appropriate level score on the College Board Advanced Placement Examinations AP 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 will 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 "Prerequisite Challenge Petition". 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 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.

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

The "Prerequisite Challenge Petition" is available on the Cañada College WEB Site at www.canadacollege.edu/forms, and in the Counseling or Admissions and Records Office, Building 9, first floor.

Transcripts

SMCCCD has enlisted the help of Credentials Solutions to manage student records. Credentials Solutions will now provide transcript order, printing, and delivery service. Their TranscriptPlus feature will allow students to request transcripts at any time, on any day of the week.

On behalf of SMCCCD, Credentials Solutions will have the authority to fulfill all electronic transcript requests and respond to related inquiries. All PDF transcripts produced through the electronic transcript process are identical to paper transcripts. These PDFs can be certified as unaltered by visiting the website provided during the delivery process.

Official transcripts will be sent to employers, colleges and other institutions upon a student submitting an online transcript request via WebSMART. Most requests are generally processed within one business day from date received. Courses taken at Cañada College, CSM, and/or Skyline appear on the college transcript and transfer courses evaluated through TES. 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. Official transcripts given directly to the student may be opened only by the receiving institution.

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. SMCCCD accepts coursework from colleges and universities with accreditation from the following:

- MSA:** Middle States Association of Colleges and Schools, Commission on Higher Education
- NASC:** Northwest Association of Schools and Colleges
- NWCCU:** Northwest Commission on Colleges and Universities
- NCA-HLC:** North Central Association of Colleges and Schools, Higher Learning Commission
- NEASC-CIHE:** New England Association of Schools and Colleges, Inc., Commission on Institutions of Higher Education
- SACS:** Southern Association of Colleges and Schools, Commission on Colleges
- WASC-ACCJC:** Western Association of Schools and Colleges, Accrediting Commission for Community and Junior Colleges
- WASC-ACSCU:** Western Association of Schools and Colleges, Accrediting Commission for Senior Colleges and Universities

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 required 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

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 of the District Colleges in order to be recommended for graduation with the Associate Degree or completion of a Certificate Program.

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 3.0 GPA. Contact the chapter advisor of Phi Theta Kappa for further information.

Students who qualify for Phi Theta Kappa may also qualify for the Honors Transfer Program (HTP), an academic pathway for enhanced transfer. See Cañada's chapter of PTK, [Beta Zeta Nu](#), for more information about the HTP.



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 Grievances

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 <https://smccd.edu/publicsafety/annualreport.php> 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.

Types of 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.

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

Informal Student Grievance Procedure		
AREA	FIRST LEVEL OF ACTION	SECOND LEVEL OF ACTION
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

Formal Process for Non-Grade Grievances

(Note: For grade grievances, see "Grade Grievances")

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.

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

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. There is a deadline of year from the date that the grade is posted for a student to initiate a grade grievance. 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. Any student who believes, after the informal process, that he or she continues to have a grievance shall file a Grade Grievance Form available on the college website or from the Division Dean.



Student Conduct

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.

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. Disruptive behavior, 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. Causing or attempting to cause, threatening to cause or participating in an act of hate violence, as defined in Education Code Section 233(e).
7. Engaging in intimidating conduct or bullying against another student through words or actions, including direct physical contact; verbal assaults, such as teasing or name-calling; social isolation or manipulation; and cyberbullying.
8. Disorderly conduct or 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.
9. Terroristic threats against school officials, students or school property as defined in Education Code Section 48900.7(b).
10. 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.
11. Knowingly receiving stolen property belonging to the College District.
12. Participation in hazing
13. Unauthorized entry into, or use of, or misuse of College/District owned or operated facilities.
14. Forgery, alteration, or misuse of College/District documents, records, or identification.
15. Misrepresentation of oneself or of an organization as an agent of the College/District.



16. Dishonesty (such as cheating, plagiarism, or knowingly furnishing false information to the College and its officials).
17. Infringement or violation of copyright laws.
18. Disorderly conduct or lewd, indecent, or obscene conduct or expression including 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.
19. Extortion or breach of the peace on College/District property or at any College/District-sponsored or supervised function.
20. 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.
21. 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.
22. Smoking in any area where smoking has been prohibited by law or by regulation of the College/ District. This includes e-cigarettes and other vapor products.
23. Failure to satisfy College/District financial obligations.
24. 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.
25. 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.
26. 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.
27. Gambling: Betting, wagering or selling pools; playing card games for money; using District resources (telephones, computers, etc.) to facilitate gambling.
28. Committing sexual harassment as defined by law or by District policies and procedures.
29. 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.
30. 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.
31. Failure to adhere to safety rules and regulations as directed.
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

1. 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.
 - a. **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.
 - b. **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.
 - c. **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.
 - d. **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.
 - e. **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:

1. Removal from any or all College organizations or offices; and/or
 2. of privileges of participating in any or all College or student sponsored activities.
 - f. **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.
2. 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.
 3. A student subject to disciplinary action has a right to appeal the decision in accordance with Procedure, 7.73.1.
- c. From all classes and activities of the college for one or more semesters or sessions.
3. In cases involving disciplinary suspension:
 - a. The student shall have the opportunity to examine any materials upon which the charges are based.
 - b. The student shall be informed of the nature of the violations and/or actions which constitute the basis for the suspension.
 - c. The student shall be allowed to present evidence refuting the charges to the college chief executive officer or his/her designee.
 - d. 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.
 4. 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.
 5. A student under suspension at any District College may not enroll in any other District College during the period of suspension.
 6. The chief executive officer of the College shall report all suspensions of students to the Chancellor-Superintendent.
 7. 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.
 8. 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.
 - a. 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).
 - b. The Chancellor-Superintendent shall review the recommendation for expulsion with the Office of County Counsel.

II. Suspension and Expulsion

1. 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.
 - a. 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.
 - b. 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.
2. 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:
 - a. From one or more classes for a period of up to ten days.
 - b. From one or more classes for the remainder of the semester or session.



- c. 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.
- d. 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.
- e. 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

Campus Assembly Guidelines

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.

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 nondiscrimination in education or the District's compliance with those provisions may also be directed to:

Office for Civil Rights

*U.S. Department of Education
50 United Nations Plaza, Room 239
San Francisco, CA 94102*

Policy on Americans with Disabilities Act

The purpose of the Americans with Disabilities Act (ADA), PL 101-336, is to extend to people with disabilities civil rights similar to those now available on the basis of race, color, national origin, sex and religion through the Civil Rights Act of 1964. It prohibits discrimination on the basis of disability in private sector employment, services rendered by state and local governments, places of public accommodation, transportation, and telecommunications relay services. The ADA says that no covered entity shall discriminate against a qualified individual with a disability because of the disability of such individual in regard to job application procedures; the hiring, advancement, or discharge of employees; employee compensation; job training; and other terms, conditions, and privileges of employment.

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

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

If you need further information or if there are any problems or complaints on campus regarding compliance, please contact the Vice President of Student Services.

Sexual Assault Prevention Policy and Sexual Harassment Policy

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.

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, e-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.

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 a 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.



Student Services and Special Programs

Cañada College offers a variety of student-services, programs, cohorts, and clubs in order to help you succeed and to enhance your educational experience. Regardless of the type of student you are (new, returning, concurrent, etc.), there are many support services to help you be successful. If you find you need help, always remember to ask Cañada's friendly staff, faculty, and administration!

A2B (Associate's to Bachelor's) Program

University Center at Cañada College
Building 9, Room 215
Phone: (650) 306-3369
Web: www.canadacollege.edu/A2B

The A2B Program provides services for students exploring or pursuing majors in Psychology, Early Childhood Education/Child Development, Business Administration, and Nursing by providing academic and career counseling, peer mentoring, and transfer related workshop.

In addition, the A2B Program provides students with services and support to transition smoothly from completion of the associate's degree to transfer to a University Center bachelor's degree program. We have degree partnerships with:

- **San Francisco State University:**
BS, Nursing
- **Notre Dame de Namur University:**
BS, Business Administration
BA, Psychology
BS, Human Services
- **National University:**
BS, Allied Health
- **Arizona State University:**
BS, Family and Human Development (online)
BAE, Educational Studies (online)

The A2B Program can help you choose the best University Center bachelor's degree program for you and help you learn about admissions requirements, financial aid availability, and course prerequisites for entrance into these programs.

For more information about the University Center or the A2B Program, visit our website at www.canadacollege.edu/A2B, or contact Candice Johnson, A2B Program Services Coordinator, (650) 306-3369, johnsonc@smccd.edu.

Student Life and Leadership Development

Associated Students of Cañada College (ASCC)

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 Life 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 and Inter-Club Council meetings are open, so take the time and attend!

Student Life provides support and guidance to recognized student clubs; plans campus events; hosts workshops; creating Student Body Cards, and provides housing assistance, transportation assistance, clubhouse rentals, and game room rentals. The department functions as an information and resource center for leadership development, community service, social and cultural activities.

Athletics Programs

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

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.

Bridge to Opportunities Peer Mentorship Program (BTO)

Building 9, Room 219-A, 220, Learning Center

Phone: (650) 306-3345

Web: canadacollege.edu/mentor

Email: iwillsucceed@my.smccd.edu

Bridge to Opportunities (BTO) Peer Mentorship Program provides support to students throughout their college experience beginning with their transition into their first year until their successful transfer into a 4-year university. The goal of program is to foster academic excellence through peer-to-peer support. BTO Peer Mentors are student leaders on campus from diverse backgrounds and experiences who are trained in various areas of support. As a program participant, you become a mentee and are paired with a BTO Peer Mentor for each academic year. Mentees are encouraged to embrace college life and increase their knowledge about resources that will help them succeed.

Our program offers **three tiers of mentorship:**

Start Strong: Peer mentorship is provided to students transitioning into their first year at Cañada to build their academic toolkit for success.

Stay Strong: As students continue with their college education, peer mentorship is provided to encourage students to persist with their education, motivate them

to continue to excel academically in order to reach their transfer and graduation objective.

Finish Strong: Peer mentorship is provided to support students who are transfer-ready and assist them with the transfer process while maintaining academic excellence.

Additional BTO services includes academic counseling, tutoring support, book vouchers, access to textbook lending library, and free printing. The Bridge to Opportunities (BTO) Peer Mentorship Program is an HSI Title V grant program funded through the U.S. Department of Education.

Bookstore

Building 2

Phone: (650) 306-3313

Web: bookstore.canadacollege.edu

Email: kumar@smccd.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.

California Work Opportunities and Responsibility to Kids (CalWORKs)

Building 9, Room 133

Phone: (650) 306-3300

Web: canadacollege.edu/eops/calworks.php

CalWORKs is a state funded program at Cañada College, it offers CalWORKs recipients with additional support services to assist in their quest for a college education or employment.

Eligibility:

- Two-parent or single parent household
- Parent (s) AND child must be a CalWORKs/ TANF recipient (receiving cash assistance)

Services:

- Priority registration
- Academic, career and personal counseling
- Parenting, nutrition and other personal/professional development workshops
- Peer mentoring
- CalWORKs work-study and placement
- Monthly enrollment verifications to the County
- Lap-top loan
- Financial assistance such as gas cards, parking permits and backpack supplies as budget permits
- Child care for study time (when budget permits)



Career Center

Building 5, Room 332–next to The Grove

Phone: (650) 306-3178

Web: canadacollege.edu/careercenter

Email: cancareercenter@smccd.edu

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.

College for Working Adults (CWA)

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

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 on Thursdays and two Saturday mornings per month. The CWA curriculum ensures that within three years, students complete sixty transferable 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-T in Psychology
2. AA in Interdisciplinary Studies with an emphasis in Social and Behavioral Sciences
3. AA in Interdisciplinary Studies with an emphasis in Arts and Humanities
4. AA in Economics

COLTS (Community of Learning Through Sports)

Building 1, Room 204

Phone: (650) 306-3341

Web: canadacollege.edu/colts/

Email: leemathew@smccd.edu

Cañada College's Community of Learning Through Sports (COLTS) consists of a cohort of intercollegiate student-athletes who want to achieve both in the classroom and in their respective sport. Participation in COLTS is designed to help students take advantage of academic resources on campus, and to help them to build strong study skills, communication skills, and writing abilities with the goal of improving their overall educational performance. To participate in COLTS you must be a member of an intercollegiate sports team at Cañada College.

COLTS Academy

Building 9, Room 219-A, Learning Center

Phone (650)306-3111

Web: canadacollege.edu/coltsacademy

Email: iwillsucceed@my.smccd.edu

The Community of Leadership and Transfer Success (COLTS) Academy is a grant funded program designed to cultivate a supportive and academically rich environment to help students START STRONG, STAY STRONG, and FINISH STRONG. COLTS Academy offers three summer programs to support students at pivotal transition points in college.

COLTS Academy 1: Start Strong is a 4-day program for first-year incoming students who are transitioning from high school into Cañada College. The focus of this academy is to connect students to campus resources and community, cultivate leadership opportunities, and to develop a tool-kit for college success.

COLTS Academy 2: Stay Strong is a 3-day program for 2nd year and/or continuing students with a strong emphasis on enhancing academic strategies and transfer support. COLTS 2 strengthens the connection students have to campus resources and faculty, develops strong study skills and academic tools, and helps students determine their transfer and career objectives.

COLTS Academy 3: Finish Strong is a 2-day program for students who are preparing to transfer to a 4-year university. It provides students with opportunities to connect to Cañada's transfer support programs, begin the application process, and work on responses to the UC Personal Insight Questions.

Community Based English Tutoring (CBET)

Building 3, Room 147

Phone (650)306-3495

Web: canadacollege.edu/esl/cbet.php

Email: castello@smccd.edu

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 306-3495.

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, 306-3495.

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. DRC services include, but are not 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
- Learning Disability Assessment

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 – screen magnification software
- 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).

Entrepreneurship Center (E-Center)

Building 13, Room 228

Phone: (650) 306-3141

Web: canadacollege.edu/e-center/

Email: yurtsevenl@smccd.edu

The Entrepreneurship Center (E-Center) assists students as well as first-time entrepreneurs and aspiring business

owners in topics such as evaluating business opportunities, business plan writing, product development, marketing planning, and financial requirements. In addition to classes in entrepreneurship, the E-Center offers workshops and other events where students can learn about starting a business. The Entrepreneurship Center is a campus-wide entity of Cañada College serving students from all disciplines.

Expanding Student Opportunities (¡ESO!) Adelante Program

Phone: Nenaji Jackson (650) 306-3407 & Ada Ocampo (650) 306-3509 Web: canadacollege.edu/esoadelante

The Expanding Student Opportunities (¡ESO!) Adelante Program is a Title V, Hispanic Serving Institution (HSI) Grant funded program through the U.S. Department of Education. The grant was awarded to our college to help Hispanic and high-need students to be more successful and graduate & transfer to San Francisco State University. The goal of the grant is to help students Start STRONG, Stay STRONG and Finish STRONG. The ¡ESO! Adelante Program aims to 1) increase the number of students who participate in our academic preparation and support programs; 2) guarantee graduation and facilitate the transfer experience to San Francisco State University. The program is designed to improve the student experience and success through peer mentorship and expanded student opportunities and programs.

Extended Opportunity Programs & Services (EOPS)

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

EOPS is a state funded program that aims to help low-income and educationally disadvantaged students succeed in college.

Who is eligible for EOPS?

You must be a California resident, enrolled in at least 12 units, 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 some of the following services:

- Counseling
- Retention Services
- Priority Registration
- Book Voucher
- Assistance with applying for financial aid and scholarships



- Transfer Assistance
- Application Fee Waiver to CSU/UC Universities
- Loan: Laptop/Calculator/Voice Recorder
- Graduation Regalia
- Emergency Loans
- Bus Passes
- PTK Membership

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/FYSI 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

Web: canadacollege.edu/financiaid

Email: canadafinancialaid@smccd.edu

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 must demonstrate financial need while maintaining academic progress. Financial aid awards are intended to assist students in meeting 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 by the Cañada Financial Aid Office include the Pell Grant, a grant for moderate to low income students; the FSEOG (Federal Supplemental Education

Opportunity Grant), a grant 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. Students must apply for all federal assistance programs using the Free Application for Federal Student Aid (FAFSA) www.fafsa.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.

Recent legislation (AB 801) also provides additional support services along with BOGFW eligibility to Homeless Youth. Students experiencing homelessness are encouraged to meet with SparkPoint and financial aid staff to determine what kinds of services and supports are available to them as college students and in the community.

AB540 students are eligible for state financial assistance programs including the BOGFW, Cal Grant 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.

Student who enroll fulltime (12 or more units) and receive a Cal Grant are also eligible for a Full-time Incentive Grant (FTSSG). Additionally the State of California recently approved funding for a new Community College Completion Grant which provides additional funds for students who receive the Cal Grant and FTSSG who enroll in 15 or more units per term and stay on track to complete their educational program within the specified time frame outlined on their comprehensive student educational plan.



BOGFW Academic Standards: A student who fails to meet the minimum academic and progress standards of the institution for two consecutive semesters (fall and spring, excludes summer) will lose eligibility for the BOGFW. The minimum academic standards are a 2.0 cumulative GPA and a completion rate of more than 50% of all attempted units. Students who become ineligible for the BOGFW are encouraged to seek out campus support services to help them regain good academic standing. To appeal, complete the "Loss of Priority Registration and/or BOG Fee Waiver Petition" (www.canadacollege.edu/forms). Completed appeal petitions need to be turned into the Admissions & Records Office.

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 or 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 loans are need-based and unsubsidized loans are not need-based. All loans are subject to annual and aggregate borrower loan limits.

150% Subsidized Loan Limit: A new or first-time borrower is no longer eligible to receive additional Direct Subsidized Loans if the period during which the borrower has received such loans meets or exceeds 150 percent of the published length of the program in which the borrower is currently enrolled. These borrowers may still receive Direct Unsubsidized Loans for which they are otherwise eligible. 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

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> and <http://smccd.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, Building 9-109.

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 must 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 processed. Students must maintain both a cumulative grade point average of at least 2.0 on a 4.0 scale and a 67% Pace Rate (percent of courses completed towards educational goal) for all attempted units. Failure 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. Documentation of an extenuating circumstance is required. 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 attempted units (Example: 60 units for AA/AS x 150% = 90 units). For eligible certificate programs of at least 16 units, the maximum time frame is 150% of the required units for the certificate (Example: 24 unit Early Childhood Education Certificate x 150% = 36 units). Students who exceed the 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 effective on or after July 1, 2012 limits the provisions by which a person who does not have the equivalent of a high school diploma may receive federal financial aid. 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 (an 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) they can demonstrate enrollment prior to July 1, 2012 in an eligible program 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 an approved assessment referred to as an Ability to Benefit test.

Students without the equivalent of a high school diploma or who are ineligible to demonstrate Ability to Benefit may not receive any federal financial aid from any college/university. 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 November to March, see canadacollege.edu/financialaid/scholarship.php for detailed information. Funding for most 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.



Financial Aid Chart and Scholarship Information

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 November for the general scholarship program. The application deadline is March 2 each year.

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

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.	\$1,672 access award at CCC plus system-wide fees upon transfer at UC/CSU, reduced amount for private and proprietary institutions (subject to annual increase)	March 2	FAFSA or Dream Application and High School GPA Verification



Program	Who Can Apply	Awards Up To	Filing Deadline	Forms Required
Full-Time Incentive Grant	Undergraduate California residents including AB540 attending a California Community College and receiving Cal Grant B, attending full-time.	\$1,000/ \$500 per semester	March 2 and Sept 2	FAFSA or Dream Application and GPA Verification
Cal Grant B Competitive Award	Undergraduate California residents attending California colleges and universities; very low income; 2.0 GPA. AB540 students ineligible.	\$1,672 access award at CCC plus system-wide fees upon transfer at UC/CSU, reduced amount for private and proprietary institutions (subject to annual increase)	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.	\$1,094	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 provides reduced parking as eligible	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 \$1,672 at California Community Colleges - amounts based on Cal Grant A and B max (subject to annual increase)	April 30th Priority	FAFSA, CNG EAAP App. & Statement of Understanding



Program	Who Can Apply	Awards Up To	Filing Deadline	Forms Required
Child Development Grant	Undergraduate students; must meet federal eligibility.	\$1,000-\$2,000	June 15	FAFSA, Child Dev. Grant App. and Service Commitment
Community College Completion Grant	Awarded to students on pace to complete their programs with 2 years (less if under 30 units certificate program). Must be enrolled in 15 units each term and complete at least 30 units each year and must receive the Cal Grant B or C award and a Full-Time Incentive Grant	\$1,500	March 2	FAFSA, Cal Grant GPA
Federal Pell Grant	Undergraduate students with EFC at or below 5,328; must meet federal eligibility.	\$5,920	October 1 prior to through June 30 of aid year (21 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
Federal Direct Loans: Subsidized and Unsubsidized	All eligible students; must meet federal eligibility.	Annual maximum: \$6,500 dependent \$10,500 independent	Contact Financial Aid Office	FAFSA, College DL Request Form, MPN, Entrance Counseling



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 3, Room 211

Phone: (650) 306-3347

Web: canadacollege.edu/honorsprogram

The Honors Transfer Program (HTP) at Cañada is designed to support highly motivated, high achieving students, and is meant to better prepare them for university work. To be a member of the HTP students must apply online and meet the GPA, ENGL and MATH requirements. All Honors courses are open to HTP members and non-members. Students enrolling in these sections will be required to do Honors-level work. In addition to Honors designated courses, students may also earn Honors credit by completing an Honors Contract, Honors Independent Study, or Honors Internship under the guidance of a professor. More details on these credit options are located on the program website.

To graduate from the program, students must complete 15 units of Honors-level course work and achieve a GPA of 3.3 in their transfer courses. Program graduates receive special recognition on their transcripts, diplomas, and at graduation. Students may also be eligible for special scholarships and transfer agreements to four-year colleges and universities.

For more information about the Honors Transfer Program, visit the website, or contact the coordinator, Jessica Kaven Ed.D at kavenj@smccd.edu, building 3, room 211 or the Honors counselor, Gloria Darafshi at darafshi@smccd.edu or 650- 306-3452.

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 2 courses can be earned via Honors Contract, Independent Research or Independent Study

International Student Program

Building 3, Room 103

Phone: (650) 381-3544

Web: canadacollege.edu/international

Email: caninternational@smccd.edu

The International Student Center (ISC) provides individualized services to international students in F-1 immigration status, so they can achieve their personal, educational, and professional goals. ISC provides specialized admission and support services that help students adjust to their new environment both inside and outside of the classroom. Support services include help with housing, transportation, class registration, and immigration issues. ISC also promotes understanding and respect for diverse perspectives by providing college-wide opportunities for community engagement and cultural exchange. The International Student Center also provides information to all students interested in studying abroad. In conjunction with the SMCCD Study Abroad office Cañada College students may participate in short-term, long-term, for credit and not for credit study abroad opportunities. For more information visit: www.smccd.edu/studyabroad.



Please stop by the ISC during office hours from Monday through Thursday from 8AM to 5PM and Friday from 8AM to 3PM.

See section of this catalog on International Student Program (pages 12-13) for admissions requirements.

Learning Center

Building 9, Floor 2

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 and success across curriculums.

The Learning Center courses provides a range of individualized college credit through self-paced courses in study skills, vocabulary, grammar, spelling, writing, and more. Students complete assignments using textbook and online resources. Learning Center courses are designated with the LCTR prefix. Both non-degree and degree credit courses are available. Degree courses articulated with the CSU system are transferable.

Also incorporated within the Learning Center are computer lab areas, Tutoring Services, Writing Services (Writing Center is coming soon), Retention Support Services, Test Proctoring, Subject Specific Workshops, TRiO, BTO (Bridge to Opportunities) Peer Mentorship Program, Math Jam, Word Jam, Physics Jam, Colts Academies (1,2,3), general information and friendly approachable faculty and student support.

The Cañada College Tutoring program and STEM Center work together to provide comprehensive tutoring support for all Cañada College students. We seek to provide free, course centered, faculty involved academic support service which provides supplemental instructional support to all currently enrolled students. The program works with all instructional divisions and collaborates with other academic assistance programs and student services to identify strategies to assist in the success and retention of students across all disciplines. The program exists to help students with study skills and habits to become better students, reading and writing ability across the curriculum, including basic skills and ESL level courses, and building academic and professional confidence.

Tutoring is available 6 days per week Monday through Saturday for students to get academic support. Tutoring support comes in a variety of modalities including drop in, workshops, and embedded or EPIC. Peer tutors are recruited and recommended by faculty in a wide range of academic and vocational areas and are required to enroll in the campus tutor training course, LCTR 100, unless they can show prior tutoring experience. In order to receive tutoring, students must enroll in the tutoring service course, LCTR 698 (no credit, zero fee).

The Learning Center also offers retention support for students enrolled in Basic Skills courses. Retention support services includes collaboration with Basic Skills professors to work closely with basic skills students to identify strategies to help them to be successful in completing the course and connecting to campus resources. Special workshops and resources are also provided.

Test Proctoring is also available to faculty and students in need of proctoring services.

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 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/Public Safety

Phone: (650) 306-3420

Web: smccd.edu/publicsafety/index.php

Email: tupper@smccd.edu

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 5, Room 226

Phone: (650) 306-3120

Web: canadacollege.edu/middlecollege

Email: CanadaMiddleCollege@smccd.edu

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.

Outreach Program

Building 22, Room 106 Phone: (650) 306-3166

Web: canadacollege.edu/outreach Email:

canadaoutreach@smccd.edu

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, career 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

Personal Counseling Center

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

The Personal Counseling Center 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 training 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 Personal Counseling Center Office.

Puente

Phone: (650) 381-3564 Phone: mendezs@smccd.edu; valenzuelay@smccd.edu

The Puente Project is a national-award winning program that has helped tens of thousands of educationally disadvantaged students who enroll in four-year colleges and universities, earn degrees, and return to the community as leaders and mentors to future generations. Begun in 1981, Puente combines accelerated instruction, intensive academic counseling, and mentoring by members of the community.



The Puente Program integrates:

- Two semester English 847 & 100 linked classes
- Two semester CRER 137 & 110 linked classes
- Latino literature featuring texts that grow in rhetorical and thematic complexity
- Individual academic, career and personal counseling
- Transfer information, university tours, student motivational and transfer conferences, and assistance with the transfer process
- Mentoring where Puente students are matched with mentors from the business or professional community

Learning Outcome:

- Through participation in the Puente Project, a student will develop a Student Educational Plan (SEP) with the goal to transfer to a four year college or university

ROTC

Air Force ROTC

Phone: (510) 642-3572

Web: <http://airforcerotc.berkeley.edu>

Email: airforce@berkeley.edu

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

Phone: (510) 642-7682

Web: <http://army.berkeley.edu/>

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.

SparkPoint at Cañada College

Building 9, Room 125

Phone: (650) 381-3550

Web: canadacollege.edu/sparkpoint

SparkPoint at Cañada College is a financial education and coaching support service program that provides students with the tools to achieve financial stability. Through partnerships with a broad range of organizations and funders, SparkPoint at Cañada College brings added value to the services and resources that Cañada College offers students and other community members. Affiliated with United Way of the Bay Area, SparkPoint at Cañada College features financial coaches that students and others utilize like personal trainers in order to achieve financial fitness. Students work one-on-one with their personal financial coach to:

- Increase income with certificates and degrees
- Create a balanced budget
- Pay off debt and save money
- Access free and low cost banking
- Review credit scores and reports for accuracy
- Address food insecurities
- Discover and access resources including benefits when eligible
- Look for jobs and obtain résumé and cover letter critique
- Seek free income tax assistance

SparkPoint at Cañada College also features a full-service on-site food pantry for students and community members who need food. The pantry is open that is open on Tuesdays, Wednesday's and Thursdays from 1:00 pm to 3:00 pm. To schedule an appointment, call 650-381-3550.

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 ID's and Student Handbook

Student IDs

Student IDs are processed at the Center for Student Life and Leadership Development in Building 5, Room 354. In order to receive a Student ID and become eligible for the many benefits it has, students must pay the \$15.00 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 Body 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 visit www.smccd.edu/studyabroad or email studyabroad@smccd.edu.

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.

TRIO Student Support Services and TRiO Upward Bound Program

TRIO Student Support Services Program

Building 9, Room 213
Phone: (650) 306-3111
Web: canadacollege.edu/trio

TRIO Student Support Services is a federally funded program that assists students who identify as first generation, low income, or who have a learning or physical disability in earning their AA/AS degree and transferring to four-year colleges/universities.

TRIO-SSS offers the personalized support you need to succeed in your academic and educational goals. The program provides you with academic and career counseling as well as master tutors for Math, Reading and Writing. We offer additional services such as cultural and social activities, workshops, and field trips to four-year colleges and universities. For additional information, please call or visit the TRIO-SSS office in the Learning Center.

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.

Transfer Center

Building 9, 1st Floor, Room 122 and 142

Phone: (650) 306-3493

Web: canadacollege.edu/transfercenter

Email: cantransctr@smccd.edu

Office Hours: By Appointment. 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 and opportunities that ease their transitions to a four year university, and empowering them to successfully reach their transfer goals.

Students attending Cañada College may complete lower division course requirements, in the major and general education, in preparation for four-year universities. After completing the course requirements, students may use the credits earned and transfer as a junior to a California State University, a University of California, a Private university in-state, or any institution out of state.

The Transfer Center provides guidance to students with their transfer choices. Some of the services provided by the Transfer Center are: Counseling that provides information and guidance to students in the selection of a major or 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 a college fair that hosts representatives from Universities 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 UC Transfer Admission Guarantee (TAG) and other admission agreements with private and out-of-state universities.

Transfer Requirements for CSU and UC Campuses:

Colleges and universities have admission requirements specific to the campus and the programs, but in general, to transfer with a junior status, students must complete 60 transferable units that may include:

- Lower Division courses in preparation for the major

- General Education (GE):
 - CSU General Education Breadth –a GE pattern toward California State Universities (CSU)
 - Intersegmental General Education Transfer Curriculum (IGETC), a GE pattern toward University of California (UC), or California State Universities
- Electives–any transferable courses in addition to major and GE courses to meet the 60 unit requirements

Note: Students, who are transferring to CSU or UC and complete one of the above GE patterns, may provide a verification of completion of lower division GE courses. To do so, they need to request an official transcript including a full or partial certification of GE courses via WEBSMART. Students, who do not file for certification, must follow the local GE pattern at CSU and UC Campuses.

Some of the California private universities may also accept IGETC in lieu of their local GE requirements. For more information, please meet with a counselor and/or visit the university's website.

Transfer Admission Guarantee (TAG) to University of California

The Transfer Admission Guarantee allows students to sign a contract with participant universities to ensure their admission. To be eligible for a Transfer Admission Guarantee, 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 Santa Cruz

Associate Degree for Transfer (ADT)

In accordance with the new initiative, Senate Bill 1440, Cañada College currently offers multiple 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 77 for more information and a list of current ADT degrees offerings at Cañada College. More information about the SB1440 and Transfer Degree is available at adegreewithaguarantee.com.



Transfer to In-State Private University or Out-of-State University

Students may also choose to transfer to an in-state private university or an out-of-state university by following the university's individual admission and course requirements. The admission requirements and selection criteria are unique to each campus. Students must visit the university's Admission Web page that is designated for transfer students.

How to Apply to a Four-Year University:

The admission requirements and application information is available at the universities' website and the links provided below:

- California State Universities: www.calstate.edu/apply
- 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: <http://www.commonapp.org/>

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, and a request of their transcript to be evaluated 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/or IGETC Certification.
- For more information about TES visit <http://smccd.edu/transeval/>

University Center at Cañada College

Phone: (650) 306-3369

Web: canadacollege.edu/university

Email: johnsonc@smccd.edu

The University Center offers San Mateo County Community College District students the opportunity to complete a bachelor's degree on the Cañada College campus through partner universities: The University Center currently offers the following bachelor degree programs on our campus:

San Francisco State University:

BS, Nursing

Notre Dame de Namur University:

BS, Business Administration

BS, Human Services

BA, Psychology

Arizona State University:

BS, Family and Human Development (online)

BA, Educational Studies (online)

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

If you are interested in any of the programs listed above, contact the A2B Transfer Program Services Coordinator, Candice Johnson at (650) 306-3369 or johnsonc@smccd.edu. For more information, visit our website at canadacollege.edu/university.

Veterans Student Services

Veteran Resource and Opportunity Center (V-ROC)

Building 9, Room 209, Learning Center

Phone: (650) 381-3528

Web: canadacollege.edu/veterans

Email: canvets@my.smccd.edu

The Veterans Resource and Opportunity Center (VROC) is a dedicated space for student veterans, active duty service members, reservists, dependents, and supporters. VROC is an ideal space to meet other military affiliated students, meet with staff, study, conduct study groups, and to learn about additional resources. The office provides computers, free printing, a silent study room, TV, and weekly refreshments. Workshops and activities with Cañada's Vet Services Team and veteran community partners are held on Tuesdays in VROC between 12 p.m. – 2 p.m. to assist student veterans in understanding and accessing their benefits and other resources. For additional information about VROC and its services, please contact (650)381-3528 or email canvets@my.smccd.edu.

Veterans Services

Phone: (650) 306-3123; Veterans Advising: (650) 306-3419

Web: canadacollege.edu/veterans



Email: martinn@smccd.edu

Cañada College is approved to certify veteran students under the G.I. Bill who are pursuing: 1) an AA/AS degree, or 2) an approved transfer program. Those interested in attending Cañada under any chapter should contact the Veterans Administration Office to determine eligibility for benefits. College Policy regarding Academic Probation (explained on pg. 23) applies to all students. Veteran students placed on Academic Probation for failure to maintain a 2.0 grade point average must improve their GPA within the following two semesters or the college is required to report a termination of veteran's benefits due to an unsatisfactory academic progress (as defined by the Department of Veterans Affairs). More information is available from the Veteran's Assistant. The VA Regional Office maintains a toll-free number (1-800-827-1000) from 0800 to 1600, Monday – Friday. Interested veterans can visit the Office of Admissions and Records or call (650)306-3123 for more information.

Military Service Credit

For academic credit purposes, a veteran is defined as an honorably discharged member of the United States Armed Forces who was on active duty for one year or longer. Upon presentation of separation or discharge papers, veterans are exempted from the Physical Education requirement for the AA/AS degree. They are also granted six units of elective credit toward the AA/AS degree.

In addition, veterans who qualify may receive credit for military service schools toward the Associate in Arts/ Science degree upon presentation of proof to the Office of Admissions and Records. They must have completed a minimum of 12 units with a grade-point average of 2.0 at Cañada College. Units of credit for military service (six units) and military service schools will be recorded and so annotated on the student's academic record. For further information contact the Office of Admissions and Records (306-3123).



Cañada College at Menlo Park Site

Would you like to attend college in your neighborhood? Would more training help you get a raise? Are you looking for a new career? This off-campus site offers a variety of courses and is conveniently located in the **JobTrain** building at:

1200 O'Brien Drive, Room 54

Menlo Park, CA 94025

Phone: (650) 325-0164

Fax: (650) 325-8016

Web: canadacollege.edu/menloparksite

Email: canadamenloparkcenter@smccd.edu

Office Hours:

Monday through Thursday - 7:00am - 3:00pm

Fridays - **by appointment**

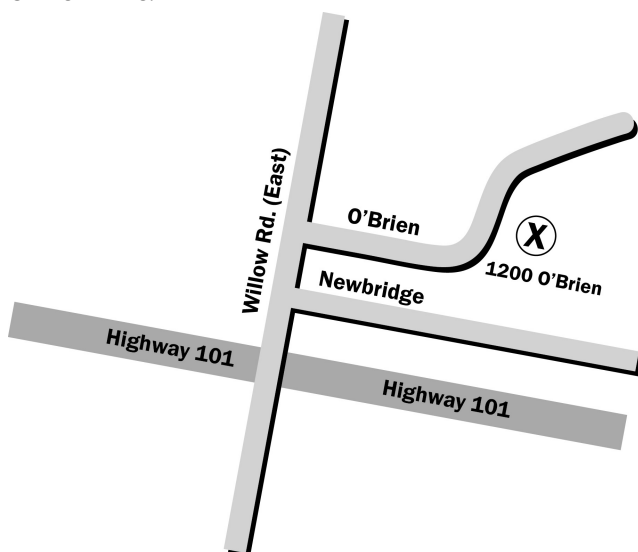
Counseling appointments available at the Menlo Park Site **by appointment**

Bilingual assistance available

Students will enjoy a clean and fresh environment, as well as new technology. The Menlo Park Site offers courses in Early Childhood Education/Child Development, Health, and Human Services.

Menlo Park Site Map

The Menlo Park Site is located off Willow Road East, and on O'Brien Drive.



Courses at Menlo Park Site

The Menlo Park Site offers courses in **Early Childhood Education/Child Development, Health, and Human Services.**



Información en Español (Information in Spanish)

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 sea 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, en la opinión del Presidente de Cañada College, ser capaz de beneficiarse con la enseñanza que se otorga.

- Ser un estudiante de escuela preparatoria cual sea recomendado recomendado 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 siguientes.

- Haber completado estudios a nivel secundario/ bachillerato.
- Tener por lo menos 18 años de edad y, en la opinión del Presidente de Cañada College, ser capaz de beneficiarse con la enseñanza que se otorga.
- Tener registros académicos o resultados de exámenes que indican éxito en potencial en un programa de crédito universitario.

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 la primaria y/o secundaria en 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 USCIS 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/internationa/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 requerida.
- Demonstrar 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 \$23,000.
- Entregar un ensayo personal (opcional, pero recomendable).
- Copia de su pasaporte

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 internacionales con una visa de F-1 son requeridos de registrar en 12 unidades de cursos 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.

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:

1. 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.
2. Los estudiantes que están registrados simultáneamente están exentos de pagar las cuotas de no-residentes o de desembolso capital.
3. Hay que pagar las cuotas de estacionamiento si se quiere estacionar un vehículo en campus.

Muchos de los cursos del colegio comunitario tienen requisitos y/o corequisitos. Los estudiantes que querrían registrarse por un curso de inglés, inglés como segunda lengua, matemáticas, o cualquier otro curso que tiene un requisito de inglés o matemáticas deben de 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 pedir que un expediente de todos sus cursos del colegio comunitario sea enviado al registrador de su preparatoria para ser considerada por crédito para la graduación de la preparatoria.

Inscripción y Registro

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 individuales. 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 completar los pasos del Proceso para Éxito Estudiantil antes 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 está EXENTO de matriculación, recibirá por email o por correo una fecha asignada para inscribirse por [WebSMART](#), después de que su formulario sea procesado.

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, y en nuestro sitio de Internet: www.canadacollege.edu.

Pasos Para Lograr en Cañada College

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 (o su Número 'G').

Es posible que el estudiante sea elegible para asistencia financiera estatal y/o federal. Si Usted es ciudadano estadounidense, residente permanente, u otra persona no-ciudadana elegible, se recomienda que llenen una solicitud de FAFSA en www.fafsa.gov. Los estudiantes de AB540 quienes no pueden llenar la solicitud de FAFSA deben de llenar otra solicitud de asistencia financiera estatal usando la Solicitud de Dream de California en <https://dream.csac.ca.gov>. Favor de pedir que se manden los resultados a Cañada College (código de escuela: 006973).

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:

- Se puede tomar las pruebas de aptitud el mismo día después de cumplir la Orientación del Colegio Comunitario, o;
- 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 está 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 Lenguaje Inglés o en Literatura Inglesa con una nota de 3, 4, o 5.
- Puede demostrar evidencia de completar 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 completado las pruebas de CAASSPP en su colegio; los resultados de CAASSPP 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.

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.

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 el mantenimiento actual de sus Planes Educativos Estudiantiles, la finalización del Proceso para Éxito Estudiantil, y un número total de unidades dentro del Distrito.

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 completado el proceso de matriculación de prioridad. Para apelar contra la pérdida de matriculación de prioridad, favor de completar la "Petición de Pérdida de Matriculación de Prioridad y/o la Renuncia de Pago BOG" ("Loss of Priority Registration and/or BOG Fee Waiver Petition"). Las peticiones completadas deben ser entregado a la Oficina de Admisiones y Registros.

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 BOGFW), 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.

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

Véanse la sección adicional sobre la Librería/Bookstore en este catálogo. Favor de visitar el Edificio/Building 5, Salón/ Room 354, donde el personal le sacará una foto y le dará su Tarjeta de Identificación Estudiantil oficial. Favor de actualizar esta tarjeta cada semestre a que asiste clases de Cañada College.

Los estudiantes deben de asistir a las clases con regularidad. Véanse la sección Attendance Regulations ("Regulaciones de Asistencia") en este catálogo.

Hay varios servicios de apoyo y actividades estudiantiles en que se puede participar. Véanse las secciones de Student Services y Special Programs ("Servicios Estudiantiles y Programas Especiales") en este catálogo. Los estudiantes con una discapacidad que necesitan asistencia con cualquiera parte del proceso de matriculación deben contactar el Disabilities Resource Center ("Centro de Recursos para los Discapacitados") a (650) 306-3490; TDD: (650) 306-3161.

Servicios de Asesoría

Edificio 9, Primera Planta

Teléfono: (650) 306-3452

Sitio web: canadacollege.edu/counselingcenter

La misión del Departamento de Asesoría de Cañada College es educar y apoyar a los estudiantes en lograr sus metas académicos, profesionales, y personales, y en ser participantes proactivos en nuestra sociedad diversa. Todos los consejeros están disponibles de ayudar y apoyar a los estudiantes para que tomen decisiones informativas y establezcan metas académicos y profesionales, de completar un plan académico para ganar un certificado, título, y/o programa de transferencia universitaria, de proveer información sobre los cursos y programas que se transfieren a las universidades de cuatro años, de evaluar la preparación académica actual y planear una serie de cursos para aumentar habilidades, y de enseñarles a los estudiantes habilidades, estrategias, y técnicas importantes para aumentar logros académicos. Además, los consejeros trabajan con los estudiantes para resolver asuntos



personales que puedan interferir con sus habilidades de lograr sus metas.

El Departamento de Asesoría ofrece también varios cursos de carrera que son transferibles a las universidades de cuatro años: 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 (CRER 110).

Los servicios de asesoría están disponibles por: asesoría individual, asesoría electrónica, asesoría de grupo, y asesoría espontánea. Los estudiantes pueden arreglar una cita con un consejero en el Centro de Asesoría, o por llamar a (650) 306-3452.

Política de Ausente para las Citas de Asesoría

Si los estudiantes no pueden asistir a su cita de asesoría, es su responsabilidad de cancelarla. Los estudiantes serán marcados como AUSENTE si faltan una cita de asesoría o si llegan 10 minutos tarde. Después de dos citas de asesoría faltadas (AUSENCIAS), sólo podrán utilizar servicios de asesoría de grupo o espontáneo cuando haya tiempo en el horario por el resto del año escolar.

Regulaciones sobre Repetición de Curso de SMCCD

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 querría 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 quien ha sacado 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 siguientes seis excepciones:

Falta Significante de Tiempo – Un estudiante puede registrarse por un intento adicional si ya completó el curso con éxito y una falta de tiempo significativa 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 querría transferirse ya estableció un requisito de cumplimiento reciente que aplica al curso. (Ejemplo: Biología 250 fue completado 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)

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/ kinesología, y las artes interpretativas o visuales. Por eso, los colegios comunitarios ya establecieron ‘géneros’ de actividades educativas similares. Los cursos de actividad de kinesología 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 Kinesología 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 Inter-universitarios – Los cursos en que los atletas estudiantiles se registran para participar en un deporte organizado y patronado 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)

Asistencia Financiera

Edificio 9, Primera Planta

Teléfono: (650) 306-3307

Sitio web: canadacollege.edu/financialaid

Email: canadafinancialaid@smccd.edu

La oficina de asistencia financiera administra varios tipos de asistencia financiera, incluso programas federales y estatales, además de becas de la Fundación SMCCCD y fuentes privados para ayudar a los estudiantes con sus gastos académicos.

Se otorga la mayoría de las becas de asistencia financiera basado en necesidad financiera. Se determina la necesidad financiera de un estudiante por deducir la contribución esperada de la familia del estudiante (EFC) del costo de asistir (COA). Para recibir la mayoría de la asistencia financiera, los estudiantes deben de demostrar necesidad financiera mientras que mantengan logros académicos. Las becas de asistencia financiera son para ayudar a los estudiantes en cobrar los gastos educativos anuales, por ejemplo, la matrícula y las cuotas, los libros y las materias, alojamiento y comida, transporte, y otros gastos personales y educativos.

Las becas de asistencia financiera pueden consistir en becas y exoneraciones (fondos que no se necesita devolver), préstamos (de interés bajo, los cuales en general no se necesita devolver mientras que un estudiante asista a la universidad por lo menos de medio-tiempo), y programas de trabajo estudiantil (el dinero que un estudiante gana por su trabajo en o fuera de campus), o una combinación de estas fuentes.

Asistencia Financiera: Los programas principales de asistencia financiera que son administrados por la Oficina de Asistencia Financiera de Cañada College incluyen los fondos del Pell Grant, que es un tipo de beca para estudiantes de ingresos bajos-a-medios; el FSEOG (“Federal Supplemental Education Opportunity Grant”), una beca que viene de un reparto limitado del colegio comunitario para los estudiantes que demuestran la mayor necesidad y que cumplen con la fecha límite de prioridad; Estudio-Trabajo Federal (“Federal Work Study,” o FWS), el cual es empleo basado en necesidad; y los programas de Préstamos Directos Subvencionados y No-subvencionados (DL). Los estudiantes deben de llenar una solicitud por todos los programas de asistencias financieras usando la Federal Application for Federal Student Aid (FAFSA), www.fafsa.gov, y cumplir con los requisitos elegibilidad federal.

Los fondos del 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 completar 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.

Asistencia Estatal: Los programas principales de asistencia financiera estatal que son administrados por la Oficina de Asistencia Financiera de Cañada College incluyen la Board of Governors Fee Waiver (BOGFW), la cual exonera la cuota de matriculación para residentes de California los que cumplen con la elegibilidad de AB540; la Cal Grant, la cual es un pago de beca directa para los residentes de California y, depende en el tipo de Cal Grant, los que cumplen con la elegibilidad de AB540. Para las Cal Grants se requiere la verificación de promedio de calificaciones (GPA) y la conformidad con límites de ingresos establecidos y de activos. Se determina la elegibilidad después de la entrega de GPA y la FAFSA o la Solicitud de Dream de California antes de las fechas límites (el 2 de marzo y el 2 de septiembre son los ciclos de premios). Los Foster Youth podrían ser elegibles por una Beca de Chafee y otras asistencias de becas, y deben de dirigirse a la Oficina de Asistencia Financiera para más ayuda con completar las solicitudes necesarias para recibir asistencia.

Los estudiantes de AB540 son elegibles para los programas de asistencia financiera estatal, incluso la BOGFW, Los Programas de Beneficio de Cal Grant, y los servicios por EOPS y otros programas, y se aconseja que los estudiantes entreguen la Solicitud de Dream de California, a menos de que satisfagan elegibilidad de asistencia financiera, y en tales casos deben de llenar la FAFSA.

Estándares Académicos para la BOGFW: Un estudiante que no satisface los estándares mínimos académicos y de progreso de la institución por dos semestres consecutivos (otoño y primavera, exclusivo del verano) perderán elegibilidad de la BOGFW. Los estándares mínimos académicos son un promedio de calificaciones acumulativo de 2.0 y un índice de finalización de más de 50% de todas las unidades intentadas. Los estudiantes que están inelegibles para la BOGFW deberían pedir servicios de apoyo del campus para ayudarlos mejorar el estatus académico bueno. Para apelar, favor de llenar la "Petición de Pérdida de Registración de Prioridad y/o Exoneración de Cuota de BOG" ("Loss of Priority Registration and/or BOG Fee Waiver Petition") en www.canadacollege.edu/forms. Se debe entregar las peticiones de apelación llenadas a la Oficina de Admisiones y Registros.

Elegibilidad

La elegibilidad depende en el programa. Por ejemplo, el programa de BOGFW está disponible a los estudiantes quienes han sido clasificados como residentes de California o elegibles para AB540 por la Oficina de Admisiones y Registros, y quienes satisfacen la elegibilidad específica del programa. Para las Becas de Pell (federal) y SEOG se requiere que el estudiante demuestre necesidad financiera por la FAFSA. Un estudiante debe ser un ciudadano estadounidense o en uno de un grupo de categorías conocidas como no-ciudadano elegible (incluso residente

permanente, extranjero residente, refugiado, o una persona que busca asilo). Para los Préstamos Directos se requiere que el estudiante entregue una FAFSA; para los préstamos subvencionados todo es basado en necesidad financiera, mientras para los no-subvencionados nada es basado en necesidad financiera. Todos los préstamos son sujetos a límites de préstamo anuales y agregados para el que pide el préstamo.

Límite de Préstamo Subvencionado de 150%: Un prestatario nuevo o que pide un préstamo por primera vez ya no es elegible de recibir Préstamos Subvencionados Directos adicionales si el período durante lo cual el prestatario ha recibido tales préstamos está o excede 150% de la duración publicado del programa en que el prestatario está matriculado en ese momento. Estos prestatarios podrán recibir Préstamos No-Subvencionados Directos, por los cuales son elegibles.

Como los criterios de clasificarse por programas diferentes de asistencia financiera puedan variar drásticamente, cada estudiante quienes tienen necesidades financieras deben de solicitar ayuda.

En unos casos, los estudiantes podrán clasificarse por más que un programa para ayudarlos con sus costos universitarios. Favor de solicitar temprano y cada año, porque algunos programas tienen fondos limitados para esos estudiantes que estén elegibles para el programa y que entreguen sus solicitudes temprano. Favor de leer la materia amplia disponible (en inglés y en español) que hay en la Oficina de Asistencia Financiera o en el sitio web de Cañada College a <http://canadacollege.edu/financialaid> y <http://smccd.edu/financialaid>, en el sitio web de Asistencia Estudiantil Federal ("Federal Student Aid") en www.fafsa.ed.gov, y la Comisión de Asistencia Estudiantil de California ("California Student Aid Commission") a <http://www.csac.ca.gov> o <https://dream.csac.ca.gov> para más información específica sobre la Solicitud de Dream.

Se reconoce también que podría haber circunstancias no comunes que la información de solicitudes para asistencia financiera no cubra, las cuales afectarán la posibilidad de asistir a un colegio comunitario. Estos estudiantes podrán entregar un formulario de Circunstancias No Comunes ("Unusual Circumstance") o una Solicitud de Anular Dependencia ("Dependency Override Request") para explicar estas situaciones para ser consideradas en la evaluación de elegibilidad de asistencia financiera. Se requiere documentación adicional. Para más información detallada sobre programas específicas de asistencia, favor de dirigirse a la Oficina de Asistencia Financiera, Edificio 9, Salón 109.

Reglamento Federal: Regreso de Fondos de "Title IV"

Si el estudiante que recibe asistencia financiera y/o fondos de Préstamos Directos, 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 ineligibles 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.

Reglamento Federal: Progreso Académico Satisfactorio

Cada estudiante debe mantener Progreso Académico Satisfactorio (SAP) con respecto a un título, certificado, o programa de transferencia de estudios para establecer o renovar elegibilidad de participación en todos los programas federales de asistencia financiera y esos programas que están al amparo de la Comisión de Asistencia Estudiantil de California (i.e. Cal Grants, Chafee Grant, etc.). La Emenda de Educación Avanzada ("Higher Education Act") requiere que las instituciones establezcan estándares de progreso académico que contengan medidas cualitativas (el promedio de calificaciones) y cuantitativas (finalización) de progreso, y también requiere un período máximo para completar el programa. Se mide SAP después de cada término cuando las notas finales estén procesadas. Cada estudiante debe mantener un promedio de calificaciones de 2.0 en una escala de 4.0, Y una Tasa de Finalización (porcentaje de cursos completados para un logro académico) de 67% para todas las unidades intentadas. Una falta de mantener cualquier estándar se resultará en que el estudiante estará en peligro de asistencia financiera. Una falta de mejorar hasta los requisitos mínimos de SAP en el período subsecuente de matriculación se resultará en una descalificación de asistencia financiera. Cada estudiante tiene el derecho de apelar. Se requiere documentación de una circunstancia atenuantes. Cada estudiante que recibe aprobación de apelación está puesto en un período de prueba con respecto a la asistencia financiera, y debe satisfacer los términos de la apelación para permanecer elegible para asistencia financiera continua.

Los estudiantes deben de completar sus programas académicos elegibles dentro el 150% de su duración de programa publicada. Para esos estudiantes que estudian para un AA/AS o quieren transferirse, el período máximo aprobado es 90 unidades intentadas (por ejemplo: 60 unidades para un AA/AS x 150% = 90 unidades). Para los programas de certificado elegibles de 16 unidades o más, el período máximo es 150% de las unidades requeridas para el certificado (por ejemplo, el Certificado para la Educación de Niñez Temprano de 24 unidades x 150% = 36 unidades). Esos estudiantes que exceden el período máximo o que son determinados antes de llegar a la cantidad máxima de unidades de no poder completar su programa dentro el período máximo serán descalificados de recibir asistencia

financiera. Esos estudiantes tienen el derecho de apelar la decisión.

Regulación Federal: Habilidad de Beneficiar ("Ability to Benefit," o ATB)

Hay legislación federal que se estableció en o después del 1er de julio, 2012, que limite la provisiones por lo cual una persona quien no tiene la equivalencia de un diploma de escuela secundaria podrá recibir asistencia financiera federal. La equivalencia a un diploma de escuela secundaria incluye pasar el GED o el California High School Proficiency Exam (CHSPE), educación de casa y la finalización de un programa después de la secundaria de dos años que sea transferible por completo a un programa de bachillerato (un título de AA/AS). Los que no tienen la equivalencia a un diploma de escuela secundaria no son elegibles de recibir asistencia financiera federal con la excepción de tales condiciones: (1) antes del 1er de julio, 2012, se inscribieron en un programa elegible como es definido por el Departamento de Educación, y que cumplen con una de las provisiones de ATB descritas abajo; o (2) pueden demostrar matriculación antes del 1er de julio, 2012, en un programa elegible y posteriormente satisfacen una de las provisiones de ATB descritas abajo.

Se puede establecer ATB por las siguientes provisiones:

- Finalización satisfactoria de 6.0 unidades de curso universitario que se aplica a un título que sea aceptada como crédito universitario de Cañada College, o
- Sacar una nota aprobatoria en una evaluación aprobada, que se llama el examen Ability to Benefit.

Los estudiantes que no tienen equivalencia a un diploma de escuela secundaria o quienes no son elegibles de demostrar Ability to Benefit no podrán recibir ningún tipo de asistencia financiera federal de ninguna universidad. No se puede apelar esta decisión sobre este requisito reglamentario.

Para más información sobre el examen GED, las personas interesadas deben de llamar el distrito de escuelas secundarias de su área. En el área local, se ofrece el GED por el Sequoia Union High School District Adult School, (650) 306-8866. Los estudiantes que todavía asisten a una escuela secundaria no son elegibles para asistencia financiera federal, a pesar de que demuestren Ability to Benefit, porque necesitan ser admitidos como estudiantes universitarios regulares.

Otros Recursos

Hay fondos limitados que están disponibles como préstamos de corto plazo por el fondo de Préstamo de Emergencia de Decano, y el Fondo de Préstamos de Emergencias de EOPS. Generalmente se devuelve estos préstamos dentro de 30 días, y durante el mismo semestre en que el estudiante reciba los fondos. Los préstamos estudiantiles alternativos (préstamos privados) no se



recomienda. En general, la Oficina de Asistencia Financiera no autorizará un préstamo estudiantil alternativo. Si usted está considerando un préstamo estudiantil alternativo, favor de dirigirse al Director de Asistencia Financiera para saber de otras opciones de asistencia financiera federales y estatales.

Rentales y Préstamos de Libros de Texto: La Librería de Cañada College provee una opción de rentar muchos de sus libros de texto, por lo cual los estudiantes podrán ahorrar cientos de dólares cada año, en comparación a los precios de libros de texto nuevos y usados. Favor de considerar en rentar sus libros de textos cuando sea posible. Además, ambos el Centro de Aprendizaje/Learning Center y la Biblioteca mantienen una colección de libros de texto para los estudiantes si quieren pedirlos al corto plazo (por hora o de una noche).

Las becas: Cañada College les ofrece becas a estudiantes nuevos, continuos, y los que se transfieren cada año por su programa de beca anual. El período de solicitar dura de noviembre hasta febrero; favor de ver canadacollege.edu/financialaid/scholarship.php para más información detallada. Los fondos para la mayoría de las Becas de Cañada College vienen de la San Mateo County Community Colleges Foundation. Fundada en 1966, la Fundación recauda fondos para becas, tanto como para programas educativos en cada uno de los tres colegios comunitarios del Distrito. Se recibe donativos de varias fuentes: individuos, empresas, grupos cívicos, organizaciones comunitarias, y otras fundaciones. La misión del a Fundación es de promover logros estudiantiles y fomentar innovación y excelencia de programa por promover apoyo financiero especial para los colegios comunitarios del Distrito. Para más información sobre la Fundación, favor de ver www.smcccfoundation.org.

Servicios Para Estudiantes

Programas y Servicios de Oportunidades Extendidas (EOPS)

Edificio 9, Salón 133

Teléfono: (650) 306-3300

Sitio web: canadacollege.edu/eops

EOPS es un programa para los estudiantes con desventajas económicas y educativas para ayudarlos a tener éxito en la universidad.

¿Quién es elegible a EOPS?

Hay que ser un residente de California, matriculado en 12 unidades o más, haber sacado menos de 70 unidades, no haber sacado ya un título, ser elegible por el Board of Governors Fee Waiver (BOGFW), y satisfacer la definición de 'desventado educacionalmente'.

¿Cuáles servicios provee el EOPS?

EOPS apoya logros estudiantiles por proveer los siguientes servicios:

- Asesoría: académica, personal, y profesional
- Asistencia financiera (i.e. cupones de libros, abonos de autobús)
- Matriculación de prioridad
- Asistencia adicional de tutoring
- Ayuda con las solicitudes de asistencia financiera
- Servicios de Retención
- Asistencia de Transferencia
- Préstamos de: grabadores audios, calculadores, plumas de ECHO, y computadoras portátiles

Agencias Cooperativas de Recursos para Programas de Educación (CARE)

CARE es un programa subconjunto de EOPS que ayuda a padres solteros que reciben asistencia financiera por el Programa CalWORKS del Condado, y los ayuda lograr sus metas en la universidad. Para evitar duplicación de servicios, el Programa CARE colabora con el Departamento de Servicios Humanos del Condado de San Mateo para proveer asesoría, comida, transporte, y otros servicios de apoyo relacionado a la educación.

¿Cómo se puede solicitar los servicios de EOPS y CARE?

Para más información, favor de llama a la oficina de EOPS/CARE/CalWORKS/FYSI para recoger una solicitud. Se habla español.

Políticas Sobre Cuotas

Descripción de 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.

Cuota de Matriculación

Una cuota mandada por el estado de \$46 por unidad es pagadero por cada estudiante. Se calcula la cuota de matriculación cada semestre basado en la matriculación combinada del estudiante en Cañada College, Skyline College, y/o College of San Mateo. El Consejo de Gobernadores de los Colegios Comunitarios de California ha establecido un programa de exoneración de cuota para ayudar a los estudiantes en pagar la cuota de matriculación. La información sobre los requisitos de elegibilidad, fechas límites para solicitudes, y solicitudes están en la Oficina de Asistencia Financiera, y en WebSMART bajo "Financial Aid Forms."



Los estudiantes clasificados como no-residentes del Estado de California deben de pagar una cuota adicional para no-residentes. (Véanse más detalles bajo "Nonresident Tuition Fee.")

Cuota de Solicitud

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

Cuota de Servicios de Salud

Cada estudiante, excepto los estudiantes de escuela secundaria o los que se inscriben exclusivamente para cursos de sábado, de domingo, o que ofrecemos fuera del campus de Cañada College, deben de pagar una Cuota de Servicios de Salud, de \$19.00 por semestre para cursos de día o de noche, o de \$16.00 durante la sesión de verano. Esta cuota provee servicios de salud de campus y cobertura de lesiones que se incurre mientras que el estudiante esté en campus o esté en un evento fuera de campus que sea patrocinado por Cañada College.

Los estudiantes quienes dependen en oración exclusivamente para curación de acuerdo con la enseñanza de una secta, denominación, u organización religiosa auténtica pueden ser exentos de pagar la Cuota de Servicios de Salud. Se puede obtener una petición para una exención de la Cuota de Servicios de Salud de la Oficina de Admisiones y Registros, Edificio 9, primera planta, o por llamar (650) 306-3226.

Cuota de Representación Estudiantil

Una Cuota de Representación Estudiantil de \$1 por semestre fue establecida por una elección de la asociación estudiantil de Cañada College. Bajo las provisiones aplicables del Código Educativo de California, los estudiantes establecieron la cuota por una mayoría de dos-terceros de los estudiantes que votaron en la elección. Los fondos recaudados de esta cuota serán gastados para proveer apoyo para los estudiantes o sus representantes quienes podrían declarar sus posiciones y puntos de vista antes del gobierno municipal, del condado, o del Distrito, además de antes oficinas y agencias de gobiernos locales, estatales, y federales. Un estudiante tiene el derecho de negar de pagar la Cuota de Representación Estudiantil por razones religiosas, políticas, morales, o financieras. La cuota no es cubierta por el BOG Waiver por asistencia financiera, y no es reembolsable a menos que una acción del Colegio impida que el estudiante asista a Cañada College. Se puede obtener una petición para una exención de la Cuota de Representación Estudiantil de la Oficina de Cajero, o por llamar a (650) 306-3270.

Cuota de Matrícula No-Residente

Los estudiantes quienes no se clasifican como residentes de California según el Código Educativo de California deben de pagar las Cuotas de Matriculación No-Residente. Favor de referirse al Horario de Cursos o el enlace de Fees en

la página Internet de Admisión/Registración de Cañada College para la tasa más actual. La Oficina de Admisiones y Registros determine el estatus de residencia al momento de admisión. Favor de referirse a la sección de "Residency Requirements" de este catálogo (en inglés) para más información.

Estudiantes que no son inmigrantes y que se clasifican como no-residentes pagarán la matrícula de no-residente más una cuota de desembolso nominal (además a la cuota de matriculación de \$46 por unidad).

Se requiere que los estudiantes internacionales de una Visa F-1 tengan seguro médico. Para más información, favor de llamar a (650) 306-3544.

Cuota de la Asociación Estudiantil

La Cuota de Asociación Estudiantil opcional de \$8 por semestre (Otoño y Primavera solo) se puede pagar 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. Los fondos recaudados también ayudan en apoyar a las actividades estudiantiles y becas estudiantiles. Los estudiantes deben de comunicarse con el Center for Student Life and Leadership Development en Edificio 5, Salón 354 dentro de las primeras dos semanas del semestre para un reembolso de esta cuota si seleccionan de no pagar. Véanse el Horario de Cursos para la fecha límite.

Cuotas de Estacionamiento

Véanse la **página Web** información adicional sobre las Reglas de Estacionamiento y Tráfico.

Cada persona que conduce un automóvil (no motocicleta) al campus de Cañada College y utiliza el estacionamiento durante las horas normales de clase (lunes-viernes, a las 7am-10pm), incluso durante los exámenes finales, es requerido obtener y demostrar correctamente un permiso de estacionamiento. Los permisos de estacionamiento no son requeridos para los que conducen motocicletas, y deben de estacionar sus motocicletas en las áreas designadas como Estacionamiento para Motocicletas. Un permiso de estacionamiento no es una garantía de un espacio para estacionar.

Un período libre en que se permite que los estudiantes compren permisos será en efecto durante las primeras dos semanas de los semestres de otoño y primavera, y la primera semana de la sesión de verano. El período libre pertenece sólo a los permisos, con todas las otras reglas de estacionamiento cumplidos a todo tiempo en todos los estacionamientos.

Los permisos de estacionamiento estudiantiles cuestan \$52.00 por cada semestre de Otoño y Primavera; \$27.00 durante la sesión de verano; y \$94 por un permiso de de



semestres (otoño y primavera). Los permisos de semestre son válidos para todos los tres cámpuses del Distrito (Cañada College, College of San Mateo, y Skyline College). Para los estudiantes que tienen una beca BOG, las cuotas de estacionamiento son: \$30 por semestre de Otoño o Primavera, \$25 por el verano, y \$60 por un permiso de dos semestres. Las cuotas de estacionamiento no son reembolsables a menos de que haya una acción del Colegio (e.g., la cancelación de todos los cursos del estudiante) que prevenga que el estudiante asista a Cañada College. Los permisos de estacionamiento perdidos o robados no son reembolsables.

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.

Los estudiantes pueden comprar permisos en persona a cada Colegio Comunitario sólo por computadoras designadas para Permisos de Estacionamiento.

Los permisos de estacionamiento diarios están disponibles por \$2.00 cada día de los dispensadores de permisos en cada Colegio Comunitario. Los permisos de estacionamiento diarios son válidos en cada área de estacionamiento donde, y cuando, los estudiantes están permitidos de estacionar sus vehículos. Estos permisos deben ser presentados según las reglas en el permiso.

Estacionamiento para Personas con Discapacidades

Hay Espacios de Estacionamiento para Personas con Discapacidades, pintados en azul y marcados con el ícono de discapacidad, que son reservados para estas personas con un letrero o placa de licencia de discapacidad de California. Los estudiantes con discapacidades temporáneas quienes no tienen un letrero pueden recibir consideración especial para estacionamiento por comunicarse con el Centro de Recursos para Discapacidades ("Disabilities Resource Center"). Hay que presentar los permisos especiales según las reglas en el permiso.

Cuota de Asistir como Oyente

Una cuota por unidad será cubierta al momento de matriculación. Véanse la sección de "Auditing of Courses" para más información.

Cuota de Registro

Un registro oficial que resume el registro académico completo del estudiante de los cursos tomados de Cañada College, College of San Mateo, y Skyline College será enviado directamente a las universidades, empleadores, y otras agencias al recibir una petición escrita por el estudiante, o por subir una pedida de registro en línea por WebSMART. Los registros de escuela secundaria y otras universidades no serán enviados. No hay una cuota por

los primeros dos registros pedidos. Hay que pagar \$5 por cada petición de registro adicional. Servicio con Prisa dentro SMCCCD, usualmente dentro veinticuatro horas o menos, está disponible por una cuota adicional de \$10 por registro. Servicio con Prisa no está disponible por registros antiguos.

Cuota de Diploma Duplicado

Una cuota de \$20 por un diploma duplicado.

Cuota de Cheques sin Fondos

\$20.00 por cheque cancelado por el banco por no tener suficientes fondos.

Cuota de Materiales

Esta cuota es requerida en ciertos cursos en que se proveen materiales requeridas a los estudiantes. Las cuotas son de \$2-8 por curso, típicamente.

Pago de Cuotas

Se puede pagar las cuotas en una de las siguientes maneras:

- Por tarjeta de crédito (usando Visa, MasterCard, American Express, o Discover),
- Por enviar un cheque o giro postal a la Oficina de la Cajera, Edificio 9, primera planta,
- En persona en la Oficina de la Cajera, Edificio 9, primera planta
- Por Plan de Pagos

Los saldos pendientes de cuentas estudiantiles son sujetos a referencia a una agencia de recogidos.

Bloques en Registros Estudiantiles

Un bloque será puesto en un registro de cualquier estudiante por la Oficina de Negocios por cuotas y otras obligaciones financieras debidas a Cañada College, College of San Mateo, y/o Skyline College. Los registros académicos no serán enviados, incluso notas, registros, certificados, verificaciones de matriculación, y títulos, mientras que haya saldos pendientes en la cuenta del estudiante.

Multas

Se cobre multas por la falta de cumplir en seguida con la biblioteca y otras regulaciones del campus, y se requiere que los estudiantes paguen por daño descuidado o innecesario a la propiedad de Cañada College. Los estudiantes delincuentes en sus obligaciones financieras a Cañada College no recibirán registros oficiales/no-oficiales, verificaciones de matriculación, o títulos/certificados hasta que tales delincuencias hayan sido arreglados a la satisfacción de las autoridades de Cañada College.

Reembolsos

Las cuotas de matriculación serán reembolsadas según la siguiente directriz:



Antes del Primer Día de Instrucción

- La cuota de estacionamiento no es reembolsable sin que haya circunstancias atenuantes.
- Los estudiantes que dejan todos sus cursos recibirán crédito completo a cuotas de matriculación en el futuro por el sumo de todas las cuotas pagadas. Una cuota de procesar de \$10 (más una cuota de procesar adicional de \$50 para estudiantes no-residentes y los internacionales de Visa F-1) será recogida por Cañada College si se le da un reembolso al estudiante.

En o Después del Primero Día de Instrucción

- Cuota de Matriculación/Matriculación No-Residente: Los estudiantes recibirán la cuota de matriculación y crédito de matrícula no-residente totales a cuotas de matriculación en el futuro si bajan su programa o dejan oficialmente de todos sus cursos entre el primer 10% del período de instrucción de sus cursos. Los estudiantes quienes dejan oficialmente de todos sus cursos y piden un reembolso tendrán que pagar una cuota de procesar de \$10. Una cuota de procesar adicional de \$50 será cobrado por Cañada College de estudiantes no-residentes e internacionales de Visa F-1 quienes piden un reembolso. (Por ejemplo: Si un curso tiene 12 clases, 10% de 12 = 1.2. Cañada College aumentará la cifra a 2.0. Por eso, para ser elegible de recibir un crédito o reembolso, el estudiante tiene que dejar no más tarde que el fin del día de la segunda clase.)
- Cursos de Unidades Variables: Ningún reembolso o crédito para Cuota de Matriculación o Matrícula No-Residente estará disponible para los estudiantes matriculados en cursos de unidades variables quienes sacan menos unidades de crédito que el número de que eran matriculados originalmente. Los estudiantes quienes sacan unidades adicionales serán cobrados como corresponde.
- Cuota de Servicios de Salud: Los estudiantes recibirán un reembolso completo hasta la segunda semana de instrucción para los cursos de todo semestre, y hasta el primer 10% del período instruccional para los estudiantes quienes son matriculados en cursos que duran menos de un semestre.
- Cuota de Asociación Estudiantil: Los estudiantes recibirán un reembolso completo al pedirlo y dentro de las fechas límites publicadas alistas en el Horario de Cursos.
- Cuota de Representación Estudiantil: Esta cuota será renunciada para los estudiantes quienes niegan de pedir por razones religiosas, políticas, morales, o financieras. Esta renuncia debe ser entregado por escrito dentro del primer 10% del período instruccional del curso/de los cursos.

Saldos de crédito quedarán en la cuenta estudiantil por un máximo de cinco (5) años. Un estudiante puede elegir de mantener el saldo de crédito en su cuenta o comunicarse con la Oficina de Negocios para pedir un reembolso. Los reembolsos NO son emitidos automáticamente. Para las cuotas pagadas por cheque personal se requiere 30 días para compensación bancaria antes de que los reembolsos puedan ser procesados. Los registros estudiantiles serán guardados automáticamente hasta que todos los debidos a los colegios comunitarios del Distrito hayan sido pagados.

Cuotas de No-Pagado

La política del San Mateo County Community College District requiere que los estudiantes paguen todas las cuotas al momento de matriculación. La política declara que los estudiantes serán cancelados de sus cursos por no pagar sus cuotas. Las fechas límites de pagar las cuotas están publicadas en la sección de Fees del horario de cursos y la página web de cada colegio comunitario antes del principio de cada semestre o término de registración. Si los estudiantes no pueden pagar sus cuotas, deben de inscribirse en un plan de pago no costoso por WebSMART, llenar una solicitud de asistencia financiera (www.fafsa.gov o www.caldreamact.org si elegible) por lo menos cinco días antes de que se matriculen para sus cursos, o llenen una solicitud para el Board of Governors Fee Waiver por WebSMART para prevenir que sean cancelado de sus cursos. Si los estudiantes necesitan asistencia financiera después de que hayan gastado todas las opciones alistas arriba, pueden comunicarse con la Vice Presidenta de Servicios Estudiantiles ("Vice President of Student Services"). Los estudiantes quienes tienen cuotas no-pagadas en sus registros no recibirán reportajes de notas u otros registros de su trabajo, y serán negados matriculación a menos de que hayan pagado todas las cuotas pendientes.

Centro de Recursos para los Discapacitados (DRC)

Edificio 5, Salón 303

Teléfono: (650) 306-3259

TDD: (650) 306-3161

Web: canadacollege.edu/disabilityresourcecenter

Cañada College les provee 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). Los servicios que les ofrecemos a los estudiantes apoyan una amplia gama de discapacidades y se basan en la documentación de alguna discapacidad médica, física, psicológica o del aprendizaje. Se requieren ciertos requisitos sobre documentación de la discapacidad del estudiante, así que es importante que los estudiantes que buscan servicios de discapacidades se comuniquen con



el DRC para que aseguren que satisfagan los criterios de elegibilidad. Los servicios del DRC incluyen:

- Asesoría antes de registración y registración de prioridad
- Tecnología y software adaptivo
- Acomodaciones para tomar exámenes, por ejemplo, tiempo extendido
- Información y apoyo para los discapacitados
- Permisos de estacionamiento temporáneos para los discapacitados
- Intérpretes de lenguaje de signo, formato de braille, y personas que toman apuntes
- Referencias en y fuera de campus a otros servicios y agentes
- Establecimiento de metas y asistencia de auto-apoyo
- Evaluación de Discapacidad de Aprendizaje

El Centro de Media Alternativa ("Alternative Media Center," o AMC, en inglés) es parte del Centro de Recursos para los Discapacitados en Cañada College. Produce materiales instruccionales (libros de texto, materiales del curso, exámenes, horarios de cursos) en un formato alternativo para los estudiantes con discapacidades, y les enseña usar recursos de tecnología asistente a los estudiantes con necesidades documentadas, por ejemplo:

- Kurzweill 3000—software de escanear/leer
- Dragon Naturally Speaking—sistema de reconocimiento de voz
- ZoomText—software que magnifica la pantalla
- JAWS—lector de pantalla para Windows

Para recibir y utilizar el Centro de Media Alternativa, los estudiantes con discapacidades deben saber usar una computadora a un nivel básico y deben satisfacer los requisitos de elegibilidad del Centro de Recursos para los Discapacitados. Para más información, favor de comunicarse con el AMC a (650) 306-3170 (v) o (650) 306-3161 (TTD/TTY).

Políticas del Colegio

Política de No Discriminación

Cañada College se compromete a proporcionar a todos los estudiantes, no obstante de edad, género, estatus matrimonial, discapacidad, raza, color de piel, orientación sexual, religión, origen nacional, u otros factores similares, la misma oportunidad de ingresar en el colegio, de matricularse en las clases y de recibir servicios, ayuda financiera y empleo estudiantil, según 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 cada estudiante, empleado o individuo asociado con el colegio aprecie la importancia de reportar

cualquier caso que parezca ser una infracción de esta política. El compromiso de Cañada College a oportunidades iguales para todos demanda una investigación completa de violaciones posibles, y una oportunidad de tener una vista justa e imparcial sobre cualquier asunto relacionado a estas leyes y políticas.

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.

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 ('Americans with 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 contratar, 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 contratar 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 al Vice-Presidente de Servicios Estudiantiles.

Política de Educación y Prevención de Agresión Sexual

De acuerdo con el Código de Educación de California, Sección 67382 y Política de Directores 2.29, el Distrito de Colegios Comunitarios para el Condado de San Mateo se compromete de proveer programas y servicios que le enseñan a cada estudiante, profesor, y empleo sobre la prevención de la agresión sexual. Por asociaciones con varias agencias comunitarias, estos individuales quienes son víctimas de agresión sexual, o quienes tienen preocupaciones sobre la agresión sexual, recibirán apoyo y ayuda. Los estudiantes, profesores, y empleados quienes buscan información o ayuda en relación a la prevención de agresión sexual, servicios para la agresión sexual, y procedimientos relacionados al reportaje de eventos de incidentes de agresión sexual en campus deben de dirigirse al Centro de Salud a (650) 306-3309 o el Departamento de Seguridad Pública a (650) 306-3420.

Política de Acoso Sexual

Según el Código de Regulaciones de California, Título 5, Sección 59300 et seq., es la política del Distrito de Colegios Comunitarios del Condado de San Mateo y de Cañada College de prohibir, en cualesquiera 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 para entregar una queja escrita.

Enmienda Adicional

Adicional y concurrentemente al archivar de una queja escrita, 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

Es la política del Distrito de los Colegios Comunitarios del Condado de San Mateo de proveerles un ambiente seguro para aprender y trabajar a ambos estudiantes y empleados. Se reconoce que el humo de cigarrillos, e-cigarrillos, pipas, y/o cigarrillos amenaza la salud de todos; por eso, es el intento del Distrito de proveer un ambiente libre de humo en gran medida. Para alcanzar esta meta, el fumar es limitado a los parques de estacionamiento, pero es prohibido en el parque de estacionamiento número cuatro.

Se prohíbe fumar en campus con la excepción de los parques de estacionamiento, no incluso el Parque de Estacionamiento 4.

Los gerentes de Cañada College son responsables de anunciarles la política a los estudiantes, empleados, y visitantes, y son responsables de publicar los letreros. La notificación sobre la política de fumar será incluida en publicaciones de los empleados y los estudiantes, boletines informativos y otras materias escritas cuando sea apropiado. Además, las materias en las cuales se publica eventos públicos del Distrito incluirán notificación de la política al público general.

Para ayudar la implementación de esta política, el Distrito proveerá educación y entrenamiento sobre el peligro de fumar y la cesación de fumar. Para más información, favor de dirigirse al Centro de Salud de Cañada College, a (650) 306-3309.

Es la responsabilidad de todos los estudiantes y empleados de observar la política y reglas sobre el fumar. La falta de cumplir con la política sobre el fumar será tratado en la misma manera que cualquiera otra violación de las Reglas y Regulaciones del Distrito, y podrá resultar en acción disciplinaria.

Es la responsabilidad del Colegio Comunitario y los gerentes de Cañada College de hacer cumplir la política sobre fumar. Cualquiera disputa sobre la interpretación de la política o quejas sobre individuos que violan la política deben ser llevado a la atención del supervisor de esta persona, o el Vicepresidente de Servicios Estudiantiles al nivel del Colegio Comunitario, o el Vice-Canciller de Recursos Humanos y Relaciones de los Empleados en la Oficina del



Distrito. Cuando la prueba sea no-persuasivo en un lado u otro, tales disputas serán llegadas a acuerdo en favor de la/s persona/s que no fuma/n en reconocimiento de la política del Distrito de proveer un ambiente sin humo. Tales disputas serán llegadas a acuerdo al nivel de gerente más bajo.

Esta política no supercede políticas más estrictas, las cuales podrán ser forzosas en cumplimiento con las regulaciones Estatales o Federales.

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 substancias 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 substancias 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 de Cañada College.



Information on Degrees, Certificates, Basic Skills, and Credits

Information on Degrees, Certificates, Basic Skills, and Credits

The Office of Admissions and Records processes all petitions and determines eligibility for the Associate in Arts, Associate in Science Degrees, Associate Degrees for Transfer and Certificates offered at Cañada College prior to the specified deadline. Eligible graduating candidates must file a petition for the appropriate degree and/or certificate according to deadlines published in the Schedule of Classes. (See Calendar of Important Dates on page 3; For specific ADT degree petition deadlines please contact the Transfer Center).

Students who have coursework outside of SMCCCD must arrange for all transcripts to be placed on file with the Office of Admissions and Records and must request the transcript evaluation through the SMCCCD Transcript Evaluation and Course Substitution Services (TES). See page 27 for more information regarding "TES".

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 66). 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.

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."



Information on Course Numbering and Transferable Credit

General Course Information

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. For lab classes, one unit of credit is equivalent to three hours per week for semester length courses.

COURSE REPETITION

For more information, please see <http://catalog.canadacollege.edu/current/registration/course-repetition.php>

BASIC SKILLS ADVISORIES OR RECOMMENDED PREPARATION

For more information, please see <http://catalog.canadacollege.edu/current/academic-standards/prerequisites-corequisites.php>

PREREQUISITES & COREQUISITES

For more information, please see <http://catalog.canadacollege.edu/current/academic-standards/prerequisites-corequisites.php>

LIMITATIONS ON SCHEDULING COURSES

All courses and curricula listed in this catalog will not necessarily be offered during 2017-2018. 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.

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 AAVAS degree".

Transferability of Courses to State Universities

Courses that are transferable 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 transferable courses to California State University,

and "Transfer: UC" for transferable courses to University of California. Transferable courses to both CSU and UC campuses are identified as "Transfer: CSU, UC". A complete list of CSU and UC transferable courses are here: <http://catalog.canadacollege.edu/current/transfer-worksheets/index.php>

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 here: <http://catalog.canadacollege.edu/current/ge-worksheets/igetc.php>

A list of transferable 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.

Experimental/Selected Topics Credit Courses

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.
- **800-899** Courses that are non-transferable

From time to time, a department may offer a course which is experimental in nature, and covers a special topic. 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 experimental/selected topics credit courses may be offered in all instructional programs as approved by the Curriculum Committee. See class schedule for specific course descriptions and current semester offerings.

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.

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.

Course Identification Numbering System (C-ID)

For some courses, after the course title, there is an additional C-ID designation. For example, PHYS 250 PHYSICS WITH CALCULUS I (C-ID PHYS 205). This designation is a statewide numbering system independent from the course numbers assigned by Cañada College. A C-ID number next to a course signals that participating California colleges and universities have determined that these courses are comparable in content and scope to courses offered on their own campuses, regardless of their unique titles or local course number. Thus, if a schedule of classes or catalog lists a course bearing a C-ID number, for example COMM 110, students at that college can be assured that it

will be accepted in lieu of a course bearing the same C-ID COMM 110 designation at another community college. In other words, the C-ID designation can be used to identify comparable courses at different community colleges and in the CSU system.

Students should consult the ASSIST database at www.assist.org for specific information on C-ID course designations and to confirm how each college's course will be accepted at a particular four-year college or university for transfer credit. Counselors can always help students interpret or explain this information.



Requirements: Associate in Arts (AA)/Associate in Science (AS) 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).

If using high school transcripts for placement into transfer-level Math to meet the Basic Math Competency for Associate Degree requirement, students MUST provide an official high school transcript for verification. This does not apply for Associate Degrees for Transfer or for meeting Math transfer requirements to four year universities.

Student Catalog Rights

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.

Graduation Requirements

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 classes applied to the major (core and selectives) must receive a grade of "C" or better. If the course is evaluated by Pass or No Pass ONLY then a "Pass" evaluation for the course is acceptable. If the course is offered as "grade option" a letter grade of "C" or better is required. For additional information on the use of Pass/No Pass classes to satisfy degree requirements, please refer to the Pass/No Pass Grading Option information found in the Grades and Academic Standards section of the catalog. 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, and Mathematics. 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. Placement into transfer-level MATH course using high school transcript or Math Placement Test
- b. Satisfactory Completion of Intermediate Algebra (Math 120 or Math 123 that is offered at College of San Mateo and Skyline College) with a grade "C" or better
- c. Satisfactory completion of any courses with MATH 120 or 123 (offered at College of San Mateo and Skyline College) as a prerequisite option with a grade of "C" or better

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 82-83.)

- Associate in Arts Degree—18 units minimum
- Associate in Science Degree—18 units minimum

Those students who wish to pursue an associate's degree (non ADT) from Cañada College and have been awarded a Bachelor's degree from an institution accredited by the Western Association of Schools & Colleges or equivalent accrediting body in the U.S. may be exempt from Cañada College's general education requirements, including the ethnic studies and physical education requirements (see F and G below). Students must submit an official transcript from the institution granting the Bachelor's degree to allow for verification of degree completion and to confirm that they have meet Title 5 requirements for competence in mathematics.

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.

H. Exceptions to General Education

Those students who wish to pursue an associate's degree from Cañada College and have been awarded a Bachelor's degree from an accredited college or university in the US may be exempt from Cañada College's general education requirements, including the ethnic studies requirement (see F above). Students must submit an official transcript from the institution granting the Bachelor's degree to allow for verification of degree completion and to confirm that they have meet Title 5 requirements for competence in mathematics.



Requirements: Associate Degrees for Transfer

California Community Colleges are now offering associate degrees for transfer to the CSU. These may include Associate in Arts (AA-T) or Associate in Science (AS-T) degrees. These degrees are designed to provide a clear pathway to a CSU major and baccalaureate degree. California Community College students who are awarded an AA-T or AS-T degree are guaranteed admission with junior standing somewhere in the CSU system and given priority admission consideration to their local CSU campus or to a program that is deemed similar to their community college major. This priority does not guarantee admission to specific majors or campuses.

Students who have been awarded an AA-T or AS-T are able to complete their remaining requirements for the 120-unit baccalaureate degree within 60 semester or 90 quarter units. To view the most current list of Associate Degrees for Transfer and to find out which CSU campuses accept each degree, please go to <http://www.adegreewithaguarantee.com/Degrees.aspx> Current and prospective community college students are encouraged to meet with a counselor to review their options for transfer and to develop an educational plan that best meets their goals and needs.

Requirements: Associate in Arts for Transfer (AA-T) / 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.

Student Catalog Rights

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.

Graduation Requirements

The following is required for AA-T/AS-T degrees:

1. Completion 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 "P" if the course is taken on a Pass/No Pass basis.
4. Certified completion of the California State University General Education-Breadth pattern (CSU GE Breadth) (see pages 78-79); OR the Intersegmental General Education Transfer Curriculum (IGETC) pattern (see pages 80-81).
5. A minimum of 12 units must be completed in residence at Cañada College.

Note: Per state legislation, no additional local graduation requirements can be imposed by the community college and, upon transfer, the student would be admitted to the CSU with junior standing.

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.



Requirements: 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 major (core and selectives) 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 "Pass" evaluation for the course is acceptable. If the course is offered as "grade option" a letter grade of C or better is required. For additional information on the use of Pass/No Pass classes to satisfy certificate requirements, please refer to the Pass/No Pass Grading Option information found in the Grades and Academic Standards section of the catalog. 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.

Student Catalog Rights

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.



Advanced Placement Testing Policy Worksheets

Advanced Placement Test Policy 2017-2018

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

SMCCCD applies external exam credit to associate degree general education requirements in the same manner as CSU applies external exam credit to CSU general education requirements. 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 ONLY.** 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 result will appear on WEBSMART Degree Works Audit.

Advanced Placement Test	Application of AP Test toward Associate Degree General Education Requirements at Cañada College 3 semester units Unless otherwise indicated	Application of AP test toward CSU General Education Certification 3 semester units Unless otherwise indicated As of 4/21/2017	Application of AP test toward IGETC* Certification:* 3 Semester units or 4 quarter units unless otherwise indicated as of 7/2/2017	CSU Credit Policy Minimum Semester Credit Earned	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	Area 3A or Area 3B	6 units	8 units
Art (Studio):					Maximum 8 quarter unit for all 3 tests
2D design	N/A	N/A	N/A	3 units	8 Q-units
3 D design	N/A	N/A	N/A	3 units	8 Q-units
Drawing	N/A	N/A	N/A	3 units	8 Q-units
Biology	Area B2 & Area B3 4 units	Area B2 & Area B3 4 units	Area 5B & Area 5C 4 semester units or 5 Quarter units	6 units	8 Q-units
Calculus AB	Area A3 (2) Meets Math Competency	Area B4 (2)	Area 2	3 units (2)	Max. 8 quarter units for both math AB & BC Max. 4 quarter units for both math AB & AB sub-score
Calculus BC	Area A3 (2) Meets Math Competency A3	Area B4 (2)	Area 2	6 units (2)	8 Q-units



Advanced Placement Test	Application of AP Test toward Associate Degree General Education Requirements at Cañada College 3 semester units Unless otherwise indicated	Application of AP test toward CSU General Education Certification 3 semester units Unless otherwise indicated As of 4/21/2017	Application of AP test toward IGETC* Certification:* 3 Semester units or 4 quarter units unless otherwise indicated as of 7/2/2017	CSU Credit Policy Minimum Semester Credit Earned	UC AP Credit Policy -Total quarter units awarded* (For UC B and UC M divided units by 1.5)
Calculus BC/AB Sub-Score	Area A3 (2) Meets Math Competency	Area B4 (2)	Area 2	3 units (2)	4 Q-units
Chemistry	Area B1 & B3 (1) 4 unit	Area B1 & B3 (1) 4 units	Area 5A & Area 5C 4 semester units or 5 Quarter units	6 units	8 Q-units
Chinese Language and Culture	Area C2	Area C2	Area 3B & Area 6A	6 units	8 Q-units
Comparative Government and Politics	Area D	Area D	Area 4	3 units	4 Q-units
Computer Science A Computer Science AB	N/A N/A	N/A N/A	N/A N/A	3 units (2) 6 units (2)	Max. 4 Q-units for both A and AB Exams 2 Q-units , 4 Q-units no longer offered
English Language & Composition	Area A2 Meets English & Reading Competency	Area A2	Area 1A	6 units	Max. 8 Q-units for English Language/ composition & Lit/Composition exams
English Literature & Composition	Area A2 or Area C2 Meets English & Reading Competency 6 units	Area A2 & Area C2 6 units	Area 1A or Area 3B	6 units	Max. 8 Q-units for English Language/ composition & Lit/Composition exams
Environmental Science	Area B1 & Area B3 (4) 4 units	Area B1 & Area B3 (4) 4 units	Area 5A & Area 5C** No credit if taken prior to Fall 2009	4 units	4 Q-units
European History	Area C2 or Area D	Area C2 or Area D	Area 3B or Area 4	6 units	8 Q-units



Advanced Placement Test	Application of AP Test toward Associate Degree General Education Requirements at Cañada College 3 semester units Unless otherwise indicated	Application of AP test toward CSU General Education Certification 3 semester units Unless otherwise indicated As of 4/21/2017	Application of AP test toward IGETC* Certification:* 3 Semester units or 4 quarter units unless otherwise indicated as of 7/2/2017	CSU Credit Policy Minimum Semester Credit Earned	UC AP Credit Policy -Total quarter units awarded* (For UC B and UC M divided units by 1.5)
French Language if taken between Fall 2009 and 2011	Area C2 (5)	Area C2 (5)	N/A	6 units	N/A
French Language & Culture	Area C2	Area C2	Area 3B & Area 6A	6 units	8 Q-units
French Literature If taken prior to Fall 09	Area C2	Area C2	Area 3B & Area 6A	6 units	8 Q-units
German Language if taken between Fall 2009 and 2011	Area C2 (5)	Area C2 (5)	N/A	6 units	N/A
German Language & Culture	Area C2	Area C2	Area 3B & Area 6A	6 units	8 Q-units
Human Geography	Area D	Area D	Area 4	3 units	4 Q-Units
Italian Language and Culture	Area C2	Area C2	Area 3B & Area 6A	6 units	8 Q-units
Japanese Language and Culture	Area C2	Area C2	Area 3B & Area 6A	6 units	8 Q-units
Latin	Area C2	Area C2	Area 3B & Area 6A	6 units	8 Q-units
Latin Literature If taken prior to Fall 09	Area C2	Area C2	Area 3B & Area 6A	6 units	4 Q-units
Latin: Vergil If taken prior to Fall 12	Area C2	Area C2	Area 3B & Area 6A	3 units	4 Q-units
Macroeconomics	Area D	Area D	Area 4	3 units	4 Q-units
Microeconomics	Area D	Area D	Area 4	3 units	4 Q-units
Music Theory If taken prior to Fall 09	Area C1	Area C1	N/A	6 units	8 Q-units



Advanced Placement Test	Application of AP Test toward Associate Degree General Education Requirements at Cañada College 3 semester units Unless otherwise indicated	Application of AP test toward CSU General Education Certification 3 semester units Unless otherwise indicated As of 4/21/2017	Application of AP test toward IGETC* Certification:* 3 Semester units or 4 quarter units unless otherwise indicated as of 7/2/2017	CSU Credit Policy Minimum Semester Credit Earned	UC AP Credit Policy -Total quarter units awarded* (For UC B and UC M divided units by 1.5)
Physics:			Maximum of 8 quarter units for all physics exams:		Maximum of 8 quarter units for all physics exams:
Physics 1	Area B1 & Area B3 (3) 4 units	Area B1 & Area B3 (3) 4 units	Area 5A & 5C 4 semester units or 5 Quarter units	4 Units	8 Q-units
Physics 2	Area B1 & Area B3 (3) 4 units	Area B1 & Area B3 (4) 4 units	Area 5A & 5C 4 semester units or 5 Quarter units	4 Units	8 Q-units
Physics B If taken between Fall 09 & Fall 2015	Area B1 & Area B3 (1 & 3) 4 units	Area B1 & Area B3 (1 & 3) 4 units	Area 5A & Area 5C*** 4 semester units or 5 Quarter units	6 units	8 Q-units
Physics C: Electricity/ Magnetism	Area B1 & Area B3 (3) 4 units	Area B1 & Area B3 (3) 4 units	Area 5A and Area 5C **	4 units	4 Q-units
Physics C: Mechanics	Area B1 & B3 (3) 4 units	Area B1 & B3 (3) 4 units	Area 5A and Area 5C **	4 units	4 Q-units
Psychology	Area D	Area D	Area 4	3 units	4 Q-units
Seminar	N/A	N/A	N/A	3 units	N/A
Spanish Language If taken prior to Spring 14	Area C2	Area C2	N/A	6 units	N/A
Spanish Language & Culture	Area C2	Area C2	Area 3B & Area 6A	6 units	8 Q-units
Spanish Literature If taken prior to Spring 13	Area C2 6 units	Area C2 6 units	N/A	6 units	N/A
Spanish Literature & Culture	Area C2	Area C2	Area 3B & Area 6A	6 units	8 Q-units



Advanced Placement Test	Application of AP Test toward Associate Degree General Education Requirements at Cañada College 3 semester units Unless otherwise indicated	Application of AP test toward CSU General Education Certification 3 semester units Unless otherwise indicated As of 4/21/2017	Application of AP test toward IGETC* Certification:* 3 Semester units or 4 quarter units unless otherwise indicated as of 7/2/2017	CSU Credit Policy Minimum Semester Credit Earned	UC AP Credit Policy -Total quarter units awarded* (For UC B and UC M divided units by 1.5)
Statistics	A3 Math Competency	Area B4	Area 2	3 units	4 Q-units
U.S. Governments and Politics	Area D	Area D & US-2	Area 4 & US-2	3 units	4 Q-units
U.S. History	Area C2 or Area D	Area C2 or Area D and US-1	Area 3B or Area 4	6 units	8 Q-units
World History	Area C2 or D	Area C2 or D	Area 3B or Area 4	6 units	8 Q-units

1) 6 units if test taken prior to Fall2009, and 4 units if test taken Fall 2009 or thereafter.

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

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

4) Test prior to fall 2009 may apply to B2 + B3 of GE Breadth. Fall 2009 or later, those credits may apply to B1+B3 only.

5) 6 units if test taken prior to Fall 2009 , and 3 units if test taken between Fall 2009 and Fall 2011. "Language"removed from GE Breadth in Fall 2011.

* Use IGETC and UC information provided at www.smccd.edu/transeval to view accurate credit value applied to IGETC and UC admissions ** 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. *** Physics 1 and 2 replaced Physics B in 2015

References:

CSU Chancellor Office, Coded Memorandum ASA-2017-13: System-wide Credit for External Examination, <http://www.calstate.edu/AcadAff/codedMemos/ASA-2017-13.pdf>

CCC Chancellor Office, Assembly Bill (AB) 1985: AA17-20: Policy Change, Advanced Placement Credit, http://extranet.cccco.edu/Portals/1/AA/Credit/2017/AA17-20_AP_Credit_Policy_Final.pdf

CSU Chancellor Office, Memo Code: AA-2015-19: System-wide Credit for External Examination, <http://www.calstate.edu/AcadAff/codedMemos/AA-2015-19.pdf>

Standards, Policies and Procedures for Intersegmental Education Transfer Curriculum Version 1.7, June 2, 2016, <http://icas-ca.org/Websites/icasca/images/IGETC%20Standards%20version%201%207%20Final%20%20doc.pdf>

University of California, AP credits, retrieved May 3, 2017 from: <http://admission.universityofcalifornia.edu/counselors/files/ap-satisfy-admission-and-igetc-req.pdf>
<http://admission.universityofcalifornia.edu/counselors/exam-credit/ap-credits/index.html>

Revised 05/2017

International Baccalaureate (IB) Credit Policy 2017-2018

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.



IB Exam (All must be Higher Level)	Application to Associate Degree at Cañada College 3 Semester units toward General Education	Application to CSU GE Breadth Certification 3 Semester units (As of 4/21/2017)	Application to UC IGETC Certification 3 Semester units or 4 quarter units with a minimum score of 5,6, or 7 (As of 6/7/2017)
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 C2 or Area D* Minimum score of 5	Area C2 or Area D* Minimum score of 5	Area 3B or Area 4*
Language A: Literature HL	Area C2 Minimum score of 4	Area C2 Minimum score of 4	N/A
Language A: Language and Literature HL	Area C2 Minimum score of 4	Area C2 Minimum score of 4	N/A
Language A: Literature (any language) HL	N/A	N/A	Area 3B
Language A: Language and Literature (any language) HL	N/A	N/A	Area 3B
Language A1: (any language) HL	C2 (1) (2) - Minimum score of 4	C2 (1) (2) - Minimum score of 4	N/A
Language A2: (any language) HL	C2 (1) (2) - Minimum score of 4	C2 (1) (2) - Minimum score of 4	N/A
Language A: Literature (any language except English) HL	N/A	N/A	Area 3B & Area 6A
Language A: Language and Literature (any Language except English) HL	N/A	N/A	Area 3B & Area 6A
Language B: (any language) HL	N/A	N/A	Area 6A
Mathematics HL	Minimum score of 4 Meets Math Competency, but must take math placement test for placement into Math 222 and/or 251	Area B4 Minimum score of 4	Area 2
Physics HL	Area B1 Minimum score of 5	Area B1 Minimum score of 5	Area 5A
Psychology HL	Area D Minimum score of 5	Area D Minimum score of 5	Area 4



IB Exam (All must be Higher Level)	Application to Associate Degree at Cañada College 3 Semester units toward General Education	Application to CSU GE Breadth Certification 3 Semester units (As of 4/21/2017)	Application to UC IGETC Certification 3 Semester units or 4 quarter units with a minimum score of 5,6, or 7 (As of 6/7/2017)
Theater HL	Area C1 Minimum score of 4	Area C1 Minimum score of 4	Area 3A

***IB exam may be used only in one of the area regardless of where the certifying CCC's discipline is located.**

(1) Prior to Fall 2013, a credit of 3 semester units with a passing score of 4 - Removed for GE Breadth in Fall 2013

(2) The IB curriculum offers language at various levels for native and non-native speakers. Language B courses are offered at the intermediate level for non-natives. Language A1 and A2 are advanced courses in literature for native and non-native speakers, respectively.

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 IB credit is granted for every university and program. Students are advised to thoroughly investigate IB credit as it relates to University Transfer.

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-2015-19: System-wide Credit for External Examination, <http://www.calstate.edu/AcadAff/codedMemos/AA-2015-19.pdf>

CSU Chancellor Office, Coded Memorandum ASA-2017-13: System-wide Credit for External Examination, <http://www.calstate.edu/AcadAff/codedMemos/ASA-2017-13.pdf>

Standards, policies and procedures for Intersegmental Education Transfer Curriculum Version 1.5, June 5, 2015, http://icas-ca.org/Websites/icasca/images/IGETC_Standards_version_1.6_final.pdf

Revised May 3, 2017

College Level Examination Program (CLEP) 2017-2018

The following chart reflects the College Level Examination Program (CLEP) credits that may be awarded toward Cañada College Associate Degree General Education (GE) requirements only, 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 Composition	50	0	N/A	N/A
College Composition - Modular	50	0	N/A	N/A
College Mathematics	50	0	N/A	N/A
English Composition (no essay)	50	0	N/A	N/A



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.
English Composition (with essay)	50	0	N/A	N/A
English Literature if taken before Fall 2011	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	9*	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	9*	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	Life Long Learning and Self Development
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



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.
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
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	9*	Area C2	Humanities
Trigonometry if taken before Fall 2006	50	3	Area B4	Critical Thinking/ Analytical Thinking Meets Math Competency



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.
Western Civilization I	50	3	Area C2 or Area D	Humanities or Social Sciences
Western Civilization II	50	3	Area D	Social Sciences

1. 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 associate and baccalaureate. For each test in a language other than English, a passing score of 50 is considered “Level I” and earns six units of associate and 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.

***Students will earn minimum of 12 semester credit, if this test is taken before Fall 2015.**

Reference:

CSU Chancellor Office, Coded Memorandum ASA-2017-13: System-wide Credit for External Examination, <http://www.calstate.edu/AcadAff/codedMemos/ASA-2017-13.pdf>

CSU Chancellor Office, Memo Code: AA-2015-19: system- wide Credit for External Examination, <http://www.calstate.edu/AcadAff/codedMemos/AA-2015-19.pdf>

Revised 5/3/2017

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

1. Issues around credit for external exams are complex. Where there is common use for general education areas as noted above, the use of external exams to meet major requirements is complex and specific to the receiving transfer institution. It is up to the student to thoroughly research this information.
2. The chart does not provide information about transfer credit generated by external exams for the purpose of admissions. The AP, IB, and CLEP charts above outline how the results of these exams may apply to General Education requirements.
3. 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
4. The chart does not provide information about if or how external exam results apply to major course The application of AP, IB, and CLEP results to university majors and degree requirements is determined by each transfer institution. 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.
5. 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 College courses (taken before or after external exams) may duplicate content. Where content duplication exists, students do not get credit/ units for both the external exam and the college course.
6. 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 Students are advised to thoroughly investigate AP credit as it relates to a University.



7. Actual AP transfer credit awarded for AP exams for admission is determined by the CSU and
 - a. The UC Policy for AP credit can be found at: <http://admission.universityofcalifornia.edu/counselors/files/ap-satisfy-admission-and-igetc-req.pdf>
 - b. The CSU has a system-wide policy for AP and other exams for awarding transfer credit for The CSU policy for AP can be found at <http://calstate.edu/AcadAff/codedmemos/index.shtml>
8. Actual IB transfer credit awarded for IB exams for admission is determined by the CSU and
 - a. The UC Policy for IB credit can be found at: <http://admission.universityofcalifornia.edu/counselors/exam-credit/ib-credits/index.html>
 - b. The CSU has a system-wide policy for IB exams for awarding transfer credit for The CSU policy for IB can be found at: <http://calstate.edu/AcadAff/codedmemos/index.shtml>

External exam policies for UC and CSU are subject to periodic modifications.

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.

Revised 5/2017



General Education and Degree Requirement Worksheets

CSU General Education Requirements 2017-2018

Please view the CSU General Education Requirements worksheet here:

http://catalog.canadacollege.edu/current/ge-worksheets/_docs/Catalog1718_GE-Req.pdf

Intersegmental General Education Transfer Curriculum (IGETC) 2017-2018

Please view the Intersegmental General Education Transfer Curriculum worksheet here:

http://catalog.canadacollege.edu/current/ge-worksheets/_docs/Catalog1718_IGETC.pdf

Cañada College AA/AS Degree Requirements 2017-2018

Please view the AA/AS Degree Requirements worksheet here:

http://catalog.canadacollege.edu/current/ge-worksheets/_docs/Catalog1718_AA-ASDegreeReq.pdf

List of Associate Degrees for Transfer

Please view the list of AA-T/AS-T Degrees for Transfer here:

http://catalog.canadacollege.edu/current/ge-worksheets/_docs/Catalog1718_ADT-List.pdf



CSU and UC Transfer Courses

The following web pages in this section are a list of courses designated as transferable toward baccalaureate degree credit at all campuses of the **California State University** and **University of California** systems.

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.

California State University - Transfer Courses 2017-2018

ACCOUNTING: ACTG 100, 121, 131, 180, 181, 200, 250, 680-689, 695

ANTHROPOLOGY: ANTH 110, 125, 126, 351, 680-689, 695

ARCHITECTURE: ARCH 110, 680-689, 695

ART: ART 101, 102, 103, 104, 105, 113, 114, 115, 116, 118, 128, 201, 204, 205, 206, 207, 213, 214, 221, 222, 229, 231, 232, 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, 125, 150, 180, 201, 230, 337, 338, 339, 401, 680-689, 695

CAREER & PERSONAL DEVELOPMENT: CRER 110, 137, 300, 401, 407, 430, 680-689, 695

CHEMISTRY: CHEM 114, 192, 210, 220, 231, 232, 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, 465, 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

DIGITAL ART & ANIMATION (MULTIMEDIA ART): MART 314, 325, 361, 362, 363, 366, 368, 369, 370, 371, 372, 373,

376, 377, 378, 379, 380, 389, 390, 400, 405, 416, 417, 418, 420, 421, 422, 430, 431, 432, 440, 670, 680-689, 695

DRAMA: DRAM 140, 150, 151, 160, 200, 201, 201.3, 201.4, 221, 233, 300.1, 300.2, 300.3, 300.4, 305, 680-689, 695

EARLY CHILDHOOD EDUCATION: ECE. 191, 192, 201, 210, 211, 212, 223, 225, 240, 241, 242, 244, 247, 249, 254, 260, 262, 263, 264, 313, 331, 333, 335, 362, 363, 366, 382, 384, 680-689, 695

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

EDUCATION: EDUC 200

ENGINEERING: ENGR 100, 111, 210, 215, 230, 240, 260, 261, 270, 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, 130

FASHION DESIGN: FASH 100, 110, 111, 113, 115, 116, 118, 122, 123, 132, 133, 134, 140, 146, 150, 151, 162, 163, 164, 166, 167, 168, 170, 171, 172, 173, 175, 178, 180, 195, 196, 197, 199, 225, 226, 228, 672, 680-689, 695

GEOGRAPHY: GEOG 100, 110, 150, 680-689, 695

GEOLOGY: GEOL 100, 101, 121, 680-689, 695

HEALTH SCIENCE: HSCI 100, 115, 116, 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, 672, 680-689, 695

INTERIOR DESIGN: INTD 115, 126, 128, 129, 148, 150, 151, 175, 250, 260, 272, 276, 340, 356, 357, 360, 367, 368, 400, 450, 670, 672, 680-689, 695

KINESIOLOGY: KINE 101, 105, 109, 137, 245, 250, 251, 308

LEARNING CENTER: LCTR 100, 120, 139, 140, 151, 680-689, 695

LIBRARY SCIENCE: LIBR 100, 680-689, 695

LINGUISTICS: LING 200, 680-689, 695

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

MATHEMATICS: MATH 125, 130, 200, 222, 225, 241, 243, 251, 252, 253, 270, 275, 680-689, 695

MEDICAL ASSISTING: MEDA 100, 110, 111, 115, 120, 121, 140, 150, 160, 164, 165, 166, 167, 168, 169, 190, 672, 680-689, 695

METEOROLOGY: METE 100, 680-689, 695



MUSIC: MUS 100, 115, 120, 202, 210, 230, 240, 250, 260, 271, 290, 301, 302, 303, 304, 371, 372, 373, 374, 401, 470.1, 680-689, 695

OCEANOGRAPHY: OCEN 100, 101, 680-689, 695

PARALEGAL: LEGL 249, 250, 251, 252, 254, 260, 262, 264, 272, 276, 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, 150.2, 150.3, 150.4, 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, 227.1, 227.2, 227.3, 227.4, 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

TEAM 105, 111.1, 111.2, 111.3, 111.4, 132.1, 132.2, 141.1, 141.2, 141.3, 141.4, 148.1, 148.2, 148.3, 148.4, 171.1, 171.2, 171.3, 171.4, 184, 185, 186, 187

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

PHYSICS: PHYS 114, 210, 211, 220, 221, 250, 260, 270, 405, 680-689, 695

POLITICAL SCIENCE: PLSC 103, 130, 150, 170, 210, 310, 320, 325, 680-689, 695

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

RADIOLOGIC TECHNOLOGY: RADT 400, 408, 410, 415, 418, 420, 428, 430, 435, 438, 440, 442, 441, 448, 458, 468, 470, 471, 474, 680-689, 695

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

SPANISH: SPAN 110, 111, 112, 120, 121, 122, 131, 132, 140, 145, 150, 152, 161, 162, 196, 680-689, 695

University of California - Transfer Courses 2017-2018

Variable Topic 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, Health, Business Administration, Architecture, 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.

Note:

Additional UC transferable courses may be added to the list below for the 2017-18 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.

ACCOUNTING: ACTG 121, 131

ANTHROPOLOGY: ANTH 110, 125, 126, 351

ART: ART 101, 102, 103, 104, 105, 113, 114, 115, 116, 118, 128, 201, 204, 205, 206, 207, 213, 214, 221, 222, 229, 231, 232, 250, 301, 306, 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 114*, 192*, 210*, 220, 231, 232 (*No credit for 114 or 192 if taken after 210, combined: maximum credit one course. CHEM 114 same as: PHYS 114)

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, 242, 250, 252, 262, 284, 286, 294, 321

DRAMA: DRAM 140, 150, 151, 160, 200, 201, 201.3, 201.4, 221, 233, 300.1, 300.2, 300.3, 300.4, 305

EARLY CHILDHOOD EDUCATION: ECE. 201, 212

ECONOMICS: ECON 100, 102, 230

EDUCATION: EDUC 200

ENGINEERING: ENGR 100, 111, 210, 215, 230, 240, 260, 261, 270

ENGLISH: ENGL 100, 110, 161, 162, 164, 165, 200

ENGLISH AS A SECOND LANGUAGE: ESL 400

ENVIRONMENTAL SCIENCE: ENVS 115, 130

FASHION DESIGN: FASH 113

GEOGRAPHY: GEOG 100, 110, 150

GEOLOGY: GEOL 100, 101, 121



HEALTH SCIENCE: HSCI 100, 116

HISTORY: HIST 100, 101, 104, 106, 201, 202, 242, 243, 245, 246, 247, 422, 451, 452, 455

INTERIOR DESIGN: INTD 148, 150, 151, 400,

KINESIOLOGY: KINE 105, 109+ (+ Any or all of these courses combined: maximum credit, 8 units), 308+ (+ combined with PE 305 and 306, maximum credit, 8 units)

LIBRARY SCIENCE: LIBR 100*
(*combined maximum credit: one course)

LINGUISTICS: LING 200 (same as ENGL 200)

LITERATURE: LIT 151, 200, 205, 231, 232, 252, 266, 371, 372, 373, 375, 441, 442

MATHEMATICS: MATH 125, 150, 200, 222, 225, 241*, 243+, 251*, 252*, 253, 270, 275
(*241, 251, 252 Combined: maximum credit, one series)
(+241, 243; and 251, 252 Combined: maximum credit, one series)

METEOROLOGY: METE 100

MULTIMEDIA: MART 314, 362*, 363, 376*, 377, 418
(*combined maximum credit: one course)

MUSIC: MUS 100, 115, 202, 210, 230, 240, 250, 271, 301, 302, 303, 304, 371, 372, 373, 374, 401, 470.1

OCEANOGRAPHY: OCEN 100, 101

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

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, 150.2, 150.3, 150.4, 151.1, 151.2, 151.3, 151.4, 400.1, 400.2, 400.3, 400.4, 220*, 391,

FITN 112*, 122*, 128*, 129*, 151*, 153*, 154*, 210*, 227.1*, 227.2*, 227.3*, 227.4*, 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*

(* Any or all of these PE Activity courses combined: maximum credit, 4 units)

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*, 132.1*, 132.2*, 141.1*, 141.2*, 141.3*, 141.4*, 148.1, 148.2, 148.3, 148.4, 171.1*, 171.2*, 171.3*, 171.4*, 184, 185*, 186, 187

VARS 104*, 114*, 140*, 154*, 170*, 340*
(*Any or all of these PE Activity courses combined: maximum credit, 4 units)
(+combined with KINE 101 and 308, maximum credit 8 units)

PHYSICS: PHYS 114*, 210*, 211, 220*, 221, 250*, 260*, 270* (*No credit for 114 if taken after 210. PHYS 114 same as: CHEM 114. 210, 220 combined with 250, 260, 270:

maximum credit, one series, deduct for duplication on topics.)

POLITICAL SCIENCE: PLSC 103, 130, 150, 170, 210, 310, 320, 325

PSYCHOLOGY: PSYC 100, 106, 200*, 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), 131, 132, (131 and 132 combined: equivalent to UC-H), 140, 145, 150, 152, 161, 162, (*120 or 122 correspond to two years of high school study)



Public Safety and Lost/Found

Public Safety

Building 9 - 1st Floor

Phone: (650) 306-3420

Web: <http://smccd.edu/publicsafety/>

The San Mateo County Community College District Public Safety Department is committed to providing quality service to visitors, students, and staff on our college campuses.

In exercising our duties, we will be responsive to all in need regardless of their position in life; respectful of the diversity of our campus communities; solicit public support and involvement in our efforts to promote organizational efficiency without detracting from the overall quality of life of our community college district.

The three colleges in our District - [Cañada College](#), [College of San Mateo](#) and [Skyline College](#) - serve more than 26,000 students. We are committed to providing a safe and secure environment for students, faculty, staff and community members that supports and enhances the educational mission of the colleges.

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.



ALERTU and Safety Tips



PUBLIC SAFETY

(650) 738-7000

<http://www.smccd.edu/publicsafety/>

FALL 2017

Public Safety is here for you!

The SMCCCD Department of Public Safety welcomes you to our campuses. Our mission is to keep you safe and to provide you with services you may need.

Things you need to know...

The SMCCCD community is very serious about keeping you safe and secure, but we can't do it alone. You need to know how to keep yourself and your belongings safe too. We all participate in emergency preparedness drills and exercises.

LOCKDOWN / BARRICADE—Follows the steps in the BIG FIVE immediate response protocol. You will be instructed on how to respond when directed by the Emergency Announcement System (EAS) e-mail or text (AlertU).

GREAT SHAKEOUT—Occurs in October and all three colleges will take part. You will be alerted to respond to this simulated earthquake.

<http://www.smccd.edu/publicsafety/>

Emergency Preparedness Videos - Big Five - Bullying - Anonymous Reporting - Title IX
Parking – Crime Stats – Contact Information - Campus Maps

If you have an emergency and need the police or fire department

Call 911



Why Not Do it NOW?

Program the Public Safety phone number into your phone now. You may never need it, but if you do you'll have help at your fingertips!

(650)738-7000

ALERTU

This is also a great time to sign up for AlertU, the District's emergency notification system that will text you with information and directions in the event of a campus emergency.

<http://www.smccd.edu/alertu/>

Contact us 24 Hours
We are here to help!



Officers Lillie and McCoy speak with a student.

Parking Permits

Did you know that a semester permit costs \$53 for Spring or Fall? If you attend classes just twice weekly during a 17 week semester, daily \$2 permits would cost you \$68! If you take your chances and get cited only twice during the semester for not having a permit, the cost would be \$86!

Annual Security Report

San Mateo County Community College District's (SMCCCD) 2016 Annual Security Report (ASR), required by the Clery Act, includes statistics for the previous three years concerning reported crimes that occurred on campus; in certain off-campus buildings owned or controlled by SMCCCD; and on public property within, or immediately adjacent to and accessible from SMCCCD. Our 2016 Annual Security Report also outlines various campus safety and security policies, such as those concerning crime reporting, prevention and response to sexual and gender violence, alcohol and drug use, crime prevention, emergency response and evacuation procedures, and other matters. The 2016 Annual Security Report also includes important tips to help every member of the community remain safe and avoid becoming a victim of crime. The 2016 Annual Security Report is now available at <http://www.smccd.edu/publicsafety/2016%20SMCCCD%20Annual%20Security%20Report.pdf>. You can also obtain a copy of this report by contacting the Department of Public Safety at the District Office or any of the three Campuses (650) 738-7000.



SMCCCD Parking and Traffic Regulations

Building 9 - 1st Floor
Phone: (650) 306-3420
Web: smccd.edu/publicsafety/

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.

Parking and Traffic 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.

Purchasing Student Parking Permits

Student parking permits are available for \$53 each for the fall semester and spring semester; \$26 for the summer session; and \$96 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 \$30 per semester/\$60 for a two-term permit (\$25 for Summer). 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. 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, Visitor, and Disabled Parking

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. 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.

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

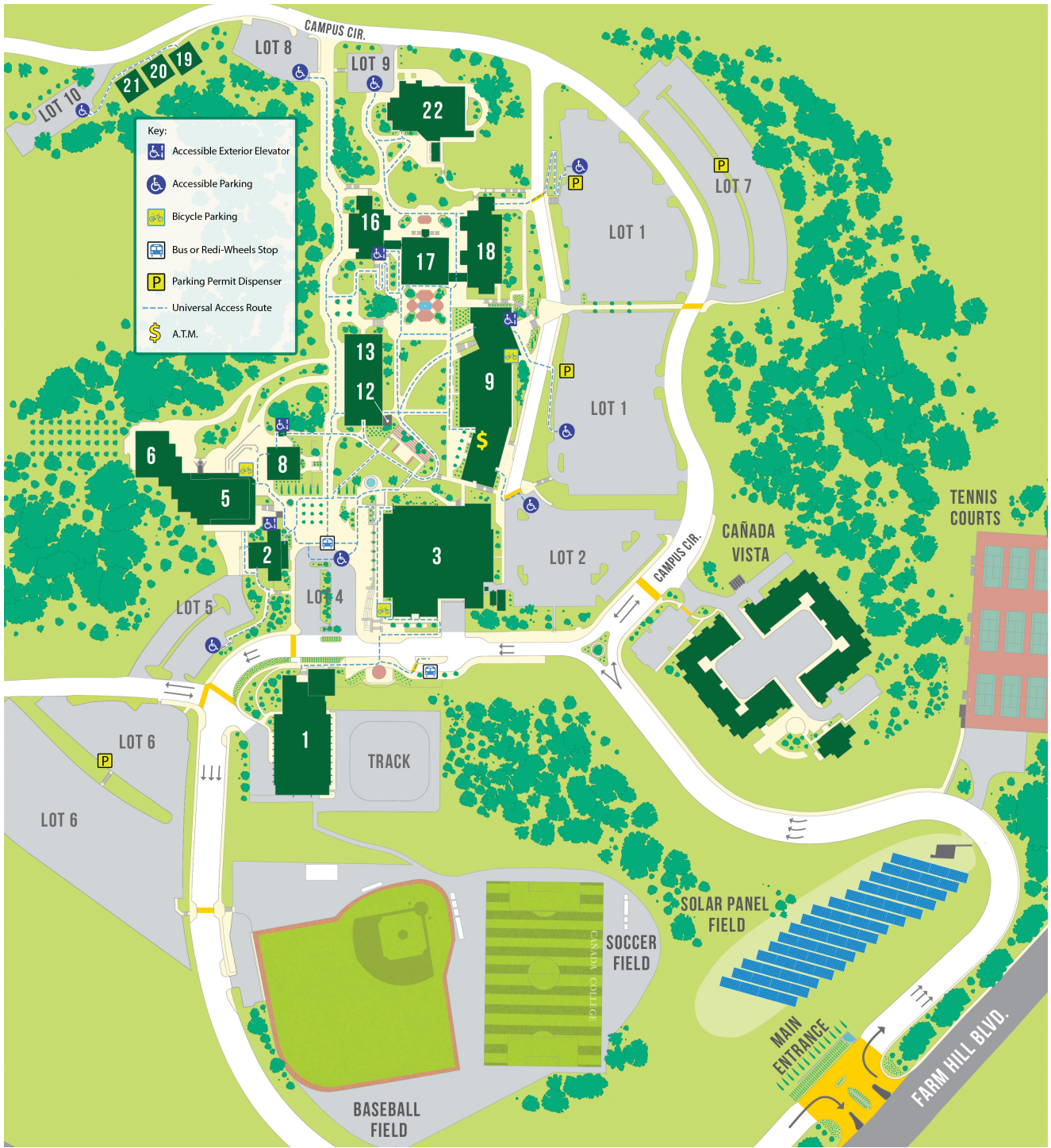
Parking citations may be contested by executing and mailing a completed Parking Citation Contest Form to the citation processing agency. Forms are also available from the Campus Public Safety Office on each campus. The name and address of the citation processing agency are on the form. The contestant 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 Map



Directions to Cañada College

Interstate 280 to Farm Hill Boulevard. Left at first traffic light onto campus.



Campus Directory

Office/Department Name	Location	Phone
Admissions & Records/Registration	Building 9-119	306-3226
Admissions & Records - TDD/TTY	Building 9-119	306-3181
Articulation	Building 18-109	306-3322
Associated Students	Building 5-354	306-3364
Athletics	Building 1-204	306-3341
Bookstore	Building 2	306-3313
Box Office	Building 3-205	306-3396
Business Office/Cashier	Building 9-119	306-3270
Business, Design & Workforce Division	Building 13-105	306-3201
Business Skills Center	Building 13-217	306-3380
CalWORKs	Building 9-133	306-3452
Career Center	Building 5-332	306-3178
Center for Student Life and Leadership Development	Building 5-354	306-3373
College for Working Adults (CWA)	Building 13-106	306-3310
Community Based English Tutoring (CBET)	Building 3-147	306-3388
Coop. Ed./Work Experience Program	Building 13-124	306-3367
Counseling Services	Building 9-135	306-3452
Disability Resource Center	Building 5-303	306-3259
TDD/TTY		306-3161
EOPS / CARE	Building 9-133	306-3300
Facilities Maintenance Center	Building 7	306-3276
Facilities Usage/Rental	Building 9-119	306-3271
Financial Aid	Building 9-109	306-3307
Food Pantry (SparkPoint)	Building 5-202	381-3554
Health Center	Building 5-303	306-3309
Housing (Off Campus) Information	Building 5-211A	306-3364
Humanities & Social Sciences Division	Building 3-205	306-3336
Instruction Office	Building 8-202	306-3353



Office/Department Name	Location	Phone
International Student Center	Building 3-103	306-3440
Learning Center	Building 9-210	306-3348
Math Lab	Building 9-2nd Floor	306-3348
Tutorial Center	Building 9-2nd Floor	306-3459
Writing Center	Building 9-2nd Floor	306-3459
Library	Building 9-3rd floor	306-3485
Lost & Found (located in Public Safety Office)	Building 9-151	306-3420
Middle College High School	Building 5-226	306-3120
Outreach	Building 22-106	306-3444
Physical Education Office	Building 1-204	306-3341
Placement Tests/Assessment	Building 9-120	306-3452
Planning and Research	Building 8-211	306-3145
Pony Espresso	Building 12	
President's Office	Building 8-206	306-3238
Psychological Services	Building 5-303	306-3259
Public Information	Building 8-112	306-3340
Public Safety	Building 9-151	306-3445
Refunds (Registration Fees)/Cashier	Building 9-119	306-3270
Science and Technology Division	Building 18-109	306-3291
Security Office (Parking Enforcement)	Building 9-151	306-3420
SparkPoint	Building 9-133	381-3550
STEM Center	Building 9-210	306-3463
Student Government Office	Building 5-354	306-3364
Switchboard/Directory Assistance		306-3100
The Grove/Cafeteria	Building 5	
Theater Event Coordinator	Building 3-133	306-3316
Transfer Center	Building 9-142	306-3493
Transcripts (Admissions & Records)	Building 9-120	306-3228
Transportation:SAMTRANS Bus Schedules/Passes	Building 9-119	306-3270



Office/Department Name	Location	Phone
TRiO Student Support Services Program	Building 9-213	306-3369
Tutorial Center	Building 9-210	306-3348
Upward Bound Program	Building 22-112	306-3335
University Center		306-3369
Veteran's Affairs	Building 9-119	306-3492
VROC (Veteran Resource & Opportunity Center)	Building 9-2nd Floor	381-3528
Vice President, Instruction	Building 8-202	306-3353
Vice President, Student Services	Building 8-209	306-3234
Welcome Center	Building 9-120	306-3452



Campus Directory, Faculty, and Emeriti

Admissions & Records/Registration

Building: 9-121 | Phone: 306-3226 | TDD/TTY: 306-3181

Associated Students of Cañada College

Building: 5-354 | Phone: 306-3364

Athletics

Building: 1-204 | Phone: 306-3341

Bookstore

Building: 2 | Phone: 306-3313

Box Office

Building: 3-205 | Phone: 306-3396

Business Office/Cashier

Building: 9-119 | Phone: 306-3270

Business, Workforce, & Athletics Division

Building: 13-105 | Phone: 306-3201

Business Skills Center

Building: 13-217 | Phone: 306-3380

CalWORKs

Building: 9-133 | Phone: 306-3300

Career Center

Building: 5-332 | Phone: 306-3178

College for Working Adults

Building: 13-106 | Phone: 306-3310

Community Based English Tutoring (CBET)

Building: 3-147 | Phone: 306-3388

Coop. Ed./Work Experience Program

Building: 13-124 | Phone: 306-3367

Counseling Center

Building: 9-1st Floor | Phone: 306-3452

Disability Resource Center

Building: 5-303 | Phone: 306-3259 | TDD/TTY: 306-3161

English (ESL) Institute Resource Room

Building: 3-147 | Phone: 306-3388

Evening Services

Phone: 306-3100

EOPS/CARE

Building: 9-133 | Phone: 306-3300

Facilities Usage/Rental

Building: 9-119 | Phone: 306-3271

Financial Aid

Building: 9-109 | Phone: 306-3307

Health Center

Building: 5-303 | Phone: 306-3309

Housing (Off Campus) Information

Building: 5-354 | Phone: 306-3373

Humanities & Social Sciences Division

Building: 3-205 | Phone: 306-3336

Instruction Office

Building: 8-202 | Phone: 306-3353

International Student Center

Building: 3-103 | Phone: 381-3544

Learning Center

Building: 9-210 | Math Lab: 306-3348 | Tutorial Center: 306-3459 | Writing Center: 306-3459

Library

Building: 9-3rd floor | Phone: 306-3485

Lost & Found (located in Public Safety Office)

Building: 9-151 | Phone: 306-3420

Middle College High School

Building: 5-226 | Phone: 306-3120

Outreach Program

Building: 22-106 | Phone: 306-3444

Parking Permit Sales

Building: 9-120 | Phone: 306-3270

Physical Education Office

Building: 1-204 | Phone: 306-3341

Placement Tests/Assessment

Building: 9-120 | Phone: 306-3452

President's Office

Building: 8-206 | Phone: 306-3238

Psychological Services

Building: 5-303 | Phone: 306-3259

Public Information

Building: 8-112 | Phone: 306-3418

Public Safety (Parking Enforcement)

Building: 9-151 | Phone: 306-3420

Refunds (Registration Fees)/Cashier

Building: 9-119 | Phone: 306-3270

Science and Technology Division

Building: 18-109 | Phone: 306-3291

SparkPoint

Building: 9-125 | Phone: 306-3550

STEM Center

Building: 9-210 | Phone: 306-3156

Student Life & Leadership Center/Gov. Office

Building: 5-354 | Phone: 306-3364

Switchboard/Directory Assistance

Phone: 306-3100

Theatre Manager

Building: 3-133 | Phone: 306-3316



Transfer Center

Building: 9-142 | Phone: 306-3493

Transcripts (Admissions & Records)

Building: 9-120 | Phone: 306-3123

Transportation:

SAMTRANS Bus Schedules/Passes: 800-660-4287

TRiO Student Support Services Program

Building: 9-213 | Phone: 306-3369

University Center

Building: 5-205 | Phone: 306-3177

Upward Bound Program

Building: 22-112 | Phone: 306-3332

Veteran's Affairs

Building: 9-121 | Phone: 306-3123

VROC (Veteran Resource & Opportunity Center)

Building: 9-2nd Floor | Phone: 306-3528

Vice President, Instruction

Building: 8-202 | Phone: 306-3353

Vice President, Student Services

Building: 8-209 | Phone: 306-3234

Welcome Center

Building: 9-1st Floor | Phone: 306-3452 - Counseling
Appointments/Orientations/Assessments

Faculty and Other Academic Personnel

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

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)

Professor, Biology/Health Science
B.S., Boston College
Ph.D., University of California, San Francisco

Budd, Anna (2007)

Professor, Theater Arts
B.A., University of California Davis
M.F.A., San Francisco State University

Cabrera, Leonor (2007)

Interim Dean, Business, Design, and Workforce
B.S., California State University Hayward
M.B.A., College of Notre Dame, CA

Carey, Julie (2015)

Associate Professor, ESL
B.A., University of Miami
M.A., San Francisco State 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., San Francisco State University
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

Eck, David (2016)

Assistant Professor, Philosophy
B.A., Lehigh University
M.A., University of South Florida
Ph.D., University of South Florida

Elteto, Attila (2013)

Assistant Professor, Astronomy/Physics
B.A., Cornell University
M.S., 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., University of California, Santa Barbara
M.A., University of California, Santa Barbara

Eslamieh, Salumeh (2006)

Professor, English/Reading
B.A., University of California, Irvine
M.A., San Francisco State University

Field, Alison (2011)

Associate 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

French, Jenna (2015)

Learning Disability Specialist / Disability Resource Counselor (DRC)
B.S., University of Santa Cruz
M.S., San Francisco State University

Gangel, Susan (2002)

Professor, English
B.A., Elmira College
M.A., San Francisco State University

Garcia, Michael E. (1989)

Athletic Director
B.S., California State University, Fullerton
M.S., Hayward State University

Gaspar, Erik (2011)

Head Men's Soccer Coach
A.A., West Valley College
B.A., San Jose State University
M.A., Saint Mary's College of California

Hall, Patricia (1998)

Professor, ECE/CD
B.A., University of Connecticut
M.P.A., College of Notre Dame
Ed.D., Argosy University

Hirzel, Douglas (2000)

Professor, Biological Sciences
B.A., University of California, Santa Cruz
M.S., University of Idaho

Hoffman, Michael D. (2008)

Associate Professor, Mathematics
B.S., San Francisco State University
M.A., San Francisco State University

Huang Tracy (2014)

Interim Dean, Planning, Research and Institutional Effectiveness
B.A., University of California, Berkeley
M.S., Teachers College, Columbia University
M.A., Teachers College, Columbia University
Ed.D., Teachers College, Columbia University

Innerst, Evan (1991)

Professor, Mathematics
B.A., San Jose State University
M.S., San Jose State University

Johnson, David M. (2011)

Interim Vice President, Instruction

B.A., University of California, Berkeley
M.A., University of Washington
Ph.D., University of California, Berkeley

Kaven, Jessica (2011)

Professor, Communication Studies
B.A., University of Hawai'i
M.A., San José State University
Ed.D., California State University, Stanislaus

King, Phillip J. (2017)

Interim Vice President, Student Services
B.S., Portland State University
M.S., Portland State University

Lacefield, Hyla (2013)

Assistant Professor, Digital Art and Animation
B.A., University of Georgia, Athens
M.A., University of Alabama, Tuscaloosa

Lapuz, Raymond (2000)

Professor, Mathematics
B.A., University of California, Santa Cruz
M.A., University of California, Santa Cruz

Lee, Robert B. (2005)

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

Maher, Doniella (2014)

Assistant Professor, English
B.A., California State University, Sacramento
M.A., San Francisco State

Mahoney, Susan (2012)

Associate Professor, Earth Science
B.A. Macalester College
M.S. University of California, Davis

Malamud, Monica (2001)

Professor, Spanish
B.S., Universidad Tecnológica Nacional
M.S., Universidad Tecnológica Nacional
M.S., Western Michigan University
Ph.D., Boston University

Markt, Cheri (2016)

Associate Professor, Engineering and Computer Science
B.S., Brigham Young University
M.S., Massachusetts Institute of Technology

Marquez, Michelle (2015)

Vice President, Administrative Services
B.A., California State University, Fresno
MBA/MPA, University of Phoenix



Marshall, Jessica (2007)

Professor, Anthropology
 B.A., California State University, Sacramento
 M.A., University of Kent, England

Martin, Nicholas (2012)

Assistant Professor, Counseling
 B.A., University of San Francisco
 M.A., University of San Francisco

Meckler, David (2005)

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, Digital Art and Animation
 A.S., College of San Mateo
 B.A., San Jose State University
 M.F.A., Academy of Art University

Nance Carrigan, Candice Rose (2013)

Assistant Professor, 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

Palmer, Lisa (1998)

Professor, English
 B.A., Stanford
 M.A., Columbia
 Ph.D., University of California, Los Angeles

Parks, Kristen (2012)

Assistant Professor, Political Science
 B.A., Agnes Scott College, Atlanta, GA
 M.A., University of California, San Diego

Partlan, Martin (2002)

Professor, Physics
 B.A., San Francisco State University
 M.S., University of California, Davis
 Ph.D., University of California, Davis

Perkins, Katie (2015)

Assistant Professor, Kinesiology - Head Women's Soccer Coach
 B.S., Loyola Marymount University
 M.A., San Jose State University

Ramzel, Melinda (2015)

Assistant Professor, Early Childhood Education/C
 B.A. Tufts University
 M.P.H., University of Illinois-Chicago
 Ph.D., Syracuse University

Rana, Anniqua (1998)

Dean, Athletics, Kinesiology, Dance, Library and Learning Resources
 B.A., M.A., University of Punjab (Pakistan)
 M.A., San Jose State University
 Ed.D., University of San Francisco

Rhodes, Carol (2005)

Professor, Biology
 B.S., University of California, Davis
 M.S., University of Minnesota
 Ph.D., University of Minnesota

Rico, Christopher (2011)

Assistant Professor, Counseling
 B.A., University of San Francisco
 M.S., San Francisco State University

Rivera, Rafael (1999)

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

Santos, Sarita (2012)

Professor, Early Childhood Education/Child Development
 B.A. University of California Santa Barbara
 M.A. UC Santa Barbara
 Ph.D. UC Santa Barbara

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., California State University, East Bay
 M.S., Golden Gate University

Shankar, Sumathi (2017)

Associate Professor, Mathematics
 B.Sc. Nowrosjee Wadia College, Pune, India
 M.Sc. University of Poona, Pune, India
 B.Ed. Annamalai University, India
 M.A. University of Colorado, Boulder, CO, USA

Sidman-Taveau, Rebekah (2014)

Associate Professor, ESL
 B.A., Sarah Lawrence College
 M.A., NYU
 Ph.D., University of Texas, Austin

Sigona, Nadya (2012)

Assistant Professor, Counseling
 A.A., Southwestern College
 B.A., Cal Poly Pomona
 M.S., Golden Gate University
 M.A., San Jose State University

Smith, Ami (2013)

Associate Professor, Psychology
 B.A., Hope College
 M.A., Wayne State
 Ph.D., Wayne State

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., University of Virginia
 M.D., University of Virginia
 Ph.D., University of Virginia

Tedone-Goldstone, Diana (2014)

Librarian
 B.A., University of San Francisco
 M.L.I.S., University of California, Los Angeles

Terzakis, Elizabeth M. (2004)

Professor, English, Reading
 B.A., Wesleyan University
 M.A., Hollins University
 M.A., Brown University

Tong, Po (2013)

Assistant Professor, Mathematics
 B.S., University of Hong Kong
 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)

Associate 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., University of California, Los Angeles
 M.A., University of California, Los Angeles

Yurtseven, Lale (2014)

Assistant Professor, Business
 B.A., Monterey Institute of International Studies
 M.B.A., Monterey Institute of International Studies

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

Blok, Regina (2015)

Director, DSP&S

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)**
Counseling/Business
- Eakin, James D. (1993)**
Spanish/French
- Earnhardt, Eldon D. (2001)**
Anthropology
- Easter, Stanley E. (1998)**
Music/Counseling
- Edmonds, Bruce (2003)**
Counseling/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
- Goines, Val (2016)**
Early Childhood Education
- Gray, Ella Turner (2003)**
Biology/Director, Special Projects
- Greenalch, John H. (1996)**
Counseling/ Human Services
Vice President, Student Services
- Gross, Jeanne R. (2017)**
ESL
- Gunderson, Peter K. (2003)**
Geography
- Harrington, Joyce M. (1993)**
Nurse, Counseling
- Harris, Donald C. (1994)**
English/Spanish
- Hayes, Linda (2014)**
Dean, Business, Design & Workforce Division
- 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
- Jones, Pamela D. (2016)**
Mathematics
- Jung, Carolyn (2016)**
Computer Business Office Technology
- 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
- Olesen, Karen (2016)**
Counseling
- Owyang, Walter (2003)**
Psychology
- Phillips, Jacqueline B. (2013)**
English as a Second Language
- Pratt, Jr., Melvyn E. (1985)**
History/Philosophy; Dean, Social Science
- Preston, Jack (2008)**
Computer Science, Mathematics, Physics, Astronomy
- Reller, Jr., Theodore L. (1996)**
Political Science
- Richards, Robin (2015)**
Vice President, Student Services
- Rubler, Selma (1993)**
Nurse, Counseling
- Sachs, Lesli (2009)**
Nurse
- Sandler, Marie H. (2007)**
Early Childhood Education
- Sanfilippo, Rudy A. (2001)**
Administration of Justice/Business/Social Science
- Schey, Robert E. (1993)**
Counseling
- Schoenky, Mary (1997)**
Counseling/Career Classes/Nurse
- Sharon, Jared B. (1998)**
Chemistry
- Smith, Pamela D. (2002)**
English
- Sorensen, Lenora H. (1997)**
Tourism
- Stegner, Paul F. (2003)**
Psychology
- Steidel, James (2001)**
History/Ethnic Studies
- Stiff, Dwight R. (1990)**
English; President, Cañada College
- Sutherland, Kenton K. (2000)**
English/ESL/Spanish
- Swenson, Jack (1994)**
English
- Szabo, Rosalee (2000)**
English/ESL
- Thein, Van Raymond (2004)**
Music
- Thiele, Romelia (2006)**
Office Technology
- Tovissi, Joseph A. (1999)**
Mathematics/Counseling
- Trugman, Ronald F. (2013)**
Business, English
- Vial, Sil (1998)**
P.E./Athletics
- Villanueva, Tlaxcalli (2009)**
Counseling
- Weidman, Jane C. (1999)**
English/Reading
- Welles, Samuel Paul, Jr. (2004)**
Biology/Athletics
- Westover, Ross W. (1992)**
Physical Science
- Wolford, Nancy (2013)**
Interior Design
- Workman, Gilbert (1998)**
History
- Young, Frank C. C. (2015)**
Professor, Philosophy



Degrees & Certificates

This list of programs may not include General Education Requirements, Basic Competency Requirements, and Specific Area Requirements needed to attain a degree. For more extensive information, go to [DegreeWorks in WebSMART](#), contact your counselor, or visit the requirement pages within this catalog:

AA/AS Requirements: <http://catalog.canadacollege.edu/current/aa-as-degree/>

AA-T/AS-T Requirements: <http://catalog.canadacollege.edu/current/aat-ast-degree/>

Certificates: <http://catalog.canadacollege.edu/current/certificates/>

Legend

AA: Associate in Arts degree

AS: Associate in Science degree

AA-T: Associate in Arts degree for Transfer

AS-T: Associate in Science degree for Transfer

CA: Certificate of Achievement (requires 12 or more units, and is posted on students' academic transcripts)

Degree or Certificate Program	Award Type	Units
ACCOUNTING		
Accounting	AS	60 units
Accounting	CA	27.5 units
Entry Level Bookkeeper	CA	12 units
Payroll Specialist	CA	18 units
ANTHROPOLOGY		
Anthropology	AA	60 units
Anthropology	AA-T	60 units
ART		
Art History	AA	60 units
Art History	AA-T	60 units
Studio Arts	AA-T	60 units
BIOLOGICAL SCIENCES		
Allied Health	AS	60 units
Biological Sciences	AS	60 units
Biology	AS-T	60 units
Nutrition and Dietetics	AS-T	60 units
Professional School Preparation: Pre-Dental, Pre-Medicine, Pre-Pharmacy, Pre-Veterinary, Pre-Optometry		N/A
BUSINESS ADMINISTRATION/MANAGEMENT		
Business Administration	AS	60 units
Business Management	AS	60 units
Entrepreneurship and Small Business Management	AS	60 units
Business Administration	AS-T	60 units
Business Administration	CA	19 units



Degree or Certificate Program	Award Type	Units
Entrepreneurship and Small Business Management	CA	21 units
CHEMISTRY		
Chemistry	AS	60 units
COMMUNICATION STUDIES		
Communication Studies	AA	60 units
Communication Studies	AA-T	60 units
COMPUTER BUSINESS OFFICE TECHNOLOGY		
Administrative Assistant	AS	60 units
Administrative Support Assistant	AS	60 units
Administrative Assistant	CA	27 units
Administrative Support Assistant	CA	23.5 units
General Office	CA	12 units
COMPUTER SCIENCE		
Computer Science	AS-T	60 units
Computer Science - C++	CA	16 units
Computer Science - Java	CA	16 units
Computer Science - Swift	CA	16 units
DIGITAL ART AND ANIMATION		
3D Animation and Videogame Art	AA	69 units
Digital Art and Animation	AA	60 units
3D Animation and Videogame Art	CA	49.5 units
Digital Art and Animation	CA	30 units
Graphic Design	CA	19.5 units
Web Design	CA	22.5 units
EARLY CHILDHOOD EDUCATION/CHILD DEVELOPMENT		
Early Childhood Education/Child Development	AS	60 units
Child and Adolescent Development	AS-T	60 units
Early Childhood Education	AS-T	60 units
Early Childhood Education/Teacher	CA	41 units
Child Development Permits and Areas of Specialization		N/A
EARTH SCIENCE		
Earth Science	AS	60 units
ECONOMICS		
Economics	AA	60 units
Economics	AA-T	60 units
EDUCATION		
Elementary Teacher Education	AA-T	60 units



Degree or Certificate Program	Award Type	Units
ENGINEERING		
Engineering	AS	60 units
Math for Surveying and Computer-Aided Design	CA	27 units
ENGLISH		
English	AA	60 units
English	AA-T	60 units
FASHION DESIGN AND MERCHANDISING		
Custom Dressmaking/Small Business Oriented	AS	60 units
Fashion Design Merchandising	AS	60 units
Technical (Apparel Industry Oriented)	AS	60 units
Theater Costuming	AS	60 units
Custom Dressmaking/Small Business Oriented	CA	34 units
Fashion Design Merchandising	CA	18 units
Technical (Apparel Industry Oriented)	CA	33 units
Theater Costuming	CA	28 units
GENERAL STUDIES		
Pathways to Student Success	CA	16 units
Preparation for Academic Scholarship and Success (PASS)	CA	12 units
GEOGRAPHY		
Geography	AA	60 units
Geography	AA-T	60 units
HISTORY		
History	AA	60 units
History	AA-T	60 units
HUMAN SERVICES		
Human Services	AS	60 units
Community Health Worker	CA	17 units
Human Services	CA	28 units
Promotor Education and Employment Project	CA	17 units
INTERDISCIPLINARY STUDIES WITH AREAS OF EMPHASIS		
Interdisciplinary Studies, Option 1, Cañada College Pattern: Arts and Humanities	AA	60 units
Interdisciplinary Studies, Option 1, Cañada College Pattern: Natural Science and Mathematics	AA	60 units
Interdisciplinary Studies, Option 1, Cañada College Pattern: Social and Behavioral Sciences	AA	60 units
Interdisciplinary Studies, Option 2, Transfer Pattern: Arts and Humanities	AA	60 units
Interdisciplinary Studies, Option 2, Transfer Pattern: Natural Science and Mathematics	AA	60 units
Interdisciplinary Studies, Option 2, Transfer Pattern: Social and Behavioral Sciences	AA	60 units



Degree or Certificate Program	Award Type	Units
INTERIOR DESIGN		
Interior Design	AS	60 units
Home Staging	CA	24 units
Interior Design	CA	40 units
Kitchen and Bath Design (Accredited by NKBA, National Kitchen & Bath Association)	CA	41 units
KINESIOLOGY, ATHLETICS AND DANCE		
Dance	AA	60 units
Kinesiology	AA	60 units
Kinesiology	AA-T	60 units
LATIN AMERICAN AND LATINO/A STUDIES		
Latin American and Latino/a Studies	AA	60 units
Latin American and Latino/a Studies	CA	18 - 22 units
MATHEMATICS		
Mathematics	AS-T	60 units
MEDICAL ASSISTING		
Medical Assisting	AS	60 units
Medical Billing Specialist	AS	60 units
Medical Administrative Assistant	CA	21 units
Medical Assisting	CA	35 units
Medical Billing Specialist	CA	21 units
Medical Coding Specialist	CA	18 units
MUSIC		
Music	AA	60 units
NURSING		
Nursing		N/A
PARALEGAL STUDIES		
Paralegal	AS	60 units
Paralegal	CA	27 units
PHILOSOPHY		
Philosophy	AA	60 units
Philosophy	AA-T	60 units
PHYSICS		
Physics	AS	60 units
Physics	AS-T	60 units
POLITICAL SCIENCE		
Political Science	AA	60 units
Political Science	AA-T	60 units



Degree or Certificate Program	Award Type	Units
PSYCHOLOGY		
Psychology	AA	60 units
Psychology	AA-T	60 units
RADIOLOGIC TECHNOLOGY		
Radiologic Technology	AS	90 units
SOCIAL SCIENCES		
International Studies	AA	60 units
SOCIOLOGY		
Sociology	AA	60 units
Sociology	AA-T	60 units
SPANISH		
Spanish	AA	60 units
Spanish	AA-T	60 units
Bilingualism and Biliteracy in English/Spanish	CA	12 units
THEATRE ARTS		
Theatre Arts	AA	60 units
Theatre Arts	AA-T	60 units
UNIVERSITY TRANSFER		
Option 1: CSU General Education (CSU GE)	CA	39 units
Option 2: Intersegmental General Education Transfer Curriculum (IGETC) - CSU	CA	37 units
Option 3: Intersegmental General Education Transfer Curriculum (IGETC) - UC	CA	34 units



ACCOUNTING

AS Associate in Science Degree Program

Accounting..... 60 units

CA Certificate of Achievement

Accounting.....27.5 units

Entry Level Bookkeeper..... 12 units

Payroll Specialist..... 18 units

AS Accounting

The accounting AS degree is 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.

Career Opportunities

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.

Program Learning Outcomes

Students completing this program will be able to:

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

AS Degree Requirements

Major: Core and Selective Requirements

Complete Core Courses, 21.5 units	Units
ACTG 121 Financial Accounting	4 units

ACTG 131	Managerial Accounting	4 units
ACTG 180	Payroll Accounting	1.5 units
ACTG 200	QuickBooks	3 units
BUS. 100	Introduction to Business	3 units
CBOT 432	Introduction to Computer Applications	3 units
CBOT 435	Spreadsheets	3 units

Selective Courses, choose a minimum of 6 units from the following:

	Units
ACTG 100 Accounting Procedures	3 units
ACTG 181 Taxation of Individuals Using Tax Software	4 units
ACTG 250 Certified Bookkeeper AIPB Preparation	3 units
ACTG 672 Cooperative Education: Internship	1 - 6 units
BUS. 101 Human Relations in the Workplace	3 units
BUS. 103 Introduction to Business Information Systems	3 units
BUS. 201 Business Law	3 units
BUS. 401 Business Communications	3 units

Total Required Major Units: 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.

CA Accounting

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 the accounting A.S. degree.



Career Opportunities

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.

Program Learning Outcomes

Students completing this program will be able to:

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

Major: Core and Selective Requirements

Complete Core Courses, 21.5 units		Units
ACTG 121	Financial Accounting	4 units
ACTG 131	Managerial Accounting	4 units
ACTG 180	Payroll Accounting	1.5 units
ACTG 200	QuickBooks	3 units
BUS. 100	Introduction to Business	3 units
CBOT 432	Introduction to Computer Applications	3 units
CBOT 435	Spreadsheets	3 units

Selective Courses, choose a minimum of 6 units from the following:

	Units
ACTG 100 Accounting Procedures	3 units
ACTG 181 Taxation of Individuals Using Tax Software	4 units
ACTG 250 Certified Bookkeeper AIPB Preparation	3 units
BUS. 101 Human Relations in the Workplace	3 units
BUS. 103 Introduction to Business Information Systems	3 units
BUS. 201 Business Law	3 units
BUS. 401 Business Communications	3 units

Total Required Units: 27.5

Gainful Employment Disclosure Information:

For more information about our graduation rates, the median debt of students who completed the program, and other important information, please visit our website at:

www.canadacollege.edu/degrees/geprograms/accounting.html

CA Entry Level Bookkeeper

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

Career Opportunities

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:

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

Major: Core and Selective Requirements

Complete Core Courses, 12 units		Units
ACTG 100	Accounting Procedures	3 units
ACTG 180	Payroll Accounting	1.5 units
ACTG 200	QuickBooks	3 units
CBOT 435	Spreadsheets	3 units
CBOT 472	Beginning Word Processing	1.5 units

Total Required Units: 12



CA Payroll Specialist

Payroll Specialists require specific bookkeeping/accounting/payroll training and current computer technology including word processing and spreadsheet programs. The specialist will perform a wide variety of record keeping and payroll processing activities, including computing wage and overtime payments, calculating and recording payroll deductions, processing requests for paycheck advances, and processing terminations.

Career Opportunities

Assistant Payroll Clerk, Payroll Clerk

Program Learning Outcomes

Students completing this program will be able to:

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

Major: Core and Selective Requirements

Complete Core Courses, 16.5 units		Units
ACTG 100	Accounting Procedures	3 units
ACTG 180	Payroll Accounting	1.5 units
ACTG 200	QuickBooks	3 units
BUS. 101	Human Relations in the Workplace	3 units
BUS. 103	Introduction to Business Information Systems	3 units
CBOT 435	Spreadsheets	3 units

Selective Courses, choose a minimum of 1.5 units from the following:

		Units
CBOT 470	Advanced Spreadsheets	1.5 units
CBOT 472	Beginning Word Processing	1.5 units

Total Required Units: 18

ANTHROPOLOGY

AA Associate in Arts Degree Program

Anthropology.....60 units

AA-T Associate in Arts Degree for Transfer

Anthropology.....60 units

AA 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.

Career Opportunities

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:

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

AA Degree Requirements

Major: Core and Selective Requirements

Complete Core requirements, 9 units:		Units
ANTH 110	Cultural Anthropology	3 units
ANTH 125	Physical Anthropology	3 units
ANTH 351	Archaeology	3 units

Selective Courses, choose a minimum of 10-11 units from the following:

List A: Choose a minimum of 4 units from the following:		Units
MATH 200	Elementary Probability and Statistics	4 units
ANTH 126	Physical Anthropology Laboratory	1 unit

List B: (Select 1 to 2 classes, 3-5 units)
Choose any courses not selected from List A; and/or any combination of coursework from List B

		Units
BIOL 250	Human Anatomy	4 units
GEOL 100	Introduction to Geology	3 units
AND		
GEOL 101	Geology Laboratory	1 unit
PSYC 205	Social Science Research Methods	3 units
OR		
SOCI 205	Social Science Research Methods	3 units

List C: (3 units) Choose one course from the following list or any course not selected from List A or B.

		Units
COMM 150	Intercultural Communication	3 units
GEOG 110	Cultural Geography	3 units
HIST 242	African-American History	3 units
HIST 245	Race, Ethnicity and Immigration in the U.S.	3 units

HIST 246	History of Latinos in the U.S.	3 units
HIST 247	Women in U.S. History	3 units
MUS. 250	World Music	3 units
PHIL 300	Introduction to World Religions	3 units
PSYC 106	Psychology of Prejudice and Discrimination	3 units
SOCI 100	Introduction to Sociology	3 units
SOCI 105	Social Problems	3 units
SOCI 141	Ethnicity and Race in Society	3 units

Total Required Major Units: 19 - 20

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

AA-T 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.

Career Opportunities

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:

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

AA-T Degree Requirements

Major: Core and Selective Requirements

Complete Core Courses, 9 units	Units
ANTH 110 Cultural Anthropology	3 units
ANTH 125 Physical Anthropology	3 units
ANTH 351 Archaeology	3 units

Selective Courses, choose a minimum of 10-11 units from the following:

List A: Choose a minimum of 4 units from the following:	Units
MATH 200 Elementary Probability and Statistics	4 units
ANTH 126 Physical Anthropology Laboratory	1 unit

List B: (Select 1 to 2 classes, 3-5 units) Choose any courses not selected from List A; and/or any combination of coursework from List B

	Units
BIOL 250 Human Anatomy	4 units
GEOL 100 Introduction to Geology	3 units
AND	
GEOL 101 Geology Laboratory	1 unit
PSYC 205 Social Science Research Methods	3 units
OR	
SOCI 205 Social Science Research Methods	3 units

List C: (3 units) Choose one course from the following list or any course not selected from List A or B.

	Units
COMM 150 Intercultural Communication	3 units

GEOG 110 Cultural Geography	3 units
HIST 242 African-American History	3 units
HIST 245 Race, Ethnicity and Immigration in the U.S.	3 units
HIST 246 History of Latinos in the U.S.	3 units
HIST 247 Women in U.S. History	3 units
MUS. 250 World Music	3 units
PHIL 300 Introduction to World Religions	3 units
PSYC 106 Psychology of Prejudice and Discrimination	3 units
SOCI 100 Introduction to Sociology	3 units
SOCI 105 Social Problems	3 units
SOCI 141 Ethnicity and Race in Society	3 units

Total Required Major Units: 18 - 20

General Education - certified completion of one of the following:

- California State University General Education-Breadth pattern (CSU GE Breadth),
- **OR**
- Intersegmental General Education Transfer Curriculum (IGETC/CSU) pattern

Elective courses: If applicable, additional courses to meet the minimum 60 CSU transferable units requirement.

Please refer to Associate Degree for Transfer (ADT) Requirements for more information.

ART

AA Associate in Arts Degree Program

Art History..... 60 units

AA-T Associate in Arts Degree for Transfer

Art History..... 60 units

Studio Arts..... 60 units

AA Art History

The Associate of Arts 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.



Program Learning Outcomes

Students completing this program will be able to:

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

AA Degree Requirements

Major: Core and Selective Requirements

Complete Core Courses, 12 units		Units
ART 101	Ancient, Classical and Medieval Art History	3 units
ART 102	Late Medieval, Renaissance and Baroque Art History	3 units
ART 103	History of Art from the Baroque Period to Post-Impressionism	3 units
ART 104	History of Modern Art	3 units

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

Complete 8 units from the following courses:		Units
ART 201	Form and Composition I	3 units
ART 204	Drawing I	3 units
ART 205	Drawing II	3 units
ART 206	Figure Drawing and Portraiture	3 units
ART 207	Life Drawing	3 units
ART 214	Color	3 units
ART 221	Painting I	3 units
ART 222	Painting II	3 units
ART 229	Landscape Painting	2 units
ART 301	Two-Dimensional Design	3 units

Complete 3 units from the following courses:		Units
ART 105	Art of Asia and the Near East	3 units
ART 113	Great Museums of America	3 units
ART 115	Art, Music and Ideas	3 units
OR		

MUS. 115	Art, Music and Ideas	3 units
ART 304	Gallery Design and Management	2 units
HIST 100	History of Western Civilization I	3 units
HIST 101	History of Western Civilization II	3 units

Total Required Major Units: 23

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

AA-T 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. This understanding of art history as a means of understanding the world is intended to support further studies for transfer students.

Program Learning Outcomes

Students completing this program will be able to:

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

AA-T Degree Requirements

Major: Core and Selective Requirements

Complete Core Courses, 18 units		Units
ART 101	Ancient, Classical and Medieval Art History	3 units
ART 102	Late Medieval, Renaissance and Baroque Art History	3 units
ART 103	History of Art from the Baroque Period to Post-Impressionism	3 units
ART 104	History of Modern Art	3 units
ART 105	Art of Asia and the Near East	3 units
ART 204	Drawing I	3 units



Selective Courses, choose 6 units from the following:**List 1: Studio Art Courses - Select one course from the following, 3 units**

		Units
ART 205	Drawing II	3 units
ART 207	Life Drawing	3 units
ART 214	Color	3 units
ART 221	Painting I	3 units
ART 301	Two-Dimensional Design	3 units
ART 306	Three-Dimensional Design	3 units
ART 351	Basic Black and White Photography	3 units

List 2: Select one course from the following, 3 units

		Units
Any course from Studio Art Courses listed above not already used		3 units
ART 114	The Art History of Paris	3 units
ART 116	The Art of Great Britain	3 units
ART 118	The Art and Architecture of Spain	3 units
ART 250	The Art History of Rome	3 units
ART 115	Art, Music and Ideas	3 units
OR		
MUS. 115	Art, Music and Ideas	3 units
HIST 100	History of Western Civilization I	3 units
HIST 101	History of Western Civilization II	3 units

Total Required Major Units: 24

General Education - certified completion of one of the following:

- California State University General Education-Breadth pattern (CSU GE Breadth),
- **OR**
- Intersegmental General Education Transfer Curriculum (IGETC/CSU) pattern

Elective courses: If applicable, additional courses to meet the minimum 60 CSU transferable units requirement.

Please refer to Associate Degree for Transfer (ADT) Requirements for more information.

AA-T Studio Arts

The Studio Arts major provides students with a solid foundation in the practice of creating art. It is designed for

students who wish to transfer to a four-year school as an Art Major.

Career Opportunities

Art majors go on to a wide variety of careers in which the visual education they have received is applied. Career opportunities include advertising art director, animator, architect, art administrator, art appraiser, art curator, art restorer, art therapist, art critic, art dealer, art historian, art instructor, cartoonist, ceramicist, cinematographer, computer artist, design consultant, display designer, fashion designer, film artistic director, interior designer, gallery director, graphic artist, industrial designer, illustrator, jewelry designer, layout artist, muralist, museum technician, painter, performance artist, photographer, police artist, printmaker, set designer, sculptor, and visual information specialist.

Program Learning Outcomes

Students completing this program will be able to:

1. Describe the roles of creative expression in human cultures.
2. Engage with the arts; integration of the arts into life.
3. Demonstrate creative process; apply critical thinking in the creative process. Use the language of the discipline; demonstrate command of critical vocabulary.
4. Use critical thinking in evaluating works of art in intrinsic terms, expressive content and social context.

AA-T Degree Requirements**Major: Core and Selective Requirements****

Complete Core Courses, 15 units		Units
ART 102**	Late Medieval, Renaissance and Baroque Art History	3 units
ART 103**	History of Art from the Baroque Period to Post-Impressionism	3 units
ART 204	Drawing I	3 units
ART 301	Two-Dimensional Design	3 units
ART 306	Three-Dimensional Design	3 units

Selective Courses, choose a minimum of 12 units from the following:**List A, choose a minimum of 3 units from the following:**

Art History:	Units	
ART 101**	Ancient, Classical and Medieval Art History	3 units
ART 105	Art of Asia and the Near East	3 units



List B: Choose a minimum of 9 units from the following:

Studio Arts:

Drawing		Units
ART 205	Drawing II	3 units
OR		
ART 207	Life Drawing	3 units

Color		Units
ART 214	Color	3 units

Painting		Units
ART 221	Painting I	3 units

Photography		Units
ART 351	Basic Black and White Photography	3 units

Total Required Major Units: 27

***6 semester units may be double counted. ART 101, ART 102, ART 103 and/or ART 104 may be used to cover up to 6 units of Area C's required 9 units (but no more than 6).*

General Education - certified completion of one of the following:

- California State University General Education-Breadth pattern (CSU GE Breadth),
- **OR**
- Intersegmental General Education Transfer Curriculum (IGETC/CSU) pattern

Elective courses: If applicable, additional courses to meet the minimum 60 CSU transferable units requirement.

Please refer to Associate Degree for Transfer (ADT) Requirements for more information.

BIOLOGICAL SCIENCES

AS Associate in Science Degree Program

Allied Health.....	60 units
Biological Sciences.....	60 units

AS-T Associate in Science Degree for Transfer

Biology.....	60 units
Nutrition and Dietetics.....	60 units

Preparation/Specialization Information

Professional School Preparation: Pre-Dental, Pre-Medicine, Pre-Pharmacy, Pre-Veterinary, Pre-Optometry.....N/A

AS 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.

Program Learning Outcomes

Students completing this program will be able to:

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

AS Degree Requirements

Major: Core and Selective Requirements

Complete Core Courses, 17-18 units		Units
BIOL 240	General Microbiology	4 units
BIOL 250	Human Anatomy	4 units
BIOL 260	Human Physiology	5 units
CHEM 192	Elementary Chemistry	4 units
OR		
CHEM 210	General Chemistry I	5 units
OR		
CHEM 410	Chemistry for Health Sciences	4 units



Selective Courses, choose a minimum of 12 units from the following:

Complete 3-4 units from the following courses:		Units
BIOL 100	Introduction to the Life Sciences	3 units
BIOL 110	Principles Of Biology	4 units
BIOL 130	Human Biology	3 units
BIOL 132	Human Biology Laboratory	1 unit

Complete 9-10 units from the following courses:		Units
BIOL 310	Nutrition	3 units
COMM 130	Interpersonal Communication	3 units
HSCI 100	General Health Science	3 units
HSCI 116	Women's Health Issues	3 units
MATH 200	Elementary Probability and Statistics	4 units
MEDA 110	Medical Terminology	3 units
PSYC 100	General Psychology	3 units
SOCI 100	Introduction to Sociology	3 units

Total Required Major Units: 29 - 32

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

AS 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.

Career Opportunities

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.

Program Learning Outcomes

Students completing this program will be able to:

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

AS Degree Requirements

Major: Core and Selective Requirements

Complete Core Courses, 20 units		Units
BIOL 225	Biology Of Organisms	5 units
BIOL 230	Cell and Molecular Biology	5 units
CHEM 210	General Chemistry I	5 units
CHEM 220	General Chemistry II	5 units

Selective Courses, choose a minimum of 16 units from the following:

		Units
BIOL 130	Human Biology	3 units
BIOL 132	Human Biology Laboratory	1 unit
BIOL 240	General Microbiology	4 units
BIOL 250	Human Anatomy	4 units
BIOL 260	Human Physiology	5 units
BIOL 310	Nutrition	3 units
CHEM 231	Organic Chemistry I	5 units
CHEM 232	Organic Chemistry II	5 units
ENVS 130	Sustainable Land Management	4 units
MATH 200	Elementary Probability and Statistics	4 units
MATH 251	Analytical Geometry and Calculus I	5 units
AND		
MATH 252	Analytical Geometry and Calculus II	5 units
MATH 253	Analytic Geometry and Calculus III	5 units
PHYS 210	General Physics I	4 units



	AND	
PHYS 220	General Physics II	4 units
	OR	
PHYS 250	Physics with Calculus I	4 units
	AND	
PHYS 260	Physics with Calculus II	4 units
PHYS 270	Physics with Calculus III	4 units

Total Required Major Units: 36

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

AS-T Biology

The AS-T major in Biology prepares students for transfer into bachelor's degree programs in Biology and similar fields.

Career Opportunities: 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.

Program Learning Outcomes

Students completing this program will be able to:

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

AS-T Degree Requirements**Major: Core and Selective Requirements****Complete Core Courses , 10 units****Units**

BIOL 225	Biology Of Organisms	5 units
BIOL 230	Cell and Molecular Biology	5 units

Selective Courses, choose 23 units from the following:

		Units
CHEM 210	General Chemistry I	5 units
	AND	
CHEM 220	General Chemistry II	5 units
MATH 251	Analytical Geometry and Calculus I	5 units
PHYS 210	General Physics I	4 units
	AND	
PHYS 220	General Physics II	4 units
	OR	
PHYS 250	Physics with Calculus I	4 units
	AND	
PHYS 260	Physics with Calculus II	4 units

Total Required Major Units: 33**General Education Requirements:***

Certified Completion of CSU-GE Breadth for STEM Pattern, **33 units**

OR

Certified Completion of IGETC for STEM Pattern, **31 units**

AS-T Nutrition and Dietetics

The AS-T major in Nutrition & Dietetics prepares students for transfer into bachelor's degree programs in Nutrition, Dietetics and similar fields.

Career Opportunities: Degree recipients in Nutrition & Dietetics are prepared for professional training for such careers as Registered Dietitians, Dietetic Technicians, Licensed Nutritionists, Sports Nutritionists and Health Coaches.

Career Opportunities

A transfer degree in nutrition and dietetics prepares students for further study in these fields, which might lead to employment in a variety of health care settings.

Program Learning Outcomes

Students completing this program will be able to:

1. Use the Scientific Method to investigate biological questions and critically evaluate and effectively communicate scientific data.
2. 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.

AS-T Degree Requirements

Major: Core and Selective Requirements

Complete Core Courses, 23 units		Units
BIOL 130	Human Biology	3 units
BIOL 240	General Microbiology	4 units
BIOL 310	Nutrition	3 units
CHEM 210	General Chemistry I	5 units
CHEM 220	General Chemistry II	5 units
PSYC 100	General Psychology	3 units

Selective Courses, choose 4-5 units from the following:

Selective Courses, choose 4-5 units from the following:		Units
BIOL 250	Human Anatomy	4 units
CHEM 231	Organic Chemistry I	5 units
MATH 200	Elementary Probability and Statistics	4 units

Total Required Major Units: 27 - 28

General Education - certified completion of one of the following:

- California State University General Education-Breadth pattern (CSU GE Breadth),
- OR**
- Intersegmental General Education Transfer Curriculum (IGETC/CSU) pattern

Elective courses: If applicable, additional courses to meet the minimum 60 CSU transferable units requirement.

Please refer to Associate Degree for Transfer (ADT) Requirements for more information.

Professional School Preparation: Pre-Dental, 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., <https://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 (<http://www.assist.org/web-assist/welcome.html>) 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/ MANAGEMENT

AS Associate in Science Degree Program

Business Administration.....	60 units
Business Management.....	60 units
Entrepreneurship and Small Business Management	60 units

AS-T Associate in Science Degree for Transfer

Business Administration.....	60 units
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CA Certificate of Achievement

Business Administration.....	19 units
Entrepreneurship and Small Business Management	21 units

AS 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

Students completing this program will be able to:

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

AS Degree Requirements

Major: Core and Selective Requirements

Complete Core Courses, 20 units		Units
ACTG 121	Financial Accounting	4 units
ACTG 131	Managerial Accounting	4 units
BUS. 100	Introduction to Business	3 units
BUS. 201	Business Law	3 units
ECON 100	Principles of Macro Economics	3 units
ECON 102	Principles of Micro Economics	3 units

Selectives Courses, choose a minimum of 9 units from the following:

Complete 3 units from the following courses:		Units
MATH 125	Elementary Finite Mathematics	3 units
MATH 200	Elementary Probability and Statistics	4 units
MATH 241	Applied Calculus I	5 units

Complete 6 units from the following courses:		Units
BUS. 101	Human Relations in the Workplace	3 units

BUS. 103	Introduction to Business Information Systems	3 units
BUS. 125	International Business	3 units
BUS. 180	Marketing	3 units
BUS. 230	International Marketing	3 units
BUS. 401	Business Communications	3 units

Total Required Major Units: 29

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

AS Business Management

The Business Management Associate's Degree is designed to offer mid-level training in the management field for working professionals seeking career advancement. This program completes exposure to advanced topics in the field of management, business, human relations, accounting and economics.

Career Opportunities

Career advancement opportunities in management vary across sectors as identified by Strong Workforce, such as business, global trade, healthcare, hospitality and tourism, manufacturing, materials management, retail and sales, services, technology, and transportation. This program prepares students for mid-level supervision positions.

Program Learning Outcomes

Students completing this program will be able to:

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

AS Degree Requirements

Major: Core and Selective Requirements

Complete Core Courses, 29 units		Units
ACTG 121	Financial Accounting	4 units
ACTG 131	Managerial Accounting	4 units
BUS. 100	Introduction to Business	3 units



BUS. 101	Human Relations in the Workplace	3 units
BUS. 201	Business Law	3 units
BUS. 401	Business Communications	3 units
CBOT 435	Spreadsheets	3 units
ECON 100	Principles of Macro Economics	3 units
MGMT 100	Introduction to Business Management	3 units

Selective Courses, choose a minimum of 6 units from the following: **Units**

BUS. 103	Introduction to Business Information Systems	3 units
BUS. 180	Marketing	3 units
COMM 110	Public Speaking	3 units
OR		
COMM 130	Interpersonal Communication	3 units
ECON 102	Principles of Micro Economics	3 units

Total Required Major Units: 35

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

AS Entrepreneurship and Small Business Management

The AS Degree in Entrepreneurship is for those students who wish to become a new business owner and/or update their skills as a current business owner, start or work for a small business. This program teaches students the fundamentals of starting and managing a business and prepares students for the challenges they are likely to encounter when starting a new business.

Program Learning Outcomes

Students completing this program will be able to:

1. Design and manage business documents using current technology to engage in creative problem solving.
2. Communicate an understanding of business concepts professionally through written, oral and visual presentations using current technology.

3. Recognize ethical behavior in their chosen profession and behave in a socially responsible manner.
4. Analyze business issues, interpret financial data and identify economic trends.

AS Degree Requirements

Major: Core and Selective Requirements

Complete Core Courses, 21 units **Units**

ACTG 100	Accounting Procedures	3 units
ACTG 200	QuickBooks	3 units
BUS. 100	Introduction to Business	3 units
BUS. 101	Human Relations in the Workplace	3 units
BUS. 150	Entrepreneurship: Small Business Management	3 units
BUS. 180	Marketing	3 units
BUS. 201	Business Law	3 units

Selective Courses, choose a minimum of 9 units from the following: **Units**

ACTG 180	Payroll Accounting	1.5 units
BUS. 103	Introduction to Business Information Systems	3 units
BUS. 125	International Business	3 units
BUS. 230	International Marketing	3 units
BUS. 401	Business Communications	3 units
CBOT 435	Spreadsheets	3 units
CBOT 457	Using PowerPoint in Business	2 units
CBOT 470	Advanced Spreadsheets	1.5 units
MGMT 100	Introduction to Business Management	3 units

Total Required Major Units: 30

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

AS-T 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

Includes a wide variety of positions in business, marketing, international business, banking industry, accounting, and economic fields.

Program Learning Outcomes

Students completing this program will be able to:

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

AS-T Degree Requirements

Major: Core and Selective Requirements

Complete Core Courses, 17 units		Units
ACTG 121	Financial Accounting	4 units
ACTG 131	Managerial Accounting	4 units
BUS. 201	Business Law	3 units
ECON 100	Principles of Macro Economics	3 units
ECON 102	Principles of Micro Economics	3 units

Selective Courses, choose a minimum of 9 units from the following:

LIST A, Select a minimum of 3 units:		Units
MATH 125	Elementary Finite Mathematics	3 units
MATH 200	Elementary Probability and Statistics	4 units
MATH 241	Applied Calculus I	5 units

LIST B, Select a minimum of 6 units:		Units
Any course from List A not already chosen		3 - 5 units
BUS. 100	Introduction to Business	3 units
BUS. 103	Introduction to Business Information Systems	3 units
BUS. 401	Business Communications	3 units

Total Required Major Units: 26

General Education - certified completion of one of the following:

- California State University General Education-Breadth pattern (CSU GE Breadth),
- **OR**
- Intersegmental General Education Transfer Curriculum (IGETC/CSU) pattern

Elective courses: If applicable, additional courses to meet the minimum 60 CSU transferable units requirement.

Please refer to Associate Degree for Transfer (ADT) Requirements for more information.

CA Business Administration

The Business Department offers a transfer program, an A.S. Degree and a Certificate of Achievement. The Certificate of Achievement in Business Administration provides the foundation for students starting an entry-level career in business. 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).

Program Learning Outcomes

Students completing this program will be able to:

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

Major: Core and Selective Requirements

Complete Core Courses, 13 units		Units
ACTG 121	Financial Accounting	4 units
BUS. 100	Introduction to Business	3 units
BUS. 201	Business Law	3 units
BUS. 401	Business Communications	3 units



Selectives Courses, choose a minimum of 6 units from the following:

	Units
BUS. 101 Human Relations in the Workplace	3 units
BUS. 125 International Business	3 units
BUS. 180 Marketing	3 units
MATH 120 Intermediate Algebra	5 units

Total Required Units: 19**Gainful Employment Disclosure Information:**

For more information about our graduation rates, the median debt of students who completed the program, and other important information, please visit our website at:

www.canadacollege.edu/degrees/geprograms/businessadmin.html

CA Entrepreneurship and Small Business Management

The Business Department 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 or who wish to start or work for a small business. The A.S. Degree and Certificate program are designed to assist students in becoming entrepreneurs and with the development of a small business.

Program Learning Outcomes

Students completing this program will be able to:

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

Major: Core and Selective Requirements

Complete Core Courses, 18 units	Units
ACTG 100 Accounting Procedures	3 units
ACTG 200 QuickBooks	3 units
BUS. 100 Introduction to Business	3 units

BUS. 150 Entrepreneurship: Small Business Management	3 units
BUS. 180 Marketing	3 units
BUS. 201 Business Law	3 units

Selective Courses, complete 3 units of the following:

	Units
BUS. 101 Human Relations in the Workplace	3 units
BUS. 103 Introduction to Business Information Systems	3 units
BUS. 401 Business Communications	3 units

Total Required Units: 21**Gainful Employment Disclosure Information:**

For more information about our graduation rates, the median debt of students who completed the program, and other important information, please visit our website at:

www.canadacollege.edu/degrees/geprograms/entrepreneur.html

CHEMISTRY

AS Associate in Science Degree Program

Chemistry.....60 units

AS Chemistry

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. 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:

1. 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.

AS Degree Requirements

Major: Core and Selective Requirements

Complete Core Courses, 30 units

Units

CHEM 210	General Chemistry I	5 units
CHEM 220	General Chemistry II	5 units
CHEM 231	Organic Chemistry I	5 units
CHEM 232	Organic Chemistry II	5 units
MATH 251	Analytical Geometry and Calculus I	5 units
MATH 252	Analytical Geometry and Calculus II	5 units

Selective Courses, choose a minimum of 8 units from the following:

Units

PHYS 210	General Physics I	4 units
PHYS 220	General Physics II	4 units
PHYS 250	Physics with Calculus I	4 units
PHYS 260	Physics with Calculus II	4 units
PHYS 270	Physics with Calculus III	4 units

Total Required Major Units: 38

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

COMMUNICATION STUDIES

AA Associate in Arts Degree Program

Communication Studies.....60 units

AA-T Associate in Arts Degree for Transfer

Communication Studies.....60 units

AA 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.

Career Opportunities

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 Degree Requirements

Major: Core and Selective Requirements

Complete Core Courses, 9 units

Units

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

Selective Courses, choose a minimum of 9 units from the following:

List A, choose a minimum of 6 units from the following:

Units

COMM 127	Argumentation and Debate	3 units
COMM 130	Interpersonal Communication	3 units



COMM 140	Small Group Communication	3 units
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List B, choose a minimum of 3 units from the following:

		Units
Any List A course not used above.		
ANTH 110	Cultural Anthropology	3 units
ENGL 110	Composition, Literature, and Critical Thinking	3 units
PSYC 100	General Psychology	3 units
SOCI 100	Introduction to Sociology	3 units

Total Required Major Units: 18

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

AA-T 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.

Career Opportunities

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:

1. Successfully prepare written and oral communication that illustrates critical thinking,

creation of inquiry- or research-based texts, and information literacy.

2. Demonstrate civic engagement in both written and oral argument.
3. Use both written and verbal expression in interdisciplinary contexts.

AA-T Degree Requirements

Major: Core and Selective Requirements

Complete Core Courses, 9 units

Units

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

Selective Courses, choose a minimum of 9 units from the following:

List A, choose a minimum of 6 units from the following:

Units

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

List B, choose a minimum of 3 units from the following:

Units

Any List A course not used above.		
ANTH 110	Cultural Anthropology	3 units
ENGL 110	Composition, Literature, and Critical Thinking	3 units
PSYC 100	General Psychology	3 units
SOCI 100	Introduction to Sociology	3 units

Total Required Major Units: 18

General Education - certified completion of one of the following:

- California State University General Education-Breadth pattern (CSU GE Breadth),
- **OR**
- Intersegmental General Education Transfer Curriculum (IGETC/CSU) pattern

Elective courses: If applicable, additional courses to meet the minimum 60 CSU transferable units requirement.



Please refer to Associate Degree for Transfer (ADT) Requirements for more information.

COMPUTER BUSINESS OFFICE TECHNOLOGY

AS Associate in Science Degree Program

Administrative Assistant..... 60 units
 Administrative Support Assistant..... 60 units

CA Certificate of Achievement

Administrative Assistant..... 27 units
 Administrative Support Assistant..... 23.5 units
 General Office..... 12 units

AS 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 distributing minutes of meetings, handling information requests, organizing and maintaining paper and electronic files. These positions require the employee to interact effectively with coworkers and multitask. This person may train and supervise lower-level clerical personnel.

Career Opportunities

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.

Program Learning Outcomes

Students completing this program will be able to:

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

AS Degree Requirements

Major: Core and Selective Requirements

Complete Core Courses, 17 units

Units

BUS. 101	Human Relations in the Workplace	3 units
BUS. 401	Business Communications	3 units
CBOT 435	Spreadsheets	3 units
CBOT 457	Using PowerPoint in Business	2 units
CBOT 472	Beginning Word Processing	1.5 units
CBOT 474	Intermediate Word Processing	1.5 units
CBOT 475	Using Outlook	1.5 units
CBOT 476	Adobe Acrobat	1.5 units

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

Units

ACTG 100	Accounting Procedures	3 units
ACTG 200	QuickBooks	3 units
BUS. 100	Introduction to Business	3 units
BUS. 201	Business Law	3 units
CBOT 470	Advanced Spreadsheets	1.5 units
MATH 120	Intermediate Algebra	5 units

Total Required Major Units: 27

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

AS 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, e-mails or other materials. These positions require employees to interact effectively with coworkers and multitask.

Career Opportunities

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.

Program Learning Outcomes

Students completing this program will be able to:

1. Develop the computer skills and confidence to obtain employment.



2. Develop the ability and knowledge to plan, design, create, edit, integrate, and manage business documents using current technology.
3. Utilize current supporting technology, according to industry standards, to increase workplace effectiveness.

AS Degree Requirements

Major: Core and Selective Requirements

Complete Core Courses, 16.5 units		Units
BUS. 101	Human Relations in the Workplace	3 units
BUS. 401	Business Communications	3 units
CBOT 432	Introduction to Computer Applications	3 units
CBOT 448	Using Microsoft Windows	1.5 units
CBOT 472	Beginning Word Processing	1.5 units
CBOT 474	Intermediate Word Processing	1.5 units
CBOT 475	Using Outlook	1.5 units
CBOT 476	Adobe Acrobat	1.5 units

Selective Courses, choose a minimum of 7 units from the following:

	Units	
BUS. 100	Introduction to Business	3 units
BUS. 201	Business Law	3 units
CBOT 415	Beginning Computer Keyboarding	1.5 units
OR		
CBOT 417	Skill Building	1.5 units
CBOT 435	Spreadsheets	3 units
CBOT 457	Using PowerPoint in Business	2 units
MATH 120	Intermediate Algebra	5 units

Total Required Major Units: 23.5

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

CA 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.

Career Opportunities

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.

Program Learning Outcomes

Students completing this program will be able to:

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

Major: Core and Selective Requirements

Complete Core Courses, 17 units		Units
BUS. 101	Human Relations in the Workplace	3 units
BUS. 401	Business Communications	3 units
CBOT 435	Spreadsheets	3 units
CBOT 457	Using PowerPoint in Business	2 units
CBOT 472	Beginning Word Processing	1.5 units
CBOT 474	Intermediate Word Processing	1.5 units
CBOT 475	Using Outlook	1.5 units
CBOT 476	Adobe Acrobat	1.5 units

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

	Units	
ACTG 100	Accounting Procedures	3 units
ACTG 200	QuickBooks	3 units
BUS. 100	Introduction to Business	3 units
BUS. 201	Business Law	3 units
CBOT 470	Advanced Spreadsheets	1.5 units
MATH 120	Intermediate Algebra	5 units

Total Required Units: 27

Gainful Employment Disclosure Information:



For more information about our graduation rates, the median debt of students who completed the program, and other important information, please visit our website at:

www.canadacollege.edu/degrees/geprograms/adminsupport2.html

CA 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, e-mails or other materials. These positions require employees to interact effectively with coworkers and multitask.

Career Opportunities

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.

Program Learning Outcomes

Students completing this program will be able to:

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

Major: Core and Selective Requirements

Complete Core Courses, 16.5 units		Units
BUS. 101	Human Relations in the Workplace	3 units
BUS. 401	Business Communications	3 units
CBOT 432	Introduction to Computer Applications	3 units
CBOT 448	Using Microsoft Windows	1.5 units
CBOT 472	Beginning Word Processing	1.5 units
CBOT 474	Intermediate Word Processing	1.5 units
CBOT 475	Using Outlook	1.5 units
CBOT 476	Adobe Acrobat	1.5 units

Selective Courses, choose a minimum of 7 units from the following:

		Units
BUS. 100	Introduction to Business	3 units
BUS. 201	Business Law	3 units
CBOT 415	Beginning Computer Keyboarding	1.5 units
OR		
CBOT 417	Skill Building	1.5 units
CBOT 435	Spreadsheets	3 units
CBOT 457	Using PowerPoint in Business	2 units
MATH 120	Intermediate Algebra	5 units

Total Required Units: 23.5

Gainful Employment Disclosure Information:

For more information about our graduation rates, the median debt of students who completed the program, and other important information, please visit our website at:

www.canadacollege.edu/degrees/geprograms/adminsupport.html

CA General Office

The General Office certificate program prepares students for employment as entry-level general office clerks in a variety of business settings as support staff. This program gives an entry-level employee the solid foundational skills needed in an office. This program increases students' efficiency, speed and accuracy in typing while increasing technical skills and confidence in a variety of software. Students are also introduced to organizational behavior and interpersonal skills.

Career Opportunities

This program is for individuals who seek entry-level employment as a General Office Clerk or Information Clerk in the business environment. According to CTE Launchboard data, projected job openings in the Mid-Peninsula region for Office Technology/Office Computer Applications surpass 875 positions each year.

Program Learning Outcomes

Students completing this program will be able to:

1. Develop the computer skills and confidence to obtain employment.
2. 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.

Major: Core and Selective Requirements

Complete Core Courses, 10.5 units		Units
BUS. 101	Human Relations in the Workplace	3 units
CBOT 432	Introduction to Computer Applications	3 units
CBOT 448	Using Microsoft Windows	1.5 units
CBOT 472	Beginning Word Processing	1.5 units
CBOT 475	Using Outlook	1.5 units

Selectives Courses, choose a minimum of 1.5 units from the following:		Units
CBOT 415	Beginning Computer Keyboarding	1.5 units
CBOT 417	Skill Building	1.5 units
CBOT 474	Intermediate Word Processing	1.5 units
CBOT 476	Adobe Acrobat	1.5 units

Total Required Units: 12

COMPUTER SCIENCE

AS-T Associate in Science Degree for Transfer

Computer Science..... 60 units

CA Certificate of Achievement

Computer Science - C++..... 16 units

Computer Science - Java..... 16 units

Computer Science - Swift..... 16 units

AS-T Computer Science

Completion of the AS-T in computer science prepares students for transfer to a 4-yr institution to complete their Bachelor's degree in computer science or computer science engineering. This degree can be completed in either C⁺ or JAVA programming languages. Students will need to

determine which language is preferred by the transfer institution.

Career Opportunities

Students completing this degree will be ready to transfer to a 4-yr institution to complete study in computer science. A basic knowledge of computer structure and programming adds to many jobs - both as a programmer, working with programmers and as a content expert developing programs for projects in that field.

Program Learning Outcomes

Students completing this program 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 or experiments, analyze and interpret data, and prepare a report summarizing the results of the tests of 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 or computer science practice.

AS-T Degree Requirements

Major: Core and Selective Requirements

Complete Core Courses, 30 units		Units
CIS 242	Computer Architecture and Assembly Language	3 units
CIS 250	Introduction to Object Oriented Programming: C++	3 units
OR		
CIS 284	Introduction to Object Oriented Programming - Java	3 units
CIS 252	Introduction to Data Structures - C++	3 units
OR		
CIS 286	Introduction to Data Structures - Java	3 units
CIS 262	Discrete Mathematics for Computer Science	3 units
MATH 251	Analytical Geometry and Calculus I	5 units
MATH 252	Analytical Geometry and Calculus II	5 units
PHYS 250	Physics with Calculus I	4 units



PHYS 260	Physics with Calculus II	4 units
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Total Required Major Units: 30

General Education - certified completion of one of the following:

- California State University General Education-Breadth pattern (CSU GE Breadth),
- **OR**
- Intersegmental General Education Transfer Curriculum (IGETC/CSU) pattern

Elective courses: If applicable, additional courses to meet the minimum 60 CSU transferable units requirement.

Please refer to Associate Degree for Transfer (ADT) Requirements for more information.

CA Computer Science - C++

Completion of this Certificate of Achievement prepares students for work using the C++ programming language.

Career Opportunities

A basic knowledge of computer structure and programming adds to many jobs - as a programmer, working with programmers and as a content expert developing programs for projects in that field.

Program Learning Outcomes

Students completing this program will be able to:

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

Major: Core and Selective Requirements

Complete Core Courses, 16 units		Units
CIS 118	Introduction to Computer Science	4 units
CIS 242	Computer Architecture and Assembly Language	3 units
CIS 250	Introduction to Object Oriented Programming: C++	3 units

CIS 252	Introduction to Data Structures - C++	3 units
CIS 262	Discrete Mathematics for Computer Science	3 units

Total Required Units: 16**Gainful Employment Disclosure Information:**

For more information about our graduation rates, the median debt of students who completed the program, and other important information, please visit our website at:

<http://www.canadacollege.edu/degrees/geprograms/cscplus.html>

CA Computer Science - Java

Completion of this Certificate of Achievement prepares students for work using the Java programming language.

Career Opportunities

A basic knowledge of computer structure and programming adds to many jobs - as a programmer, working with programmers and as a content expert developing programs for projects in that field.

Program Learning Outcomes

Students completing this program will be able to:

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

Major: Core and Selective Requirements

Complete Core Courses, 16 units		Units
CIS 118	Introduction to Computer Science	4 units
CIS 242	Computer Architecture and Assembly Language	3 units
CIS 262	Discrete Mathematics for Computer Science	3 units
CIS 284	Introduction to Object Oriented Programming - Java	3 units



CIS 286	Introduction to Data Structures - Java	3 units
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Total Required Units: 16**Gainful Employment Disclosure Information:**

For more information about our graduation rates, the median debt of students who completed the program, and other important information, please visit our website at:

<http://www.canadacollege.edu/degrees/geprograms/csjava.html>

CA Computer Science - Swift

Completion of the Certificate of Achievement prepares students for work using the Swift programming language.

Career Opportunities

A basic knowledge of computer structure and programming adds to many jobs - as a programmer, working with programmers and as a content expert developing programs for projects in that field.

Program Learning Outcomes

Students completing this program will be able to:

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

Major: Core and Selective Requirements

Complete Core Courses, 16 units		Units
CIS 118	Introduction to Computer Science	4 units
CIS 242	Computer Architecture and Assembly Language	3 units
CIS 262	Discrete Mathematics for Computer Science	3 units
CIS 294	Introduction to Object Oriented Programming: Swift	3 units
CIS 321	iOS Programming	3 units

Total Required Units: 16**Gainful Employment Disclosure Information:**

For more information about our graduation rates, the median debt of students who completed the program, and other important information, please visit our website at:

<http://www.canadacollege.edu/degrees/geprograms/csswift.html>

DIGITAL ART AND ANIMATION**AA Associate in Arts Degree Program**

3D Animation and Videogame Art.....69 units

Digital Art and Animation..... 60 units

CA Certificate of Achievement

3D Animation and Videogame Art.....49.5 units

Digital Art and Animation..... 30 units

Graphic Design.....19.5 units

Web Design..... 22.5 units

AA 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.

Career Opportunities

Animation, character development, storyboarding, modeling, rigging, effects work in film, games, mobile devices, apps, location-based entertainment, elearning, accident recreation, courtroom animation, simulations, product design.

Program Learning Outcomes

Students completing this program will be able to:



1. Communicate design concepts clearly and concisely (i.e. visual, oral, and written).
2. Develop competitive industry standard skills in the respective fields.
3. Understand the elements and principles of design through discipline-specific implementation.

AA Degree Requirements

Major: Core and Selective Requirements

Complete Core Courses, 46.5 units		Units
ART 207	Life Drawing	3 units
MART 325	Digital Painting	3 units
MART 376	Digital Imaging I	3 units
MART 379	Digital Animation I	3 units
MART 380	Digital Animation II	3 units
MART 385	Coding for Designers and Artists	3 units
MART 389	Digital Media Careers	1.5 units
MART 390	Portfolio Creation	1.5 units
MART 400	Motion Graphics	1.5 units
MART 405	Storyboard Development for Animation and Interactive Media	3 units
MART 416	Drawing For Animation	3 units
MART 417	Principles of Animation	3 units
MART 418	History of Animation	1.5 units
MART 420	3D Modeling and Animation I	3 units
MART 421	3D Modeling and Animation II	3 units
MART 422	Introduction to Rigging	3 units
MART 430	3D Character Animation	3 units
MART 431	Special Effects and Compositing	1.5 units

Selective Courses, choose a minimum of 3 units from the following:

	Units	
MART 362	Digital Photography I	3 units
MART 363	Digital Photography II	3 units
MART 366	Color Management and Theory	3 units
MART 372	Digital Illustration	3 units
MART 373	Digital Audio I	1 unit
MART 377	Digital Imaging II	3 units
MART 432	3D Environments and Hard Surface Modeling	1.5 units
MART 440	Video Game 3D Production Techniques	1.5 units

Total Required Major Units: 49.5

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

AA Digital Art and Animation

The Digital Art and Animation 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.

Career Opportunities

The Digital Art and Animation program prepares students for entry level positions in animation, video, web development, and digital media development such as game development, interactive presentations, website development, and digital video.

Program Learning Outcomes

Students completing this program will be able to:

1. Communicate design concepts clearly and concisely (i.e. visual, oral, and written).
2. Develop competitive industry standard skills in the respective fields.
3. Understand the elements and principles of design through discipline-specific implementation.

AA Degree Requirements

Major: Core and Selective Requirements

Complete Core Courses, 24 units		Units
MART 314	Introduction to Computer Graphics	3 units
MART 366	Color Management and Theory	3 units
MART 368	Web Design I	3 units
MART 372	Digital Illustration	3 units
MART 376	Digital Imaging I	3 units
MART 379	Digital Animation I	3 units
MART 385	Coding for Designers and Artists	3 units
MART 389	Digital Media Careers	1.5 units
MART 390	Portfolio Creation	1.5 units



Selective Courses, choose a minimum of 6 units from the following:

	Units
MART 325 Digital Painting	3 units
MART 361 Digital Video	3 units
MART 362 Digital Photography I	3 units
MART 369 Web Design II	3 units
MART 371 User Interface/User Experience Design	3 units
MART 373 Digital Audio I	1 unit
MART 377 Digital Imaging II	3 units
MART 378 Digital Page Layout	3 units

Total Required Major Units: 30

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

CA 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.

Career Opportunities

Animation, character development, storyboarding, modeling, rigging, effects work in film, games, mobile devices, apps, location-based entertainment, elearning, accident recreation, courtroom animation, simulations, product design.

Program Learning Outcomes

Students completing this program will be able to:

1. Communicate design concepts clearly and concisely (i.e. visual, oral, and written).
2. Develop competitive industry standard skills in the respective fields.

3. Understand the elements and principles of design through discipline-specific implementation.

Major: Core and Selective Requirements

Complete Core Courses, 46.5 units

Units

ART 207	Life Drawing	3 units
MART 325	Digital Painting	3 units
MART 376	Digital Imaging I	3 units
MART 379	Digital Animation I	3 units
MART 380	Digital Animation II	3 units
MART 385	Coding for Designers and Artists	3 units
MART 389	Digital Media Careers	1.5 units
MART 390	Portfolio Creation	1.5 units
MART 400	Motion Graphics	1.5 units
MART 405	Storyboard Development for Animation and Interactive Media	3 units
MART 416	Drawing For Animation	3 units
MART 417	Principles of Animation	3 units
MART 418	History of Animation	1.5 units
MART 420	3D Modeling and Animation I	3 units
MART 421	3D Modeling and Animation II	3 units
MART 422	Introduction to Rigging	3 units
MART 430	3D Character Animation	3 units
MART 431	Special Effects and Compositing	1.5 units

Selective Courses, choose a minimum of 3 units from the following:

Units

ART 214	Color	3 units
MART 314	Introduction to Computer Graphics	3 units
MART 362	Digital Photography I	3 units
MART 363	Digital Photography II	3 units
MART 366	Color Management and Theory	3 units
MART 372	Digital Illustration	3 units
MART 373	Digital Audio I	1 unit
MART 377	Digital Imaging II	3 units
MART 432	3D Environments and Hard Surface Modeling	1.5 units
MART 440	Video Game 3D Production Techniques	1.5 units



Total Required Units: 49.5**Gainful Employment Disclosure Information:**

For more information about our graduation rates, the median debt of students who completed the program, and other important information, please visit our website at:

<http://www.canadacollege.edu/degrees/geprograms/multimedia3d.html>

CA Digital Art and Animation

The Digital Art and Animation 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.

Career Opportunities

The Digital Art and Animation Program prepares students for entry level positions as graphic designers, production art designers, web designers, and production assistants in animation, video, and digital media product development such as game development, interactive CD presentations, and digital video.

Program Learning Outcomes

Students completing this program will be able to:

1. Communicate design concepts clearly and concisely (i.e. visual, oral, and written).
2. Develop competitive industry standard skills in the respective fields.
3. Understand the elements and principles of design through discipline-specific implementation.

Major: Core and Selective Requirements

Complete Core Courses, 24 units		Units
MART 314	Introduction to Computer Graphics	3 units
MART 366	Color Management and Theory	3 units
MART 368	Web Design I	3 units
MART 372	Digital Illustration	3 units
MART 376	Digital Imaging I	3 units
MART 379	Digital Animation I	3 units
MART 385	Coding for Designers and Artists	3 units

MART 389	Digital Media Careers	1.5 units
MART 390	Portfolio Creation	1.5 units

Selective Courses, choose a minimum of 6 units from the following:

	Units
MART 325 Digital Painting	3 units
MART 361 Digital Video	3 units
MART 362 Digital Photography I	3 units
MART 369 Web Design II	3 units
MART 371 User Interface/User Experience Design	3 units
MART 373 Digital Audio I	1 unit
MART 377 Digital Imaging II	3 units
MART 378 Digital Page Layout	3 units

Total Required Units: 30**Gainful Employment Disclosure Information:**

For more information about our graduation rates, the median debt of students who completed the program, and other important information, please visit our website at:

<http://www.canadacollege.edu/degrees/geprograms/multimedia.html>

CA 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

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.

Program Learning Outcomes

Students completing this program will be able to:

1. Communicate design concepts clearly and concisely (i.e. visual, oral, and written).
2. Develop competitive industry standard skills in the respective fields.
3. Understand the elements and principles of design through discipline-specific implementation.

Major: Core and Selective Requirements

Complete Core Courses, 19.5 units		Units
MART 314	Introduction to Computer Graphics	3 units
MART 366	Color Management and Theory	3 units
MART 372	Digital Illustration	3 units
MART 376	Digital Imaging I	3 units
MART 377	Digital Imaging II	3 units
MART 378	Digital Page Layout	3 units
MART 390	Portfolio Creation	1.5 units

Total Required Units: 19.5

Gainful Employment Disclosure Information:

For more information about our graduation rates, the median debt of students who completed the program, and other important information, please visit our website at:

<http://www.canadacollege.edu/degrees/geprograms/graphicdesign.html>

CA 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

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.

Program Learning Outcomes

Students completing this program will be able to:

1. Communicate design concepts clearly and concisely (i.e. visual, oral, and written).
2. Develop competitive industry standard skills in the respective fields.
3. Understand the elements and principles of design through discipline-specific implementation.

Major: Core and Selective Requirements

Complete Core Courses, 22.5 units		Units
MART 314	Introduction to Computer Graphics	3 units
MART 368	Web Design I	3 units
MART 369	Web Design II	3 units
MART 371	User Interface/User Experience Design	3 units
MART 376	Digital Imaging I	3 units
MART 379	Digital Animation I	3 units
MART 385	Coding for Designers and Artists	3 units
MART 390	Portfolio Creation	1.5 units

Total Required Units: 22.5

Gainful Employment Disclosure Information:

For more information about our graduation rates, the median debt of students who completed the program, and other important information, please visit our website at:

<http://www.canadacollege.edu/degrees/geprograms/multimediaweb.html>

EARLY CHILDHOOD EDUCATION/CHILD DEVELOPMENT

AS Associate in Science Degree Program

Early Childhood Education/Child Development..... 60 units

AS-T Associate in Science Degree for Transfer

Child and Adolescent Development..... 60 units

Early Childhood Education..... 60 units



CA Certificate of Achievement

Early Childhood Education/Teacher..... 41 units

Preparation/Specialization Information

Child Development Permits and Areas of Specialization. N/A

**AS Early Childhood Education/
Child Development**

The Early Childhood Education/Child Development program is designed to meet the needs of people planning a career working with young children and/or those who are already employed. Certificates are aligned with the Child Development Permit Matrix. Caring for children from birth through school-age, in professional settings outside of the home are the primary focus. Current research and practical applications highlight the variety of career choices that students completing certificates and degrees can pursue. 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 diverse needs of ECE students, courses are offered mornings, afternoons, evenings and weekends; we encourage students to develop an personalized Education Plan (EP) so that they can complete specific program requirements including certificates, degrees, and transfer.

Career Opportunities

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, and site supervisors.

Program Learning Outcomes

Students completing this program will be able to:

1. Communicate their understanding of Early Childhood Education/Child Development concepts professionally through written, oral and visual presentations.
2. 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.
3. 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.

AS Degree Requirements**Major: Core and Selective Requirements****Complete Core Courses, 25 units****Units**

CRER 401	College Success	1 unit
ECE. 201	Child Development	3 units
ECE. 210	Early Childhood Education Principles	3 units
ECE. 211	Early Childhood Education Curriculum	3 units
ECE. 212	Child, Family, and Community	3 units
ECE. 254	Teaching in a Diverse Society	3 units
ECE. 313	Health, Safety and Nutrition	3 units
ECE. 333	Observation and Assessment of Young Children	3 units
ECE. 366	Practicum in Early Childhood Education	3 units

Total Required Major Units: 25

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

**AS-T Child and Adolescent
Development**

Knowledge of human growth and development gives a student an advantage in any pursuit that includes working with others. Majors explore growth and development from multiple perspectives in this interdisciplinary degree. The coursework is designed to meet the needs of people planning to transfer for further studies in the interdisciplinary field of Child and Adolescent Development, and to transfer to a CSU into programs in Child Development, Human Development, Child and Adolescent Development, Family and Consumer Sciences, and Liberal Studies (Child Development).

Career opportunities: child mental health worker, school counselor, family support worker, child development research assistant, youth group administrator, child advocate, elementary education, etc.

Career Opportunities

School counselor, child mental health worker, family support worker, child development research assistant, youth group administrator, child advocate, elementary education, etc.



Program Learning Outcomes

Students completing this program will be able to:

1. Communicate their understanding of Early Childhood Education/Child Development concepts professionally through written, oral and visual presentations.
2. 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.
3. 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.

AS-T Degree Requirements

Major: Core and Selective Requirements

Complete Core Courses, 20 units		Units
BIOL 110	Principles Of Biology	4 units
ECE. 201	Child Development	3 units
ECE. 212	Child, Family, and Community	3 units
MATH 200	Elementary Probability and Statistics	4 units
PSYC 100	General Psychology	3 units
PSYC 200	Developmental Psychology	3 units

Total Required Major Units: 20

General Education - certified completion of one of the following:

- California State University General Education-Breadth pattern (CSU GE Breadth),
- **OR**
- Intersegmental General Education Transfer Curriculum (IGETC/CSU) pattern

Elective courses: If applicable, additional courses to meet the minimum 60 CSU transferable units requirement.

Please refer to Associate Degree for Transfer (ADT) Requirements for more information.

AS-T Early Childhood Education

The Early Childhood Education/Child Development program is designed to meet the needs of people planning a career working with young children and/or those who are already employed. Certificates are aligned with the Child Development Permit Matrix. Caring for children from birth

through school-age, in professional settings outside of the home are the primary focus. Current research and practical applications highlight the variety of career choices that students completing certificates and degrees can pursue. 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 diverse needs of ECE students, courses are offered mornings, afternoons, evenings and weekends; we encourage students to develop an Individualized Education Plan (IEP) so that they can complete specific program requirements including certificates, degrees, and transfer.

Career Opportunities

Graduates with an AS degree with a major in ECE/CD are prepared for positions as head teachers, master teachers, and site supervisors. The AS T Early Childhood Education prepares them for transfer into Child and Adolescent Development, Human Development and similar bachelor degree programs.

Program Learning Outcomes

Students completing this program will be able to:

1. Communicate their understanding of Early Childhood Education/Child Development concepts professionally through written, oral and visual presentations.
2. 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.
3. 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.

AS-T Degree Requirements

Major: Core and Selective Requirements

Complete Core Courses, 24 units		Units
ECE. 201	Child Development	3 units
ECE. 210	Early Childhood Education Principles	3 units
ECE. 211	Early Childhood Education Curriculum	3 units
ECE. 212	Child, Family, and Community	3 units
ECE. 254	Teaching in a Diverse Society	3 units
ECE. 313	Health, Safety and Nutrition	3 units
ECE. 333	Observation and Assessment of Young Children	3 units



ECE. 366	Practicum in Early Childhood Education	3 units
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Total Required Major Units: 24

General Education - certified completion of one of the following:

- California State University General Education-Breadth pattern (CSU GE Breadth),
- **OR**
- Intersegmental General Education Transfer Curriculum (IGETC/CSU) pattern

Elective courses: If applicable, additional courses to meet the minimum 60 CSU transferable units requirement.

Please refer to Associate Degree for Transfer (ADT) Requirements for more information.

CA Early Childhood Education/Teacher

The Early Childhood Education/Child Development program is designed to meet the needs of people planning a career working with young children and/or those who are already employed. Certificates are aligned with the Child Development Permit Matrix. Caring for children from birth through school-age, in professional settings outside of the home are the primary focus. Current research and practical applications highlight the variety of career choices that students completing certificates and degrees can pursue. 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 diverse needs of ECE students, courses are offered mornings, afternoons, evenings and weekends; we encourage students to develop an Individualized Education Plan (IEP) so that they can complete specific program requirements including certificates, degrees, and transfer.

Career Opportunities

Students who complete the ECE/TEACHER certificate are eligible to apply for their Teacher Permit issued by the CA Commission on Teacher Credentialing. Upon completion of the certificate they are eligible for positions in the Early Care and Education field as teacher, family child care provider and para professional in elementary school settings.

Program Learning Outcomes

Students completing this program will be able to:

1. Communicate their understanding of Early Childhood Education/Child Development concepts

professionally through written, oral and visual presentations.

2. 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.
3. 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.

Major: Core and Selective Requirements

Complete Core Courses, 25 units

		Units
CRER 401	College Success	1 unit
ECE. 201	Child Development	3 units
ECE. 210	Early Childhood Education Principles	3 units
ECE. 211	Early Childhood Education Curriculum	3 units
ECE. 212	Child, Family, and Community	3 units
ECE. 254	Teaching in a Diverse Society	3 units
ECE. 313	Health, Safety and Nutrition	3 units
ECE. 333	Observation and Assessment of Young Children	3 units
ECE. 366	Practicum in Early Childhood Education	3 units

Selective Courses, choose a minimum of 16 units from the CSU GE Areas listed below (** ##):

	Units
Area A: English Language Communication and Critical Thinking**	3 units
Area B: Scientific Inquiry and Quantitative Reasoning**	3 units
Area C: Arts and Humanities** ##	3 units
Area D: Social Sciences** ##	3 units

** A minimum of 3 units from each area must be completed.
Early Childhood Education/Child Development - ECE courses are excluded.

Total Required Units: 41

Gainful Employment Disclosure Information:

For more information about our graduation rates, the median debt of students who completed the program, and other important information, please visit our website at:



www.canadacollege.edu/degrees/geprograms/earlychildhood.html

Child Development Permits and Areas of Specialization

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**

Developmentally Appropriate Curriculum: Children with Special Needs

ECE. 260 Children with Special Needs **3**
ECE. 263 Strategies for Children with Special Needs **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 Curriculum and Strategies for Prek-Prekindergarten **3**
ECE. 331 The Role of the Teacher **1**
ECE. 362 Communicating with Families **1**
ECE. 363 Mental Development & Problem Solving **1**
ECE. 382 Male Involvement in Early Childhood **1**

Ready for School Specialization

ECE. 244 Curriculum and Strategies for Prek-Prekindergarten **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**

AREA OF SPECIALIZATION - FAMILY DEVELOPMENT

Complete 6 units from the following:

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 672 Cooperative Education: Human Services Internship **3**

EARTH SCIENCE

AS Associate in Science Degree Program

Earth Science.....60 units

AS Earth Science

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.



Career Opportunities

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:

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

AS Degree Requirements

Major: Core and Selective Requirements

Selective Courses, choose a minimum of 30 units from the following:

List A, choose a minimum of 7 units from the following:

	Units
GEOL 100 Introduction to Geology	3 units
AND	
GEOL 101 Geology Laboratory	1 unit
METE 100 Meteorology - Weather and Climate	3 units
OCEN 100 Oceanography	3 units
AND	
OCEN 101 Oceanography Lab	1 unit

List B, choose a minimum of 23 units from the following:

	Units
CHEM 210 General Chemistry I	5 units
AND	
CHEM 220 General Chemistry II	5 units
GEOG 100 Physical Geography	3 units
GEOG 110 Cultural Geography	3 units
GEOL 100 Introduction to Geology	3 units
AND	
GEOL 101 Geology Laboratory	1 unit
MATH 200 Elementary Probability and Statistics	4 units
MATH 251 Analytical Geometry and Calculus I	5 units

AND		
MATH 252	Analytical Geometry and Calculus II	5 units
METE 100	Meteorology - Weather and Climate	3 units
OCEN 100	Oceanography	3 units
AND		
OCEN 101	Oceanography Lab	1 unit
PHYS 210	General Physics I	4 units
AND		
PHYS 220	General Physics II	4 units
OR		
PHYS 250	Physics with Calculus I	4 units
AND		
PHYS 260	Physics with Calculus II	4 units
AND		
PHYS 270	Physics with Calculus III	4 units

Total Required Major Units: 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

AA Associate in Arts Degree Program

Economics.....60 units

AA-T Associate in Arts Degree for Transfer

Economics.....60 units

AA Economics

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:

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

AA Degree Requirements

Major: Core and Selective Requirements

Complete Core Courses, 6 units		Units
ECON 100	Principles of Macro Economics	3 units
ECON 102	Principles of Micro Economics	3 units

Selective Courses, choose a minimum of 12 units from the following:		Units
ACTG 121	Financial Accounting	4 units
ACTG 131	Managerial Accounting	4 units
ANTH 110	Cultural Anthropology	3 units
ECON 230	Economic History of the United States	3 units
HIST 101	History of Western Civilization II	3 units
HIST 201	U.S. History through 1877	3 units
OR		
HIST 202	U.S. History from 1877 to the Present	3 units
MATH 200	Elementary Probability and Statistics	4 units
MATH 241	Applied Calculus I	5 units

OR		
MATH 251	Analytical Geometry and Calculus I	5 units
PHIL 100	Introduction to Philosophy	3 units
PSYC 100	General Psychology	3 units

Total Required Major Units: 18

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

AA-T Economics

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:

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 among 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.

Career Opportunities

AA-T completion would offer students opportunities in entry level banking and finance as well as some city and state government positions. Transfer and completion of a BS/BA in economics would offer students opportunities, in addition to the ones already described, in advanced banking, finance, venture capital and investment companies. Finally, a BS/BA in economics creates a solid foundation for an MBA, JD or MS/PhD in economics

Program Learning Outcomes

Students completing this program will be able to:

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

AA-T Degree Requirements

Major: Core and Selective Requirements

Complete Core Courses, 15 units		Units
ECON 100	Principles of Macro Economics	3 units
ECON 102	Principles of Micro Economics	3 units



MATH 200	Elementary Probability and Statistics	4 units
MATH 241	Applied Calculus I	5 units
OR		
MATH 251	Analytical Geometry and Calculus I	5 units

Selective Courses: choose a minimum of 6-10 units from the following:

List A, select 3-5 units from the following:		Units
ACTG 121	Financial Accounting	4 units
ACTG 131	Managerial Accounting	4 units
BUS. 103	Introduction to Business Information Systems	3 units
BUS. 401	Business Communications	3 units
MATH 125	Elementary Finite Mathematics	3 units
MATH 252	Analytical Geometry and Calculus II	5 units

List B, select 3-5 units from the following:		Units
Any course from List A not already used		
ECON 230	Economic History of the United States	3 units
MATH 253	Analytic Geometry and Calculus III	5 units
MATH 270	Linear Algebra	3 units

Total Required Major Units: 21 - 25

General Education - certified completion of one of the following:

- California State University General Education-Breadth pattern (CSU GE Breadth),
- **OR**
- Intersegmental General Education Transfer Curriculum (IGETC/CSU) pattern

Elective courses: If applicable, additional courses to meet the minimum 60 CSU transferable units requirement.

Please refer to Associate Degree for Transfer (ADT) Requirements for more information.

EDUCATION

AA-T Associate in Arts Degree for Transfer

Elementary Teacher Education..... 60 units

AA-T Elementary Teacher Education

The Associate in Arts Degree for Transfer (ADT) in Elementary Education degree acknowledges that the student has established a foundation of interdisciplinary knowledge to prepare them for the field of Education. It is intended for students who plan to complete a baccalaureate degree in a similar major at a CSU campus.

Career Opportunities

Graduates of the AA-T in Elementary Teacher Education are eligible for transfer into bachelors degree programs that will prepare them for teaching jobs in elementary school settings; kindergarten through eighth grade.

Program Learning Outcomes

Students completing this program will be able to:

1. Demonstrate active participation in the field of elementary education.
2. Produce evidence-based written and oral arguments in interdisciplinary contexts.
3. Communicate their understanding of elementary education concepts through written, oral and visual presentations.

AA-T Degree Requirements

Major: Core and Selective Requirements

Complete Core Courses, 45 units		Units
BIOL 110	Principles Of Biology	4 units
CHEM 114	Survey of Chemistry and Physics	4 units
OR		
PHYS 114	Survey of Chemistry and Physics	4 units
COMM 110	Public Speaking	3 units
DRAM 140	Introduction to the Theatre	3 units
OR		
ENGL 100	Reading and Composition	3 units
ECE. 201	Child Development	3 units



EDUC 200	Introduction to Classroom Teaching	3 units
ENGL 110	Composition, Literature, and Critical Thinking	3 units
ENGL 165	Advanced Composition	3 units
GEOG 150	World Regional Geography	3 units
GEO 121	Earth Science	4 units
HIST 104	World History I	3 units
HIST 201	U.S. History through 1877	3 units
MATH 150	Mathematics for Elementary School Teachers	3 units
PLSC 210	American Politics	3 units

Total Required Major Units: 45

General Education - certified completion of one of the following:

- California State University General Education-Breadth pattern (CSU GE Breadth),
- **OR**
- Intersegmental General Education Transfer Curriculum (IGETC/CSU) pattern

Elective courses: If applicable, additional courses to meet the minimum 60 CSU transferable units requirement.

Please refer to Associate Degree for Transfer (ADT) Requirements for more information.

ENGINEERING**AS Associate in Science Degree Program**

Engineering.....60 units

CA Certificate of Achievement

Math for Surveying and Computer-Aided Design..... 27 units

AS 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.

Career Opportunities

Engineering is one of the highest paid professions in the country. Engineering graduates work in a variety of 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

Students completing this program will be able to:

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

AS Degree Requirements**Major: Core and Selective Requirements****Complete Core Courses, 23 units****Units**

CHEM 210	General Chemistry I	5 units
MATH 251	Analytical Geometry and Calculus I	5 units
MATH 252	Analytical Geometry and Calculus II	5 units
PHYS 250	Physics with Calculus I	4 units
PHYS 260	Physics with Calculus II	4 units

Selective Courses, choose a minimum of 16-20 units from the following:**List A, complete 6-8 units from the following:****Units**

ENGR 100	Introduction to Engineering	3 units
ENGR 111	Surveying	4 units



ENGR 210	Engineering Graphics	4 units
ENGR 215	Computational Methods for Engineers and Scientists	3 units
ENGR 230	Statics	3 units
ENGR 240	Engineering Dynamics	3 units
ENGR 260	Circuits and Devices	3 units
ENGR 261	Circuits and Devices Laboratory	1 unit
ENGR 270	Materials Science	4 units

List B, complete 10-12 units from the following:

Units

Any courses from List A not already chosen		1 - 4 units
CHEM 220	General Chemistry II	5 units
CIS 250	Introduction to Object Oriented Programming: C++	3 units
CIS 284	Introduction to Object Oriented Programming - Java	3 units
MATH 253	Analytic Geometry and Calculus III	5 units
MATH 270	Linear Algebra	3 units
MATH 275	Ordinary Differential Equations	3 units
PHYS 270	Physics with Calculus III	4 units

Total Required Major Units: 39 - 43

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

CA Math for Surveying and Computer-Aided Design

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 of 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.

Career Opportunities

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.

Program Learning Outcomes

Students completing this program will be able to:

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

Major: Core and Selective Requirements

Complete Core Courses, 27 units		Units
CHEM 210	General Chemistry I	5 units
ENGR 111	Surveying	4 units
ENGR 210	Engineering Graphics	4 units
MATH 251	Analytical Geometry and Calculus I	5 units
MATH 252	Analytical Geometry and Calculus II	5 units
PHYS 250	Physics with Calculus I	4 units

Total Required Units: 27



Gainful Employment Disclosure Information:

For more information about our graduation rates, the median debt of students who completed the program, and other important information, please visit our website at:

<http://www.canadacollege.edu/degrees/geprograms/mathsurveying.html>

ENGLISH**AA Associate in Arts Degree Program**

English..... 60 units

AA-T Associate in Arts Degree for Transfer

English..... 60 units

AA English

Students majoring in English choose from an assortment of courses in analytical and creative composition, literature of the United States and the world, and film studies. The degree prepares students for careers in journalism, editing, education, multimedia, communications, administration, public service, advertising, broadcasting, and other fields requiring excellent critical thinking and communication skills.

Career Opportunities

A major in English prepares students for careers in journalism, editing, education, multimedia, communication, administration, public service, advertising, broadcasting, and other fields requiring excellent critical thinking, reading, and communication skills.

Program Learning Outcomes

Students completing this program will be able to:

1. Critically analyze written and oral arguments.
2. Conduct effective research.
3. Demonstrate civic consciousness.
4. Write and speak critically, thoughtfully, and persuasively in interdisciplinary contexts.

AA Degree Requirements**Major: Core and Selective Requirements**

Complete Core Courses, 6 units		Units
ENGL 110	Composition, Literature, and Critical Thinking	3 units
ENGL 165	Advanced Composition	3 units

Selective Courses, choose 12 units from the following:**List A, choose 6 units from the following: Units**

LIT. 200	American Literature	3 units
LIT. 205	New Voices in World Literature	3 units
LIT. 231	Survey of English Literature I	3 units
LIT. 232	Survey of English Literature II	3 units

List B, choose 3 units from the following: Units

Any courses from List A not used above.		3 units
ENGL 161	Creative Writing I	3 units
ENGL 162	Creative Writing II	3 units
LIT. 151	Introduction to Shakespeare I	3 units
LIT. 252	Women Writers: Multicultural Perspectives	3 units
LIT. 266	Black Literature	3 units
LIT. 371	Mexican-American Literature	3 units
LIT. 372	Myth and Folklore of La Raza	3 units
LIT. 373	Latin American Literature in Translation	3 units
LIT. 375	Native-American Literature	3 units
LIT. 441	Survey of Film	3 units
LIT. 442	Film Study and Appreciation	3 units

List C, choose 3 units from the following: Units

Any course from lists A or B not used above		3 units
ENGL 200	Introduction to Linguistics: A Survey of Language	3 units
OR		
LING 200	Introduction to Linguistics: A Survey of Language	3 units
DRAM 140	Introduction to the Theatre	3 units
SPAN 161	Latino Literature I	3 units
SPAN 162	Latino Literature II	3 units

Total Required Major Units: 18

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



AA-T English

Students majoring in English choose from an assortment of courses in analytical and creative composition, literature of the United States and the world, and film studies. The degree prepares students for careers in journalism, editing, education, multimedia, communications, administration, public service, advertising, broadcasting, and other fields requiring excellent critical thinking and communication skills.

Career Opportunities

A major in English prepares students for careers in journalism, editing, education, multimedia, communication, administration, public service, advertising, broadcasting, and other fields requiring excellent critical thinking, reading, and communication skills.

Program Learning Outcomes

Students completing this program will be able to:

1. Critically analyze written and oral arguments.
2. Conduct effective research.
3. Demonstrate civic consciousness.
4. Write and speak critically, thoughtfully, and persuasively in interdisciplinary contexts.

AA-T Degree Requirements

Major: Core and Selective Requirements

Complete Core Courses, 6 units	Units
ENGL 110 Composition, Literature, and Critical Thinking	3 units
ENGL 165 Advanced Composition	3 units

Selective Courses, choose 12 units from the following:

List A, choose 6 units from the following:	Units
LIT. 200 American Literature	3 units
LIT. 231 Survey of English Literature I	3 units
LIT. 232 Survey of English Literature II	3 units

List B, choose 3 units from the following:	Units
Any course from List A not already used	3 units
ENGL 161 Creative Writing I	3 units
ENGL 162 Creative Writing II	3 units
LIT. 151 Introduction to Shakespeare I	3 units
LIT. 252 Women Writers: Multicultural Perspectives	3 units

LIT. 266	Black Literature	3 units
LIT. 371	Mexican-American Literature	3 units
LIT. 372	Myth and Folklore of La Raza	3 units
LIT. 373	Latin American Literature in Translation	3 units
LIT. 375	Native-American Literature	3 units
LIT. 441	Survey of Film	3 units
LIT. 442	Film Study and Appreciation	3 units

List C, choose 3 units from the following:	Units
Any course from List A or B not already used	3 units
ENGL 200 Introduction to Linguistics: A Survey of Language	3 units
OR	
LING 200 Introduction to Linguistics: A Survey of Language	3 units
DRAM 140 Introduction to the Theatre	3 units
SPAN 161 Latino Literature I	3 units
SPAN 162 Latino Literature II	3 units

Total Required Major Units: 18

General Education - certified completion of one of the following:

- California State University General Education-Breadth pattern (CSU GE Breadth),
- **OR**
- Intersegmental General Education Transfer Curriculum (IGETC/CSU) pattern

Elective courses: If applicable, additional courses to meet the minimum 60 CSU transferable units requirement.

Please refer to Associate Degree for Transfer (ADT) Requirements for more information.

FASHION DESIGN AND MERCHANDISING

AS Associate in Science Degree Program

Custom Dressmaking/Small Business Oriented.....	60 units
Fashion Design Merchandising.....	60 units
Technical (Apparel Industry Oriented).....	60 units
Theater Costuming.....	60 units



CA Certificate of Achievement

Custom Dressmaking/Small Business Oriented.....	34 units
Fashion Design Merchandising.....	18 units
Technical (Apparel Industry Oriented).....	33 units
Theater Costuming.....	28 units

AS 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.

Program Learning Outcomes

Students completing this program will be able to:

1. Communicate design concepts clearly and concisely (i.e. visual, oral, and written)
2. Develop competitive industry standard skills in the respective fields.
3. Understand the elements and principles of design through discipline-specific implementation.

AS Degree Requirements**Major: Core and Selective Requirements**

Complete Core Courses, 31 units		Units
FASH 100	Principles of Design	3 units
FASH 111	Techniques of Fit	3 units
FASH 113	Textiles	3 units
FASH 115	Intermediate Clothing Construction	3 units
FASH 116	Tailoring	3 units
FASH 118	Flat Pattern	3 units
FASH 123	Introduction to the Fashion Industry	3 units
FASH 162	Advanced Flat Pattern	3 units
FASH 166	Fashion Entrepreneurship	3 units
FASH 168	Fashion Draping	3 units

FASH 195	Portfolio Development	1 unit
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Selective Courses, choose a minimum of 3 units from the following:

	Units
FASH 122 Advanced Tailoring	3 units
FASH 132 Trouser Construction	1 unit
FASH 133 Copying Ready-to-Wear	1 unit
FASH 140 Basic Serging	1 unit
FASH 146 Designer Techniques in Sewing	3 units
FASH 150 History of Fashion	3 units
FASH 164 Fashion Illustration	3 units
FASH 167 The Custom Dress Form	1 unit
FASH 170 French Pattern Drafting	2 units
FASH 171 Pants Drafting	2 units
FASH 172 Bustier	1 unit
FASH 672 Cooperative Education: Internship	3 units

Total Required Major Units: 34

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

AS Fashion Design Merchandising

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

Career Opportunities

A sampling of 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.

Program Learning Outcomes

Students completing this program will be able to:

1. Communicate design concepts clearly and concisely (i.e. visual, oral, and written).



2. Develop competitive industry standard skills in the respective fields.
3. Understand the elements and principles of design through discipline-specific implementation.

AS Degree Requirements

Major: Core and Selective Requirements

Complete Core Courses, 18 units		Units
FASH 100	Principles of Design	3 units
FASH 113	Textiles	3 units
FASH 151	Fashion Merchandising	3 units
FASH 225	Apparel Analysis	3 units
FASH 226	Visual Merchandising and Display	3 units
FASH 228	Fashion Show Production	3 units

Total Required Major Units: 18

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

AS 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.

Program Learning Outcomes

Students completing this program will be able to:

1. Communicate design concepts clearly and concisely (i.e. visual, oral, and written).
2. Develop competitive industry standard skills in the respective fields.
3. Understand the elements and principles of design through discipline-specific implementation.

AS Degree Requirements

Major: Core and Selective Requirements

Complete Core Courses, 27 units		Units
FASH 100	Principles of Design	3 units
FASH 113	Textiles	3 units
FASH 115	Intermediate Clothing Construction	3 units
FASH 118	Flat Pattern	3 units
FASH 123	Introduction to the Fashion Industry	3 units
FASH 163	Pattern Grading	1 unit
FASH 164	Fashion Illustration	3 units
FASH 175	Advanced Illustration	3 units
FASH 178	Computerized Pattern Grading	1 unit
FASH 180	Computerized Pattern Design	3 units
FASH 195	Portfolio Development	1 unit

Selective Courses, choose a minimum of 6 units from the following:

Selective Courses, choose a minimum of 6 units from the following:		Units
FASH 110	Beginning Clothing Construction	3 units
FASH 111	Techniques of Fit	3 units
FASH 140	Basic Serging	1 unit
FASH 150	History of Fashion	3 units
FASH 166	Fashion Entrepreneurship	3 units
FASH 173	Lingerie Design and Construction	1 unit
FASH 672	Cooperative Education: Internship	3 units

Total Required Major Units: 33

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

AS 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.



Career Opportunities

The theater provides many interesting part-time, freelance 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.

Program Learning Outcomes

Students completing this program will be able to:

1. Communicate design concepts clearly and concisely (i.e. visual, oral, and written).
2. Develop competitive industry standard skills in the respective fields.
3. Understand the elements and principles of design through discipline-specific implementation.

AS Degree Requirements

Major: Core and Selective Requirements

Complete Core Courses, 22 units		Units
FASH 113	Textiles	3 units
FASH 116	Tailoring	3 units
FASH 150	History of Fashion	3 units
FASH 162	Advanced Flat Pattern	3 units
FASH 164	Fashion Illustration	3 units
FASH 168	Fashion Draping	3 units
FASH 196	Introduction to the Costume Industry	1 unit
FASH 197	Pattern Design for Historic Costume	3 units

Selective Courses, choose a minimum of 6 units from the following:

List A, complete 3 units from the following:		Units
FASH 199	Costuming for Theatrical Production	3 units
FASH 672	Cooperative Education: Internship	3 units

List B, complete 3 units from the following:		Units
FASH 134	Beginning Millinery	1 unit
FASH 140	Basic Serging	1 unit
FASH 170	French Pattern Drafting	2 units
FASH 171	Pants Drafting	2 units

FASH 172	Bustier	1 unit
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Total Required Major Units: 28

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

CA Custom Dressmaking/Small Business Oriented

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

Program Learning Outcomes

Students completing this program will be able to:

1. Communicate design concepts clearly and concisely (i.e. visual, oral, and written).
2. Develop competitive industry standard skills in the respective fields.
3. Understand the elements and principles of design through discipline-specific implementation.

Major: Core and Selective Requirements

Complete Core Courses, 31 units		Units
FASH 100	Principles of Design	3 units
FASH 111	Techniques of Fit	3 units
FASH 113	Textiles	3 units
FASH 115	Intermediate Clothing Construction	3 units
FASH 116	Tailoring	3 units
FASH 118	Flat Pattern	3 units
FASH 123	Introduction to the Fashion Industry	3 units
FASH 162	Advanced Flat Pattern	3 units
FASH 166	Fashion Entrepreneurship	3 units
FASH 168	Fashion Draping	3 units
FASH 195	Portfolio Development	1 unit



Selective Courses, choose a minimum of 3 units from the following:

		Units
FASH 122	Advanced Tailoring	3 units
FASH 132	Trouser Construction	1 unit
FASH 133	Copying Ready-to-Wear	1 unit
FASH 140	Basic Serging	1 unit
FASH 146	Designer Techniques in Sewing	3 units
FASH 150	History of Fashion	3 units
FASH 164	Fashion Illustration	3 units
FASH 167	The Custom Dress Form	1 unit
FASH 170	French Pattern Drafting	2 units
FASH 171	Pants Drafting	2 units
FASH 172	Bustier	1 unit
FASH 672	Cooperative Education: Internship	3 units

Total Required Units: 34**Gainful Employment Disclosure Information:**

For more information about our graduation rates, the median debt of students who completed the program, and other important information, please visit our website at:

www.canadacollege.edu/degrees/geprograms/fashiondress.html

CA Fashion Design Merchandising

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

Career Opportunities

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.

Program Learning Outcomes

Students completing this program will be able to:

1. Communicate design concepts clearly and concisely (i.e. visual, oral, and written).
2. Develop competitive industry standard skills in the respective fields.
3. Understand the elements and principles of design through discipline-specific implementation.

Major: Core and Selective Requirements**Complete Core Courses, 18 units****Units**

FASH 100	Principles of Design	3 units
FASH 113	Textiles	3 units
FASH 151	Fashion Merchandising	3 units
FASH 225	Apparel Analysis	3 units
FASH 226	Visual Merchandising and Display	3 units
FASH 228	Fashion Show Production	3 units

Total Required Units: 18**Gainful Employment Disclosure Information:**

For more information about our graduation rates, the median debt of students who completed the program, and other important information, please visit our website at:

<http://www.canadacollege.edu/degrees/geprograms/fashionmerchandising.html>

CA 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.

Program Learning Outcomes

Students completing this program will be able to:

1. Communicate design concepts clearly and concisely (i.e. visual, oral, and written).
2. Develop competitive industry standard skills in the respective fields.
3. Understand the elements and principles of design through discipline-specific implementation.



Major: Core and Selective Requirements

Complete Core Courses, 27 units		Units
FASH 100	Principles of Design	3 units
FASH 113	Textiles	3 units
FASH 115	Intermediate Clothing Construction	3 units
FASH 118	Flat Pattern	3 units
FASH 123	Introduction to the Fashion Industry	3 units
FASH 163	Pattern Grading	1 unit
FASH 164	Fashion Illustration	3 units
FASH 175	Advanced Illustration	3 units
FASH 178	Computerized Pattern Grading	1 unit
FASH 180	Computerized Pattern Design	3 units
FASH 195	Portfolio Development	1 unit

Selective Courses, choose a minimum of 6 units from the following:		Units
FASH 110	Beginning Clothing Construction	3 units
FASH 111	Techniques of Fit	3 units
FASH 140	Basic Serging	1 unit
FASH 150	History of Fashion	3 units
FASH 166	Fashion Entrepreneurship	3 units
FASH 173	Lingerie Design and Construction	1 unit
FASH 672	Cooperative Education: Internship	3 units

Total Required Units: 33

Gainful Employment Disclosure Information:

For more information about our graduation rates, the median debt of students who completed the program, and other important information, please visit our website at:

<http://www.canadacollege.edu/degrees/geprograms/fashiontech.html>

CA 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.

Career Opportunities

The theater provides many interesting part-time, free-lance and fulltime 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.

Program Learning Outcomes

Students completing this program will be able to:

1. Communicate design concepts clearly and concisely (i.e. visual, oral, and written).
2. Develop competitive industry standard skills in the respective fields.
3. Understand the elements and principles of design through discipline-specific implementation.

Major: Core and Selective Requirements

Complete Core Courses, 22 units		Units
FASH 113	Textiles	3 units
FASH 116	Tailoring	3 units
FASH 150	History of Fashion	3 units
FASH 162	Advanced Flat Pattern	3 units
FASH 164	Fashion Illustration	3 units
FASH 168	Fashion Draping	3 units
FASH 196	Introduction to the Costume Industry	1 unit
FASH 197	Pattern Design for Historic Costume	3 units

Selective Courses, choose a minimum of 6 units from the following:

List A, complete 3 units from the following:		Units
FASH 199	Costuming for Theatrical Production	3 units
FASH 672	Cooperative Education: Internship	3 units

List B, complete 3 units from the following:		Units
FASH 134	Beginning Millinery	1 unit



FASH 140	Basic Serging	1 unit
FASH 170	French Pattern Drafting	2 units
FASH 171	Pants Drafting	2 units
FASH 172	Bustier	1 unit

Total Required Units: 28

GENERAL STUDIES

CA Certificate of Achievement

Pathways to Student Success.....	16 units
Preparation for Academic Scholarship and Success (PASS).....	12 units

CA 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

Students completing this program will be able to:

1. Use the reading, writing, and computation skills necessary to succeed in transfer level courses.
2. Successfully prepare written and oral communication that illustrates critical thinking and creation of inquiry-or research based texts, and information literacy.
3. Use mathematical reasoning and a generalized problem solving process to solve real-world problems.

Major: Core and Selective Requirements

Complete Core Courses, 3 units Units

ENGL 100	Reading and Composition	3 units
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Selective courses, choose a minimum of 13 units from the following:

Area A: Complete 3 units from the following courses: Units

COMM 110	Public Speaking	3 units
COMM 127	Argumentation and Debate	3 units
COMM 130	Interpersonal Communication	3 units
COMM 140	Small Group Communication	3 units

Area B: Complete a minimum of 5 units from the following courses: Units

MATH 120	Intermediate Algebra	5 units
OR		
MATH 190	Path to Statistics	6 units

Area C: Complete a minimum of 5 units from the following courses: Units

CBOT 432	Introduction to Computer Applications	3 units
CRER 110	Honors Colloquium in Career and Personal Development: Transfer Essentials and Planning	1 unit
CRER 137	Life and Career Planning	3 units
CRER 401	College Success	1 unit
CRER 407	Exploring Careers, Majors and Transfer	1 unit
CRER 430	Career Assessment	0.5 units
LIBR 100	Introduction to Information Research	1 unit

Total Required Units: 16



CA 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.

Career Opportunities

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:

1. Produce and interpret oral and written English at an advanced level in order to successfully enter academic or career pathways.
2. Use academic and study skills to succeed at the transfer level.
3. Use technology and information competency skills to succeed at the transfer level.
4. Develop a Student Educational Plan by identifying and assessing educational opportunities at Cañada College.

Major: Core and Selective Requirements

Complete Core Courses, 8 units		Units
ENGL 100	Reading and Composition	3 units
ESL 400	Composition for Non-Native Speakers	5 units

Selective Courses, choose a minimum of 4 units from the following:

Selective Courses, choose a minimum of 4 units from the following:		Units
CBOT 432	Introduction to Computer Applications	3 units
CBOT 457	Using PowerPoint in Business	2 units
CBOT 472	Beginning Word Processing	1.5 units
CBOT 474	Intermediate Word Processing	1.5 units
CRER 401	College Success	1 unit

CRER 407	Exploring Careers, Majors and Transfer	1 unit
LIBR 100	Introduction to Information Research	1 unit

Total Required Units: 12

GEOGRAPHY

AA Associate in Arts Degree Program

Geography..... 60 units

AA-T Associate in Arts Degree for Transfer

Geography..... 60 units

AA Geography

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

Career Opportunities

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:

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

AA Degree Requirements

Major: Core and Selective Requirements

Complete Core Courses, 10 units		Units
GEOG 100	Physical Geography	3 units
GEOG 110	Cultural Geography	3 units



MATH 200	Elementary Probability and Statistics	4 units
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Selective Courses, choose a minimum of 8 units from the following:

		Units
ANTH 110	Cultural Anthropology	3 units
CIS 118	Introduction to Computer Science	4 units
ECON 100	Principles of Macro Economics	3 units
ENGL 110	Composition, Literature, and Critical Thinking	3 units
MATH 130	Analytical Trigonometry	4 units
MATH 222	Pre-Calculus College Algebra/Trigonometry	5 units
MATH 225	Path to Calculus	6 units

Total Required Major Units: 18

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

AA-T Geography

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

Geographers are curious about what they see around them. They study the processes that shape the landscape, including those that build up the Earth's surface (earthquakes and volcanoes) and those that wear it down (weather, water, ice, wind, and waves). In addition to the physical landscape, geographers study the cultural landscape. They study populations, their cultural origins, and the spread of cultural features (language, religion, technology, etc). Interestingly, geographers are also interested in how the physical and cultural landscapes interact, how humans alter the environment and how the physical environment affects populations and cultures.

Career Opportunities

The broad, interdisciplinary field of Geography prepares students for a wide variety of careers related to spatial analysis, including career in urban planning, community development, emergency management, environmental

studies, marketing, transportation management, map-making, real estate appraisal, demography, foreign service, library/information science, park interpretation, and teaching. Expertise with Geographic Information System (GIS) will further enhance employability in any of these fields. Additionally, analytical and research skills gained through a Geography major provide a strong foundation for graduate study in law, urban planning, or architecture.

Program Learning Outcomes

Students completing this program will be able to:

1. Analyze social science concepts and theories
2. Evaluate diverse viewpoints related to the human population.
3. Produce evidence-based arguments.

AA-T Degree Requirements

Major: Core and Selective Requirements

Required Core Courses (6 units)	Units
GEOG 100 Physical Geography	3 units
GEOG 110 Cultural Geography	3 units

Selective Courses, choose a minimum of 12 units from the following:

List A: (6 units)	Units
GEOG 150 World Regional Geography	3 units
METE 100 Meteorology - Weather and Climate	3 units

List B: (6 units)	Units
ANTH 110 Cultural Anthropology	3 units
GEOG 100 Introduction to Geology	3 units

Total Required Major Units: 18

General Education - certified completion of one of the following:

- California State University General Education-Breadth pattern (CSU GE Breadth),
- **OR**
- Intersegmental General Education Transfer Curriculum (IGETC/CSU) pattern

Elective courses: If applicable, additional courses to meet the minimum 60 CSU transferable units requirement.

Please refer to Associate Degree for Transfer (ADT) Requirements for more information.



HISTORY

AA Associate in Arts Degree Program

History.....60 units

AA-T Associate in Arts Degree for Transfer

History.....60 units

AA History

History is the study of change and continuity over time. It is a broad and dynamic social sciences discipline that involves examination, interpretation, and analysis of the actions, institutions, societies, and cultures of diverse groups across various times and places. By examining cause and effect, History helps us explain how societies in the past and present came to be and gives us insight into what may happen in the future.

The History program at Cañada offers students a unique opportunity to acquire critical and historical thinking skills while also developing a broad background in both U.S. history and the history of different regions and peoples of the world.

Career Opportunities

History program graduates will find themselves with a strong foundation for further study and careers as teachers, documentarians, journalists, lawyers, non-profit leaders, political activists, politicians, professors, archivists, museum curators, civil servants, cultural and historical resource managers, diplomats, publishers, researchers, writers and more.

Program Learning Outcomes

Students completing this program will be able to:

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

AA Degree Requirements

Major: Core and Selective Requirements

Complete Core Courses, 6 units		Units
HIST 201	U.S. History through 1877	3 units
HIST 202	U.S. History from 1877 to the Present	3 units

Selective Courses, choose a minimum of 12 units from the following:

List A, complete 6 units from the following courses:

		Units
HIST 100	History of Western Civilization I	3 units
	OR	
HIST 104	World History I	3 units
HIST 101	History of Western Civilization II	3 units
	OR	
HIST 106	World History II	3 units

List B, complete 6 units from the following courses:

		Units
Select any courses from List A not already used		3 - 6 units
HIST 242	African-American History	3 units
HIST 243	African History	3 units
HIST 245	Race, Ethnicity and Immigration in the U.S.	3 units
HIST 246	History of Latinos in the U.S.	3 units
HIST 247	Women in U.S. History	3 units
HIST 422	Modern Latin America	3 units
HIST 451	Far Eastern Civilization and Heritage I	3 units
HIST 452	Far Eastern Civilization and Heritage II	3 units
HIST 455	Middle Eastern History	3 units

Total Required Major Units: 18

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

AA-T History

History is the study of change and continuity over time. It is a broad and dynamic social sciences discipline that involves examination, interpretation, and analysis of the actions, institutions, societies, and cultures of diverse groups across various times and places. By examining cause and effect, History helps us explain how societies in the past and present came to be and gives us insight into what may happen in the future.



The History program at Cañada offers students a unique opportunity to acquire critical and historical thinking skills while also developing a broad background in both U.S. history and the history of different regions and peoples of the world.

Career Opportunities

History program graduates will find themselves with a strong foundation for further study and careers as teachers, documentarians, journalists, lawyers, non-profit leaders, political activists, politicians, professors, archivists, museum curators, civil servants, cultural and historical resource managers, diplomats, publishers, researchers, writers and more.

Program Learning Outcomes

Students completing this program will be able to:

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

AA-T Degree Requirements

Major: Core and Selective Requirements

Complete Core courses, 6 units		Units
HIST 201	U.S. History through 1877	3 units
HIST 202	U.S. History from 1877 to the Present	3 units

Selective Courses, choose a minimum of 12 units from the following:

List A, select 2 courses, 6 units:		Units
HIST 100	History of Western Civilization I	3 units
OR		
HIST 104	World History I	3 units
AND		
HIST 101	History of Western Civilization II	3 units
OR		
HIST 106	World History II	3 units

List B, Area 1, select 1 course, 3 units:
(HIST 104 or 106 can be used to satisfy this area if not used in list A)

List B, Area 1, select 1 course, 3 units:		Units
HIST 104 **	World History I	3 units
HIST 106 **	World History II	3 units
HIST 242	African-American History	3 units

HIST 243	African History	3 units
HIST 245	Race, Ethnicity and Immigration in the U.S.	3 units
HIST 246	History of Latinos in the U.S.	3 units
HIST 247	Women in U.S. History	3 units
HIST 422	Modern Latin America	3 units
HIST 451	Far Eastern Civilization and Heritage I	3 units
HIST 452	Far Eastern Civilization and Heritage II	3 units
HIST 455	Middle Eastern History	3 units

List B, Area 2, select 1 course, 3 units: Units

Any course from List A or B Area 1 not already used.		3 units
ANTH 110	Cultural Anthropology	3 units
ART 101	Ancient, Classical and Medieval Art History	3 units
ART 102	Late Medieval, Renaissance and Baroque Art History	3 units
ART 103	History of Art from the Baroque Period to Post-Impressionism	3 units
ART 104	History of Modern Art	3 units
ART 105	Art of Asia and the Near East	3 units
ECON 100	Principles of Macro Economics	3 units
ECON 230	Economic History of the United States	3 units
GEOG 110	Cultural Geography	3 units
PHIL 100	Introduction to Philosophy	3 units
PHIL 160	History of Philosophy: Ancient and Medieval	3 units
PLSC 210	American Politics	3 units
PSYC 100	General Psychology	3 units
SOCI 100	Introduction to Sociology	3 units

** If not used in list A

Total Required Major Units: 18

General Education - certified completion of one of the following:

- California State University General Education-Breadth pattern (CSU GE Breadth),
- **OR**
- Intersegmental General Education Transfer Curriculum (IGETC/CSU) pattern



Elective courses: If applicable, additional courses to meet the minimum 60 CSU transferable units requirement.

Please refer to *Associate Degree for Transfer (ADT) Requirements for more information.*

HUMAN SERVICES

AS Associate in Science Degree Program

Human Services..... 60 units

CA Certificate of Achievement

Community Health Worker..... 17 units

Human Services..... 28 units

Promotor Education and Employment Project..... 17 units

AS Human Services

The Human Services certificate and degree are designed to teach students entry level helping skills to work in the high demand field of Human Services. Students will gain knowledge of human service delivery systems, communication skills for working with individuals, groups, and diverse populations, case management techniques, and will gain hands-on field experience in one or more human service agencies.

Career Opportunities

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, nonprofits, 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:

1. View the client as a whole person in the context of family and community in assessing the client's strengths and needs.
2. Demonstrate a working knowledge of emergency and non-emergency services available in San Mateo County.
3. Demonstrate an understanding of the qualities and characteristics of effective human service professionals.

AS Degree Requirements

Major: Core and Selective Requirements

Complete Core Courses, 17 units

Units

CBOT 432	Introduction to Computer Applications	3 units
HMSV 100	Introduction to Human Services	3 units
HMSV 110	Introduction to Counseling and Interviewing	3 units
HMSV 115	Introduction to Case Management	3 units
HMSV 120	Public Assistance and Benefits Program	1 unit
HMSV 161	Information and Referral: Understanding Community Resources	1 unit
HMSV 672	Cooperative Education: Internship	3 units

Selective Courses, choose a minimum of 11 units from the following:

Units

BUS. 401	Business Communications	3 units
COMM 130	Interpersonal Communication	3 units
HMSV 262	Introduction to Family Support: Building Respectful Partnerships	3 units
OR		
ECE. 262	Introduction to Family Support: Building Respectful Partnerships	3 units
HMSV 264	The Life Cycle of the Family	3 units
OR		
ECE. 264	The Life Cycle of the Family	3 units
HMSV 265	Family Development Portfolio, Part I	1.5 units
HMSV 266	Family Development Portfolio, Part II	1.5 units
HSCI 100	General Health Science	3 units

Total Required Major Units: 28

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



CA 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.

Career Opportunities

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.

Program Learning Outcomes

Students completing this program will be able to:

1. View the client as a whole person in the context of family and community in assessing the client's strengths and needs.
2. Demonstrate a working knowledge of emergency and non-emergency services available in San Mateo County.
3. Demonstrate an understanding of the qualities and characteristics of effective human service professionals.

Major: Core and Selective Requirements

Complete Core Courses, 7 units		Units
HSCI 100	General Health Science	3 units
HMSV 161	Information and Referral: Understanding Community Resources	1 unit
HMSV 672	Cooperative Education: Internship	3 units

Selective Courses, choose a minimum of 10 units from the following:

Complete 6 units from the following courses:		Units
HMSV 262	Introduction to Family Support: Building Respectful Partnerships	3 units
OR		
ECE. 262	Introduction to Family Support: Building Respectful Partnerships	3 units
OR		
HMSV 264	The Life Cycle of the Family	3 units
OR		
ECE. 264	The Life Cycle of the Family	3 units

Complete 4 units from the following courses:

		Units
CBOT 432	Introduction to Computer Applications	3 units
ECE. 212	Child, Family, and Community	3 units
HMSV 100	Introduction to Human Services	3 units
HMSV 120	Public Assistance and Benefits Program	1 unit
HMSV 160	Serving Diverse Populations	3 units
PSYC 100	General Psychology	3 units
PSYC 106	Psychology of Prejudice and Discrimination	3 units
PSYC 410	Abnormal Psychology	3 units
SOCI 100	Introduction to Sociology	3 units
SOCI 141	Ethnicity and Race in Society	3 units

Total Required Units: 17

Gainful Employment Disclosure Information:

For more information about our graduation rates, the median debt of students who completed the program, and other important information, please visit our website at:

www.canadacollege.edu/degrees/geprograms/communityhealth.html

CA Human Services

The Human Services certificate and degree are designed to teach students entry level helping skills to work in the high demand field of Human Services. Students will gain knowledge of human service delivery systems, communication skills for working with individuals, groups, and diverse populations, case management techniques, and will gain hands-on field experience in one or more human service agencies.

Career Opportunities

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, nonprofits, 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:



1. View the client as a whole person in the context of family and community in assessing the client's strengths and needs.
2. Demonstrate a working knowledge of emergency and non-emergency services available in San Mateo County.
3. Demonstrate an understanding of the qualities and characteristics of effective human service professionals.

Major: Core and Selective Requirements

Complete Core Courses, 17 units		Units
CBOT 432	Introduction to Computer Applications	3 units
HMSV 100	Introduction to Human Services	3 units
HMSV 110	Introduction to Counseling and Interviewing	3 units
HMSV 115	Introduction to Case Management	3 units
HMSV 120	Public Assistance and Benefits Program	1 unit
HMSV 161	Information and Referral: Understanding Community Resources	1 unit
HMSV 672	Cooperative Education: Internship	3 units

Selective Courses, choose a minimum of 11 units from the following:

		Units
BUS. 401	Business Communications	3 units
COMM 130	Interpersonal Communication	3 units
ECE. 262	Introduction to Family Support: Building Respectful Partnerships	3 units
OR		
HMSV 262	Introduction to Family Support: Building Respectful Partnerships	3 units
ECE. 264	The Life Cycle of the Family	3 units
OR		
HMSV 264	The Life Cycle of the Family	3 units
HMSV 265	Family Development Portfolio, Part I	1.5 units
HMSV 266	Family Development Portfolio, Part II	1.5 units
HSCI 100	General Health Science	3 units

Total Required Units: 28

Gainful Employment Disclosure Information:

For more information about our graduation rates, the median debt of students who completed the program, and other important information, please visit our website at:

<http://www.canadacollege.edu/degrees/geprograms/humanservices.html>

CA Promotor Education and 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.

Career Opportunities

Examples of type of positions graduates would be employed as are unit assistant, caregiver, admitting clerk, nutrition aide, health promoter, and health plan representative.

Program Learning Outcomes

Students completing this program will be able to:

1. View the client as a whole person in the context of family and community in assessing the client's strengths and needs.
2. Demonstrate a working knowledge of emergency and non-emergency services available in San Mateo County.
3. Demonstrate an understanding of the qualities and characteristics of effective human service professionals.

Major: Core and Selective Requirements

Complete Core Courses, 11 units		Units
CBOT 432	Introduction to Computer Applications	3 units
HMSV 161	Information and Referral: Understanding Community Resources	1 unit
HMSV 265	Family Development Portfolio, Part I	1.5 units
HMSV 266	Family Development Portfolio, Part II	1.5 units
HMSV 672	Cooperative Education: Internship	1 unit



HSCI 100	General Health Science	3 units
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Selective Courses, choose 6 units from the following:

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

Total Required Units: 17

Gainful Employment Disclosure Information:

For more information about our graduation rates, the median debt of students who completed the program, and other important information, please visit our website at:

<http://www.canadacollege.edu/degrees/geprograms/promoter.html>

INTERDISCIPLINARY STUDIES WITH AREAS OF EMPHASIS

AA Associate in Arts Degree Program

Interdisciplinary Studies, Option 1, Cañada College Pattern: Arts and Humanities.....	60 units
Interdisciplinary Studies, Option 1, Cañada College Pattern: Natural Science and Mathematics.....	60 units
Interdisciplinary Studies, Option 1, Cañada College Pattern: Social and Behavioral Sciences.....	60 units
Interdisciplinary Studies, Option 2, Transfer Pattern: Arts and Humanities.....	60 units
Interdisciplinary Studies, Option 2, Transfer Pattern: Natural Science and Mathematics.....	60 units
Interdisciplinary Studies, Option 2, Transfer Pattern: Social and Behavioral Sciences.....	60 units

AA Interdisciplinary Studies, Option 1, Cañada College Pattern: Arts and Humanities

The Interdisciplinary Studies major is designed for students pursuing broad areas of study and exploration in an area of emphasis as described below. Option 1 enables students to complete the requirements for the Associate Degree.

Students earning this AA degree analyze and evaluate the ways in which people from different cultures have expressed themselves through the Arts and Humanities.

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.

A. Complete basic competencies, including 2 units of Physical Education activity courses, and specific areas (A, B, C, D, E) of the General Education requirements for the AA/AS degree (19 units).

B. Complete 18 units in the Arts and Humanities area of emphasis as shown below.

C. Select 23 degree applicable units in consultation with a counselor to fulfill lower-division preparation and/or electives and complete the required 60 degree applicable units for an Associate Degree.

Program Learning Outcomes

Students completing this program will be able to:

1. 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 connect
2. 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.
3. 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.

AA Degree Requirements

Major: Core and Selective Requirements

Selective Courses, choose a minimum of 18 units from the following:



I. Arts:

Select 9 units, courses must be selected from at least 2 disciplines:

		Units
ART 101	Ancient, Classical and Medieval Art History	3 units
ART 102	Late Medieval, Renaissance and Baroque Art History	3 units
ART 103	History of Art from the Baroque Period to Post-Impressionism	3 units
ART 104	History of Modern Art	3 units
ART 201	Form and Composition I	3 units
ART 204	Drawing I	3 units
ART 214	Color	3 units
ART 301	Two-Dimensional Design	3 units
DRAM 140	Introduction to the Theatre	3 units
DRAM 151	Introduction to Shakespeare I	3 units
LIT. 441	Survey of Film	3 units
LIT. 442	Film Study and Appreciation	3 units
MUS. 100	Fundamentals of Music	3 units
MUS. 115	Art, Music and Ideas	3 units
MUS. 202	Music Appreciation	3 units
MUS. 210	Histories of Popular Music and Rock	3 units
MUS. 240	Music of the Americas	3 units
MUS. 250	World Music	3 units
MUS. 260	Music in Film, Television and Multimedia	3 units
MUS. 271	Opera and Musical Theater History	3 units

II. Humanities

Select 9 units, courses must be selected from at least 2 disciplines:

		Units
DRAM 151	Introduction to Shakespeare I	3 units
ENGL 110	Composition, Literature, and Critical Thinking	3 units
ENGL 161	Creative Writing I	3 units
HIST 100	History of Western Civilization I	3 units
HIST 101	History of Western Civilization II	3 units
HIST 104	World History I	3 units
HIST 106	World History II	3 units

HIST 201	U.S. History through 1877	3 units
HIST 202	U.S. History from 1877 to the Present	3 units
HIST 242	African-American History	3 units
HIST 243	African History	3 units
HIST 245	Race, Ethnicity and Immigration in the U.S.	3 units
HIST 246	History of Latinos in the U.S.	3 units
HIST 247	Women in U.S. History	3 units
HIST 451	Far Eastern Civilization and Heritage I	3 units
HIST 452	Far Eastern Civilization and Heritage II	3 units
HIST 455	Middle Eastern History	3 units
LIT. 151	Introduction to Shakespeare I	3 units
LIT. 200	American Literature	3 units
LIT. 205	New Voices in World Literature	3 units
LIT. 231	Survey of English Literature I	3 units
LIT. 232	Survey of English Literature II	3 units
LIT. 252	Women Writers: Multicultural Perspectives	3 units
LIT. 266	Black Literature	3 units
LIT. 370	Reading in Literature of the Latino in the United States	
LIT. 371	Mexican-American Literature	3 units
LIT. 372	Myth and Folklore of La Raza	3 units
LIT. 373	Latin American Literature in Translation	3 units
LIT. 375	Native-American Literature	3 units
LIT. 441	Survey of Film	3 units
LIT. 442	Film Study and Appreciation	3 units
PHIL 100	Introduction to Philosophy	3 units
PHIL 160	History of Philosophy: Ancient and Medieval	3 units
PHIL 190	Contemporary Philosophy	3 units
PHIL 240	Introduction to Ethics	3 units
PHIL 300	Introduction to World Religions	3 units
SPAN 120	Advanced Elementary Spanish	5 units
SPAN 121	Advanced Elementary Spanish I	3 units
SPAN 122	Advanced Elementary Spanish II	3 units
SPAN 131	Intermediate Spanish I	3 units



SPAN 132	Intermediate Spanish II	3 units
SPAN 140	Advanced Intermediate Spanish	3 units
SPAN 150	Spanish for Heritage Speakers I	4 units
SPAN 152	Spanish for Heritage Speakers II	4 units
SPAN 161	Latino Literature I	3 units
SPAN 162	Latino Literature II	3 units

Total Required Major Units: 18

Refer to Option 1 listed above for information on additional degree requirements that must be fulfilled in order to complete the total of 60 transferable, degree applicable units for an Associate Degree.

AA Interdisciplinary Studies, Option 1, Cañada College Pattern: Natural Science and Mathematics

The Interdisciplinary Studies major is designed for students pursuing broad areas of study and exploration in an area of emphasis as described below. Option 1 enables students to complete the requirements for the Associate Degree.

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.

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.

A. Complete basic competencies, including 2 units of Physical Education activity courses, and specific areas (A, B, C, D, E) of the General Education requirements for the AA/AS degree (19 units).

B. Complete 18 units in the Natural Science and Mathematics area of emphasis as shown below.

C. Select 23 degree applicable units in consultation with a counselor to fulfill lower-division preparation and/or electives and complete the required 60 degree applicable units for an Associate Degree.

Program Learning Outcomes

Students completing this program will be able to:

1. Use the scientific method to investigate scientific questions and critically evaluate and effectively communicate scientific data.
2. Use symbolic, graphical and numerical representation of mathematical ideas to address real world problems.
3. Critically evaluate scientific information and examine its significance and impact on society and the environment.

AA Degree Requirements

Major: Core and Selective Requirements

Selective Courses, choose a minimum of 18 units from the following:

I. Introductory Science Courses**, select a minimum of 9 units:

Units

1. Biology: a student may choose up to 2 of the following courses to meet this requirement:		
BIOL 110	Principles Of Biology	4 units
BIOL 130	Human Biology	3 units
BIOL 132	Human Biology Laboratory	1 unit
BIOL 310	Nutrition	3 units
2. Chemistry: a student may choose 1 of the following courses to meet this requirement:		
CHEM 192	Elementary Chemistry	4 units
CHEM 210	General Chemistry I	5 units
CHEM 410	Chemistry for Health Sciences	4 units
3. Physics: a student may choose 1 of the following courses to meet this requirement:		
PHYS 210	General Physics I	4 units
PHYS 250	Physics with Calculus I	4 units
4. Other sciences: a student may choose up to 3 of the following courses to meet this requirement:		
ANTH 125	Physical Anthropology	3 units
ASTR 100	Introduction to Astronomy	3 units
AND		
ASTR 101	Astronomy Laboratory	1 unit



CIS 118	Introduction to Computer Science	4 units
ENGR 100	Introduction to Engineering	3 units
ENVS 115	Environmental Science	3 units
GEOG 100	Physical Geography	3 units
GEOL 100	Introduction to Geology	3 units
AND		
GEOL 101	Geology Laboratory	1 unit
HSCI 100	General Health Science	3 units
OR		
HSCI 116	Women's Health Issues	3 units
METE 100	Meteorology - Weather and Climate	3 units
OCEN 100	Oceanography	3 units
AND		
OCEN 101	Oceanography Lab	1 unit

***At least one introductory OR advanced course MUST have a laboratory experience included or a laboratory course must be taken.*

II. Mathematics Competency, select a minimum of 3 units:

Units

MATH 125	Elementary Finite Mathematics	3 units
MATH 130	Analytical Trigonometry	4 units
MATH 200	Elementary Probability and Statistics	4 units
MATH 222	Pre-Calculus College Algebra/ Trigonometry	5 units
MATH 225	Path to Calculus	6 units
MATH 241	Applied Calculus I	5 units
MATH 251	Analytical Geometry and Calculus I	5 units

III. Advanced Courses**, select a minimum of 6 units:

Units

BIOL 225	Biology Of Organisms	5 units
BIOL 230	Cell and Molecular Biology	5 units
BIOL 240	General Microbiology	4 units
BIOL 250	Human Anatomy	4 units
BIOL 260	Human Physiology	5 units
CHEM 220	General Chemistry II	5 units
CHEM 231	Organic Chemistry I	5 units

CIS 242	Computer Architecture and Assembly Language	3 units
CIS 262	Discrete Mathematics for Computer Science	3 units
MATH 252	Analytical Geometry and Calculus II	5 units
MATH 253	Analytic Geometry and Calculus III	5 units
PHYS 220	General Physics II	4 units
PHYS 260	Physics with Calculus II	4 units
PHYS 270	Physics with Calculus III	4 units

***At least one introductory OR advanced course MUST have a laboratory experience included or a laboratory course must be taken.*

Total Required Major Units: 18

Refer to Option 1 listed above for information on additional degree requirements that must be fulfilled in order to complete the total of 60 transferable, degree applicable units for an Associate Degree.

AA Interdisciplinary Studies, Option 1, Cañada College Pattern: 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, communication studies, economics, geography, 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.

The Interdisciplinary Studies major is designed for students pursuing broad areas of study and exploration in an area of emphasis as described below. Option 1 enables students to complete the requirements for the Associate Degree.

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.

A. Complete basic competencies, including 2 units of Physical Education activity courses, and specific areas (A, B, C, D, E) of the General Education requirements for the AA/AS degree (19 units).

B. Complete 18 units in the Social and Behavioral Sciences Area of Emphasis as shown below.

C. Select 23 degree applicable units in consultation with a counselor to fulfill lower-division preparation and/or electives and complete the required 60 degree applicable units for an Associate Degree.

Program Learning Outcomes

Students completing this program will be able to:

1. Analyze Social Science concepts and theories
2. Evaluate diverse viewpoints related to the human experience
3. Produce evidence based arguments

AA Degree Requirements

Major: Core and Selective Requirements

Selective Courses, choose a minimum of 18 units from the following:

Social and Behavioral Sciences. Courses must be selected from at least 4 disciplines:

		Units
ANTH 110	Cultural Anthropology	3 units
ANTH 125	Physical Anthropology	3 units
ANTH 126	Physical Anthropology Laboratory	1 unit
ANTH 351	Archaeology	3 units
COMM 110	Public Speaking	3 units
COMM 150	Intercultural Communication	3 units
COMM 180	Introduction to Communication Studies	3 units
ECON 100	Principles of Macro Economics	3 units
ECON 102	Principles of Micro Economics	3 units
ECON 230	Economic History of the United States	3 units
GEOG 110	Cultural Geography	3 units
HIST 100	History of Western Civilization I	3 units

HIST 101	History of Western Civilization II	3 units
HIST 104	World History I	3 units
HIST 106	World History II	3 units
HIST 201	U.S. History through 1877	3 units
HIST 202	U.S. History from 1877 to the Present	3 units
PHIL 100	Introduction to Philosophy	3 units
PHIL 160	History of Philosophy: Ancient and Medieval	3 units
PHIL 190	Contemporary Philosophy	3 units
PHIL 240	Introduction to Ethics	3 units
PHIL 300	Introduction to World Religions	3 units
PLSC 130	Introduction to International Relations	3 units
PLSC 150	Introduction to Political Theory	3 units
PLSC 210	American Politics	3 units
PLSC 310	California State and Local Government	3 units
PLSC 320	Latin American Politics	3 units
PSYC 100	General Psychology	3 units
PSYC 106	Psychology of Prejudice and Discrimination	3 units
PSYC 200	Developmental Psychology	3 units
PSYC 205	Social Science Research Methods	3 units
PSYC 300	Social Psychology	3 units
PSYC 340	Introduction to Human Sexuality	3 units
PSYC 410	Abnormal Psychology	3 units
SOCI 100	Introduction to Sociology	3 units
SOCI 105	Social Problems	3 units
SOCI 141	Ethnicity and Race in Society	3 units
SOCI 205	Social Science Research Methods	3 units

Total Required Major Units: 18

Refer to Option 1 listed above for information on additional degree requirements that must be fulfilled in order to complete the total of 60 transferable, degree applicable units for an Associate Degree.



AA Interdisciplinary Studies, Option 2, Transfer Pattern: 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.

The Interdisciplinary Studies major is designed for students pursuing broad areas of study and exploration in an area of emphasis as described below. Option 2 enables students to complete the requirements for the Associate degree and to fulfill the general education requirements for the California State University, University of California, or some 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 2, Transfer Pattern: California State University, University of California, or some private and out-of-state universities.

Intended for students who are planning to transfer to a four-year university. Courses should be chosen carefully in consultation with a counselor.

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 34-37 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 in the Arts and Humanities Area of Emphasis as shown below.

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 degree applicable units for an Associate Degree.

Program Learning Outcomes

Students completing this program will be able to:

1. 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.

2. 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.
3. 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.

AA Degree Requirements

Major: Core and Selective Requirements

Selective Courses, choose a minimum of 18 units from the following:

I. Arts:

Select 9 units, courses must be selected from at least 2 disciplines:

Units

ART 101	Ancient, Classical and Medieval Art History	3 units
ART 102	Late Medieval, Renaissance and Baroque Art History	3 units
ART 103	History of Art from the Baroque Period to Post-Impressionism	3 units
ART 104	History of Modern Art	3 units
ART 201	Form and Composition I	3 units
ART 204	Drawing I	3 units
ART 214	Color	3 units
ART 301	Two-Dimensional Design	3 units
DRAM 140	Introduction to the Theatre	3 units
DRAM 151	Introduction to Shakespeare I	3 units
LIT. 441	Survey of Film	3 units
LIT. 442	Film Study and Appreciation	3 units
MUS. 100	Fundamentals of Music	3 units
MUS. 115	Art, Music and Ideas	3 units
MUS. 202	Music Appreciation	3 units
MUS. 210	Histories of Popular Music and Rock	3 units
MUS. 240	Music of the Americas	3 units
MUS. 250	World Music	3 units
MUS. 260	Music in Film, Television and Multimedia	3 units
MUS. 271	Opera and Musical Theater History	3 units



II. Humanities

Select 9 units, courses must be selected from at least 2 disciplines:

		Units
DRAM 151	Introduction to Shakespeare I	3 units
ENGL 110	Composition, Literature, and Critical Thinking	3 units
ENGL 161	Creative Writing I	3 units
HIST 100	History of Western Civilization I	3 units
HIST 101	History of Western Civilization II	3 units
HIST 104	World History I	3 units
HIST 106	World History II	3 units
HIST 201	U.S. History through 1877	3 units
HIST 202	U.S. History from 1877 to the Present	3 units
HIST 242	African-American History	3 units
HIST 243	African History	3 units
HIST 245	Race, Ethnicity and Immigration in the U.S.	3 units
HIST 246	History of Latinos in the U.S.	3 units
HIST 247	Women in U.S. History	3 units
HIST 451	Far Eastern Civilization and Heritage I	3 units
HIST 452	Far Eastern Civilization and Heritage II	3 units
HIST 455	Middle Eastern History	3 units
LIT. 151	Introduction to Shakespeare I	3 units
LIT. 200	American Literature	3 units
LIT. 205	New Voices in World Literature	3 units
LIT. 231	Survey of English Literature I	3 units
LIT. 232	Survey of English Literature II	3 units
LIT. 252	Women Writers: Multicultural Perspectives	3 units
LIT. 266	Black Literature	3 units
LIT. 370	Reading in Literature of the Latino in the United States	
LIT. 371	Mexican-American Literature	3 units
LIT. 372	Myth and Folklore of La Raza	3 units
LIT. 373	Latin American Literature in Translation	3 units
LIT. 375	Native-American Literature	3 units
LIT. 441	Survey of Film	3 units
LIT. 442	Film Study and Appreciation	3 units

PHIL 100	Introduction to Philosophy	3 units
PHIL 160	History of Philosophy: Ancient and Medieval	3 units
PHIL 190	Contemporary Philosophy	3 units
PHIL 240	Introduction to Ethics	3 units
PHIL 300	Introduction to World Religions	3 units
SPAN 120	Advanced Elementary Spanish	5 units
SPAN 121	Advanced Elementary Spanish I	3 units
SPAN 122	Advanced Elementary Spanish II	3 units
SPAN 131	Intermediate Spanish I	3 units
SPAN 132	Intermediate Spanish II	3 units
SPAN 140	Advanced Intermediate Spanish	3 units
SPAN 150	Spanish for Heritage Speakers I	4 units
SPAN 152	Spanish for Heritage Speakers II	4 units
SPAN 161	Latino Literature I	3 units
SPAN 162	Latino Literature II	3 units

Total Required Major Units: 18

Refer to Option 2 listed above for information on degree requirements that must be fulfilled in order to complete the total of 60 degree applicable units for an Associate Degree.

AA Interdisciplinary Studies, Option 2, Transfer Pattern: 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.

The Interdisciplinary Studies major is designed for students pursuing broad areas of study and exploration in an area of emphasis as described below. Option 2 enables students to complete the requirements for the Associate degree and to fulfill the general education requirements for the California



State University, University of California, or some 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 2, Transfer Pattern: California State University, University of California, or some private and out-of-state universities.

Intended for students who are planning to transfer to a four-year university. Courses should be chosen carefully in consultation with a counselor.

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 34-37 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 in the Natural Science and Mathematics Areas of Emphasis as shown below.

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 degree applicable units for an Associate Degree.

Program Learning Outcomes

Students completing this program will be able to:

1. Use the scientific method to investigate scientific questions and critically evaluate and effectively communicate scientific data.
2. Use symbolic, graphical and numerical representation of mathematical ideas to address real world problems.
3. Critically evaluate scientific information and examine its significance and impact on society and the environment.

AA Degree Requirements

Major: Core and Selective Requirements

Selective Courses, choose a minimum of 18 units from the following:

I. Introductory Science Courses, select a minimum of 9 units:**

Units

1. Biology: a student may choose up to 2 of the following courses to meet this requirement:

BIOL 110	Principles Of Biology	4 units
BIOL 130	Human Biology	3 units
BIOL 132	Human Biology Laboratory	1 unit
BIOL 310	Nutrition	3 units
2. Chemistry: a student may choose 1 of the following courses to meet this requirement:		
CHEM 192	Elementary Chemistry	4 units
CHEM 210	General Chemistry I	5 units
CHEM 410	Chemistry for Health Sciences	4 units
3. Physics: a student may choose 1 of the following courses to meet this requirement:		
PHYS 210	General Physics I	4 units
PHYS 250	Physics with Calculus I	4 units
4. Other sciences: a student may choose up to 3 of the following courses to meet this requirement:		
ANTH 125	Physical Anthropology	3 units
ASTR 100	Introduction to Astronomy	3 units
AND		
ASTR 101	Astronomy Laboratory	1 unit
CIS 118	Introduction to Computer Science	4 units
ENGR 100	Introduction to Engineering	3 units
ENVS 115	Environmental Science	3 units
GEOG 100	Physical Geography	3 units
GEOL 100	Introduction to Geology	3 units
AND		
GEOL 101	Geology Laboratory	1 unit
HSCI 100	General Health Science	3 units
OR		
HSCI 116	Women's Health Issues	3 units
METE 100	Meteorology - Weather and Climate	3 units
OCEN 100	Oceanography	3 units
AND		
OCEN 101	Oceanography Lab	1 unit

****At least one introductory OR advanced course MUST have a laboratory experience included or a laboratory course must be taken.**



II. Mathematics Competency, select a minimum of 3 units:

		Units
MATH 125	Elementary Finite Mathematics	3 units
MATH 130	Analytical Trigonometry	4 units
MATH 200	Elementary Probability and Statistics	4 units
MATH 222	Pre-Calculus College Algebra/ Trigonometry	5 units
MATH 225	Path to Calculus	6 units
MATH 241	Applied Calculus I	5 units
MATH 251	Analytical Geometry and Calculus I	5 units

III. Advanced Courses, select a minimum of 6 units:**

		Units
BIOL 225	Biology Of Organisms	5 units
BIOL 230	Cell and Molecular Biology	5 units
BIOL 240	General Microbiology	4 units
BIOL 250	Human Anatomy	4 units
BIOL 260	Human Physiology	5 units
CHEM 220	General Chemistry II	5 units
CHEM 231	Organic Chemistry I	5 units
CIS 242	Computer Architecture and Assembly Language	3 units
CIS 262	Discrete Mathematics for Computer Science	3 units
MATH 252	Analytical Geometry and Calculus II	5 units
MATH 253	Analytic Geometry and Calculus III	5 units
PHYS 220	General Physics II	4 units
PHYS 260	Physics with Calculus II	4 units
PHYS 270	Physics with Calculus III	4 units

**At least one introductory OR advanced course MUST have a laboratory experience included or a laboratory course must be taken.

Total Required Major Units: 18

Refer to Option 2 listed above for information on degree requirements that must be fulfilled in order to complete the total of 60 degree applicable units for an Associate Degree.

AA Interdisciplinary Studies, Option 2, Transfer Pattern: 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, communication studies, economics, geography, 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.

The Interdisciplinary Studies major is designed for students pursuing broad areas of study and exploration in an area of emphasis as described below. Option 2 enables students to complete the requirements for the Associate degree and to fulfill the general education requirements for the California State University, University of California, or some 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 2, Transfer Pattern: California State University, University of California, or some private and out-of-state universities.

Intended for students who are planning to transfer to a four-year university. Courses should be chosen carefully in consultation with a counselor.

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 34-37 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 in the Social and Behavioral Sciences Area of Emphasis as shown below.



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 degree applicable units for an Associate Degree.

Program Learning Outcomes

Students completing this program will be able to:

1. Analyze Social Science concepts and theories
2. Evaluate diverse viewpoints related to the human experience
3. Produce evidence based arguments

AA Degree Requirements

Major: Core and Selective Requirements

Selective Courses, choose a minimum of 18 units from the following:

Social and Behavioral Sciences. Courses must be selected from at least 4 disciplines:

		Units
ANTH 110	Cultural Anthropology	3 units
ANTH 125	Physical Anthropology	3 units
ANTH 126	Physical Anthropology Laboratory	1 unit
ANTH 351	Archaeology	3 units
COMM 110	Public Speaking	3 units
COMM 150	Intercultural Communication	3 units
COMM 180	Introduction to Communication Studies	3 units
ECON 100	Principles of Macro Economics	3 units
ECON 102	Principles of Micro Economics	3 units
ECON 230	Economic History of the United States	3 units
GEOG 110	Cultural Geography	3 units
HIST 100	History of Western Civilization I	3 units
HIST 101	History of Western Civilization II	3 units
HIST 104	World History I	3 units
HIST 106	World History II	3 units
HIST 201	U.S. History through 1877	3 units
HIST 202	U.S. History from 1877 to the Present	3 units
PHIL 100	Introduction to Philosophy	3 units

PHIL 160	History of Philosophy: Ancient and Medieval	3 units
PHIL 190	Contemporary Philosophy	3 units
PHIL 240	Introduction to Ethics	3 units
PHIL 300	Introduction to World Religions	3 units
PLSC 130	Introduction to International Relations	3 units
PLSC 150	Introduction to Political Theory	3 units
PLSC 210	American Politics	3 units
PLSC 310	California State and Local Government	3 units
PLSC 320	Latin American Politics	3 units
PSYC 100	General Psychology	3 units
PSYC 106	Psychology of Prejudice and Discrimination	3 units
PSYC 200	Developmental Psychology	3 units
PSYC 205	Social Science Research Methods	3 units
PSYC 300	Social Psychology	3 units
PSYC 340	Introduction to Human Sexuality	3 units
PSYC 410	Abnormal Psychology	3 units
SOCI 100	Introduction to Sociology	3 units
SOCI 105	Social Problems	3 units
SOCI 141	Ethnicity and Race in Society	3 units
SOCI 205	Social Science Research Methods	3 units

Total Required Major Units: 18

Refer to Option 2 listed above for information on degree requirements that must be fulfilled in order to complete the total of 60 degree applicable units for an Associate Degree.

INTERIOR DESIGN

AS Associate in Science Degree Program

Interior Design..... 60 units

CA Certificate of Achievement

Home Staging.....24 units

Interior Design..... 40 units

Kitchen and Bath Design (Accredited by NKBA, National Kitchen & Bath Association)..... 41 units



AS Interior Design

The Interior Design Department offers courses designed for individuals interested in preparing for careers in the professional fields of interior design. Included in the program are a transfer program, an AS degree, and three Certificates of Achievement. 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 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.

Career Opportunities

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:

1. Communicate design concepts clearly and concisely (i.e. visual, oral, and written).
2. Develop competitive industry standard skills in the respective fields.
3. Understand the elements and principles of design through discipline-specific implementation.

AS Degree Requirements

Major: Core and Selective Requirements

Complete Core Courses, 37 units		Units
ARCH 110	Interior Architectural Drafting	3 units
INTD 115	Introduction to Interior Design	3 units
INTD 128	Presentation Techniques	3 units
INTD 148	Color and Design	3 units
INTD 150	History of Interiors I	3 units
INTD 151	History of Interiors II	3 units
INTD 175	Space Planning and Design	3 units

INTD 250	Professional Practices for Interior Designers	3 units
INTD 260	Overview of Lighting Design	3 units
INTD 360	CAD Applications for Interior Designers	3 units
INTD 400	Principles of Sustainable Design	3 units
INTD 450	Materials and Finishes	3 units
INTD 672	Cooperative Education: Internship	1 unit

Selective Courses, choose a minimum of 3 units from the following:

		Units
INTD 126	Critical Thinking for Interior Designers	3 units
INTD 367	3D Modeling SketchUp for Interior Designers	3 units
INTD 272	Kitchen and Bath Design	3 units

Total Required Major Units: 40

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 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.

CA Home Staging

The Interior Design Department offers courses designed for individuals interested in preparing for careers in the professional fields of interior design. Included in the program are a transfer program, an AS degree, and three certificate programs. 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.

Career Opportunities

Options for career paths include residential design, space planning and home staging, retail sales, or showroom or product manufacturer's representative.

Program Learning Outcomes

Students completing this program will be able to:

1. Communicate design concepts clearly and concisely (i.e. visual, oral, and written).
2. Develop competitive industry standard skills in the respective fields.
3. Understand the elements and principles of design through discipline-specific implementation.

Major: Core and Selective Requirements

Complete Core Courses, 24 units		Units
FASH 226	Visual Merchandising and Display	3 units
INTD 115	Introduction to Interior Design	3 units
INTD 148	Color and Design	3 units
INTD 175	Space Planning and Design	3 units
INTD 250	Professional Practices for Interior Designers	3 units
INTD 260	Overview of Lighting Design	3 units
ARCH 110	Interior Architectural Drafting	3 units
INTD 450	Materials and Finishes	3 units

Total Required Units: 24

Gainful Employment Disclosure Information:

For more information about our graduation rates, the median debt of students who completed the program, and other important information, please visit our website at:

<http://www.canadacollege.edu/degrees/geprograms/interiorredesign.html>

CA Interior Design

The Interior Design Department offers courses designed for individuals interested in preparing for careers in the professional fields of interior design. Included in the program are a transfer program, an AS degree, and three certificate programs. 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 and program coordinator regarding courses completed during the first two years of college that may be substituted for core requirement courses.

Career Opportunities

Options for career paths include residential design, space planning and home staging, kitchen and bath design, commercial design, sustainable design, retail sales, historic preservation and renovation, lighting design, or showroom or product manufacturer's representative.

Program Learning Outcomes

Students completing this program will be able to:

1. Communicate design concepts clearly and concisely (i.e. visual, oral, and written).
2. Develop competitive industry standard skills in the respective fields.
3. Understand the elements and principles of design through discipline-specific implementation.

Major: Core and Selective Requirements

Complete Core Courses, 37 units		Units
ARCH 110	Interior Architectural Drafting	3 units
INTD 115	Introduction to Interior Design	3 units
INTD 128	Presentation Techniques	3 units
INTD 148	Color and Design	3 units
INTD 150	History of Interiors I	3 units
INTD 151	History of Interiors II	3 units
INTD 175	Space Planning and Design	3 units
INTD 250	Professional Practices for Interior Designers	3 units
INTD 260	Overview of Lighting Design	3 units
INTD 360	CAD Applications for Interior Designers	3 units
INTD 400	Principles of Sustainable Design	3 units
INTD 450	Materials and Finishes	3 units



INTD 672	Cooperative Education: Internship	1 unit
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Selective Courses, choose a minimum of 3 units from the following:

		Units
INTD 126	Critical Thinking for Interior Designers	3 units
INTD 272	Kitchen and Bath Design	3 units
INTD 367	3D Modeling SketchUp for Interior Designers	3 units

Total Required Units: 40

Gainful Employment Disclosure Information:

For more information about our graduation rates, the median debt of students who completed the program, and other important information, please visit our website at:

<http://www.canadacollege.edu/degrees/geprograms/interiordesign.html>

CA Kitchen and Bath Design (Accredited by NKBA, National Kitchen & Bath Association)

The Interior Design Department offers courses designed for individuals interested in preparing for careers in the professional fields of interior design. Included in the program are a transfer program, an AS degree, and three certificate programs. 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.

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.

Program Learning Outcomes

Students completing this program will be able to:

1. Communicate design concepts clearly and concisely (i.e. visual, oral, and written).
2. Develop competitive industry standard skills in the respective fields.
3. Understand the elements and principles of design through discipline-specific implementation.

Major: Core and Selective Requirements

Complete Core Courses, 35 units

Units

		Units
ARCH 110	Interior Architectural Drafting	3 units
INTD 115	Introduction to Interior Design	3 units
INTD 128	Presentation Techniques	3 units
INTD 148	Color and Design	3 units
INTD 175	Space Planning and Design	3 units
INTD 250	Professional Practices for Interior Designers	3 units
INTD 272	Kitchen and Bath Design	3 units
INTD 276	Advanced Kitchen and Bath Design	2 units
INTD 357	Kitchen and Bath Systems	3 units
INTD 360	CAD Applications for Interior Designers	3 units
INTD 450	Materials and Finishes	3 units
INTD 672	Cooperative Education: Internship	3 units

Selective Courses, choose a minimum of 6 units from the following:

Units

		Units
INTD 150	History of Interiors I	3 units
INTD 151	History of Interiors II	3 units
INTD 260	Overview of Lighting Design	3 units
INTD 367	3D Modeling SketchUp for Interior Designers	3 units

Total Required Units: 41

Gainful Employment Disclosure Information:



For more information about our graduation rates, the median debt of students who completed the program, and other important information, please visit our website at:

<http://www.canadacollege.edu/degrees/geprograms/interiorkitchen.html>

KINESIOLOGY, ATHLETICS AND DANCE

AA Associate in Arts Degree Program

Dance..... 60 units

Kinesiology.....60 units

AA-T Associate in Arts Degree for Transfer

Kinesiology.....60 units

AA 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.

Program Learning Outcomes

Students completing this program will be able to:

1. Recognize and evaluate the importance of physical activity in leading a healthy, functional lifestyle and in creating or increasing a sense of well-being.

2. Exhibit interpersonal communication, cooperative relationships and social interaction within diverse and dynamic environments.
3. Analyze and understand the discipline of kinesiology to apply appropriate scientific and quantitative conclusions to physical activity.
4. Demonstrate and improve fitness components along with alignment, body positioning, special awareness, or rhythm while performing exercise movements.
5. Demonstrate professional and ethical decision-making and civic responsibility when applying knowledge of kinesiology.

AA Degree Requirements

Major: Core and Selective Requirements

Complete Core Courses, 7 units

Units

ART 104	History of Modern Art	3 units
DANC 672	Cooperative Education: Internship	1 unit
MUS. 100	Fundamentals of Music	3 units

Selective courses, choose a minimum of 15-16 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 unit
DANC 121.2	Modern Dance II	1 unit
DANC 121.3	Modern Dance III	1 unit
DANC 121.4	Modern Dance IV	1 unit
DANC 130.1	Jazz Dance I	1 unit
DANC 130.2	Jazz Dance II	1 unit
DANC 130.3	Jazz Dance III	1 unit
DANC 130.4	Jazz Dance IV	1 unit
DANC 140.1	Ballet I	1 unit
DANC 140.2	Ballet II	1 unit



DANC 140.3	Ballet III	1 unit
DANC 140.4	Ballet IV	1 unit
DANC 400.1	Dance Performance and Production I	1 unit
DANC 400.2	Dance Performance and Production II	1 unit
DANC 400.3	Dance Performance and Production III	1 unit
DANC 400.4	Dance Performance and Production IV	1 unit

FITN 335.3	Pilates III	1 unit
FITN 335.4	Pilates IV	1 unit
DANC 115.1	Mexican Folkloric Dance I	1 unit
DANC 115.2	Mexican Folkloric Dance II	1 unit
DANC 115.3	Mexican Folkloric Dance III	1 unit
DANC 115.4	Mexican Folkloric Dance IV	1 unit

Group B: complete 6 units from the following (no more than 2 courses per family):

		Units
DANC 125.1	Salsa I	1 unit
DANC 125.2	Salsa II	1 unit
DANC 125.3	Salsa III	1 unit
DANC 125.4	Salsa IV	1 unit
DANC 150.1	Hip Hop I	1 unit
DANC 150.2	Hip Hop II	1 unit
DANC 150.3	Hip Hop III	1 unit
DANC 150.4	Hip Hop IV	1 unit
DANC 151.1	Social Dance I	1 unit
DANC 151.2	Social Dance II	1 unit
DANC 151.3	Social Dance III	1 unit
DANC 151.4	Social Dance IV	1 unit
DANC 220	Dance Conditioning	1 unit
FITN 335.1	Pilates I	1 unit
FITN 335.2	Pilates II	1 unit

Group C: complete 3-4 units from the following:

		Units
BUS. 150	Entrepreneurship: Small Business Management	3 units
COMM 130	Interpersonal Communication	3 units
DANC 391	Dance Composition - Theory and Choreography	3 units
DRAM 200	Acting I	3 units
DRAM 221	Stage Movement	3 units
DRAM 201.3	Acting Lab III	1 unit
	OR	
DRAM 201.4	Acting Lab IV	1 unit
ECE. 331	The Role of the Teacher	1 unit

Total Required Major Units: 22 - 23

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

AA Kinesiology

An Associate Degree in Kinesiology offers the foundation of the human movement field. Upon completion of the Associate's degree, students gain an understanding of how human movement can affect sports training and health. The degree includes a solid foundation of their selected sub discipline in Kinesiology.



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.

Program Learning Outcomes

Students completing this program will be able to:

1. Recognize and evaluate the importance of physical activity in leading a healthy, functional lifestyle and in creating or increasing a sense of well-being.
2. Exhibit interpersonal communication, cooperative relationships and social interaction within diverse and dynamic environments.
3. Analyze and understand the discipline of kinesiology to apply appropriate scientific and quantitative conclusions to physical activity.
4. Demonstrate and improve fitness components along with alignment, body positioning, special awareness, or rhythm while performing exercise movements.
5. Demonstrate professional and ethical decision-making and civic responsibility when applying knowledge of kinesiology.

AA Degree Requirements

Major: Core and Selective Requirements

Complete Core Courses, 15 units		Units
BIOL 250	Human Anatomy	4 units
BIOL 260	Human Physiology	5 units
KINE 101	Introduction to Kinesiology	3 units

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		Units
DANC 121.1	Modern Dance I	1 unit
DANC 121.2	Modern Dance II	1 unit
DANC 121.3	Modern Dance III	1 unit
DANC 121.4	Modern Dance IV	1 unit
DANC 125.1	Salsa I	1 unit
DANC 125.2	Salsa II	1 unit

DANC 125.3	Salsa III	1 unit
DANC 125.4	Salsa IV	1 unit
DANC 130.1	Jazz Dance I	1 unit
DANC 130.2	Jazz Dance II	1 unit
DANC 130.3	Jazz Dance III	1 unit
DANC 130.4	Jazz Dance IV	1 unit
DANC 140.1	Ballet I	1 unit
DANC 140.2	Ballet II	1 unit
DANC 140.3	Ballet III	1 unit
DANC 140.4	Ballet IV	1 unit
DANC 150.1	Hip Hop I	1 unit
DANC 150.2	Hip Hop II	1 unit
DANC 150.3	Hip Hop III	1 unit
DANC 150.4	Hip Hop IV	1 unit
DANC 151.1	Social Dance I	1 unit
DANC 151.2	Social Dance II	1 unit
DANC 151.3	Social Dance III	1 unit
DANC 151.4	Social Dance IV	1 unit
DANC 220	Dance Conditioning	1 unit
DANC 400.1	Dance Performance and Production I	1 unit
DANC 400.2	Dance Performance and Production II	1 unit
DANC 400.3	Dance Performance and Production III	1 unit
DANC 400.4	Dance Performance and Production IV	1 unit



DANC 115.1	Mexican Folkloric Dance I	1 unit
DANC 115.2	Mexican Folkloric Dance II	1 unit
DANC 115.3	Mexican Folkloric Dance III	1 unit
DANC 115.4	Mexican Folkloric Dance IV	1 unit

Area 2: Fitness **Units**

FITN 112	Cross Training	1 unit
FITN 117	Fitness Assessment, Strength and Conditioning	1 unit
FITN 118	Beginning Fitness Center	1 unit
FITN 119	Intermediate Fitness Center	1 unit
FITN 122	Total Body Burn	1 unit
FITN 128	Get on the Ball Exercising	1 unit
FITN 129	Beginning Strength Training on the Ball	1 unit
FITN 151	Step Aerobics	1 unit
FITN 153	Soccer Conditioning	1 unit
FITN 154	Volleyball Conditioning	1 unit
FITN 210	Varsity Weight Conditioning	1 unit
FITN 227.1	TRX® Suspension Training I	1 unit
FITN 227.2	TRX® Suspension Training II	1 unit
FITN 227.3	TRX® Suspension Training III	1 unit
FITN 227.4	TRX® Suspension Training IV	1 unit
FITN 235	Boot Camp	1 unit
FITN 304.1	Walking Fitness I	1 unit
FITN 304.2	Walking Fitness II	1 unit
FITN 304.3	Walking Fitness III	1 unit
FITN 304.4	Walking Fitness IV	1 unit
FITN 334.1	Yoga I	1 unit
FITN 334.2	Yoga II	1 unit

FITN 334.3	Yoga III	1 unit
FITN 334.4	Yoga IV	1 unit
FITN 335.1	Pilates I	1 unit
FITN 335.2	Pilates II	1 unit
FITN 335.3	Pilates III	1 unit
FITN 335.4	Pilates IV	1 unit

Area 3: Individual Sports **Units**

INDV 160.1	Golf I	1 unit
INDV 160.2	Golf II	1 unit
INDV 160.3	Golf III	1 unit
INDV 160.4	Golf IV	1 unit
INDV 251.1	Tennis I	1 unit
INDV 251.2	Tennis II	1 unit
INDV 251.3	Tennis III	1 unit
INDV 251.4	Tennis IV	1 unit

Area 4: Team Sports **Units**

TEAM 105	Advanced Baseball	1 unit
TEAM 111.1	Basketball I	1 unit
TEAM 111.2	Basketball II	1 unit
TEAM 111.3	Basketball III	1 unit
TEAM 111.4	Basketball IV	1 unit
TEAM 132.1	Flag Football I	1 unit
TEAM 132.2	Flag Football II	1 unit



TEAM 141.1	Soccer I	1 unit
TEAM 141.2	Soccer II	1 unit
TEAM 141.3	Soccer III	1 unit
TEAM 141.4	Soccer IV	1 unit
TEAM 148.1	Indoor Soccer I	1 unit
TEAM 148.2	Indoor Soccer II	1 unit
TEAM 148.3	Indoor Soccer III	1 unit
TEAM 148.4	Indoor Soccer IV	1 unit
TEAM 171.1	Volleyball I	1 unit
TEAM 171.2	Volleyball II	1 unit
TEAM 171.3	Volleyball III	1 unit
TEAM 171.4	Volleyball IV	1 unit
TEAM 184	Soccer: Skill Development and Conditioning	1 unit
TEAM 185	Expert Volleyball Training	1 unit
TEAM 187	Tennis: Skill Development and Conditioning	1 unit

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

		Units
BIOL 310	Nutrition	3 units
CBOT 432	Introduction to Computer Applications	3 units
CHEM 210	General Chemistry I	5 units
	OR	
CHEM 410	Chemistry for Health Sciences	4 units
COMM 110	Public Speaking	3 units
MATH 200	Elementary Probability and Statistics	4 units
PHYS 210	General Physics I	4 units

Total Required Major Units: 21

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

AA-T 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.

Program Learning Outcomes

Students completing this program will be able to:

1. Recognize and evaluate the importance of physical activity in leading a healthy, functional lifestyle and in creating or increasing a sense of well-being.
2. Exhibit interpersonal communication, cooperative relationships and social interaction within diverse and dynamic environments.
3. Analyze and understand the discipline of kinesiology to apply appropriate scientific and quantitative conclusions to physical activity.
4. Demonstrate and improve fitness components along with alignment, body positioning, special awareness, or rhythm while performing exercise movements.
5. Demonstrate professional and ethical decision-making and civic responsibility when applying knowledge of kinesiology.

AA-T Degree Requirements

Major: Core and Selective Requirements

Complete Core Courses, 15 units

		Units
BIOL 250	Human Anatomy	4 units
BIOL 260	Human Physiology	5 units
KINE 101	Introduction to Kinesiology	3 units



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		Units
DANC 121.1	Modern Dance I	1 unit
DANC 121.2	Modern Dance II	1 unit
DANC 121.3	Modern Dance III	1 unit
DANC 121.4	Modern Dance IV	1 unit
DANC 125.1	Salsa I	1 unit
DANC 125.2	Salsa II	1 unit
DANC 125.3	Salsa III	1 unit
DANC 125.4	Salsa IV	1 unit
DANC 130.1	Jazz Dance I	1 unit
DANC 130.2	Jazz Dance II	1 unit
DANC 130.3	Jazz Dance III	1 unit
DANC 130.4	Jazz Dance IV	1 unit
DANC 140.1	Ballet I	1 unit
DANC 140.2	Ballet II	1 unit
DANC 140.3	Ballet III	1 unit
DANC 140.4	Ballet IV	1 unit
DANC 150.1	Hip Hop I	1 unit
DANC 150.2	Hip Hop II	1 unit
DANC 150.3	Hip Hop III	1 unit
DANC 150.4	Hip Hop IV	1 unit
DANC 151.1	Social Dance I	1 unit

DANC 151.2	Social Dance II	1 unit
DANC 151.3	Social Dance III	1 unit
DANC 151.4	Social Dance IV	1 unit
DANC 220	Dance Conditioning	1 unit
DANC 400.1	Dance Performance and Production I	1 unit
DANC 400.2	Dance Performance and Production II	1 unit
DANC 400.3	Dance Performance and Production III	1 unit
DANC 400.4	Dance Performance and Production IV	1 unit
DANC 115.1	Mexican Folkloric Dance I	1 unit
DANC 115.2	Mexican Folkloric Dance II	1 unit
DANC 115.3	Mexican Folkloric Dance III	1 unit
DANC 115.4	Mexican Folkloric Dance IV	1 unit

Area 2: Fitness		Units
FITN 112	Cross Training	1 unit
FITN 117	Fitness Assessment, Strength and Conditioning	1 unit
FITN 118	Beginning Fitness Center	1 unit
FITN 119	Intermediate Fitness Center	1 unit
FITN 122	Total Body Burn	1 unit
FITN 128	Get on the Ball Exercising	1 unit
FITN 129	Beginning Strength Training on the Ball	1 unit
FITN 151	Step Aerobics	1 unit
FITN 153	Soccer Conditioning	1 unit
FITN 154	Volleyball Conditioning	1 unit
FITN 210	Varsity Weight Conditioning	1 unit
FITN 227.1	TRX® Suspension Training I	1 unit
FITN 227.2	TRX® Suspension Training II	1 unit
FITN 227.3	TRX® Suspension Training III	1 unit



FITN 227.4	TRX® Suspension Training IV	1 unit
FITN 235	Boot Camp	1 unit
FITN 304.1	Walking Fitness I	1 unit
FITN 304.2	Walking Fitness II	1 unit
FITN 304.3	Walking Fitness III	1 unit
FITN 304.4	Walking Fitness IV	1 unit
FITN 334.1	Yoga I	1 unit
FITN 334.2	Yoga II	1 unit
FITN 334.3	Yoga III	1 unit
FITN 334.4	Yoga IV	1 unit
FITN 335.1	Pilates I	1 unit
FITN 335.2	Pilates II	1 unit
FITN 335.3	Pilates III	1 unit
FITN 335.4	Pilates IV	1 unit

Area 3: Individual Sports**Units**

INDV 160.1	Golf I	1 unit
INDV 160.2	Golf II	1 unit
INDV 160.3	Golf III	1 unit
INDV 160.4	Golf IV	1 unit
INDV 251.1	Tennis I	1 unit
INDV 251.2	Tennis II	1 unit
INDV 251.3	Tennis III	1 unit
INDV 251.4	Tennis IV	1 unit

Area 4: Team Sports**Units**

TEAM 105	Advanced Baseball	1 unit
TEAM 111.1	Basketball I	1 unit
TEAM 111.2	Basketball II	1 unit
TEAM 111.3	Basketball III	1 unit
TEAM 111.4	Basketball IV	1 unit
TEAM 132.1	Flag Football I	1 unit
TEAM 132.2	Flag Football II	1 unit
TEAM 141.1	Soccer I	1 unit
TEAM 141.2	Soccer II	1 unit
TEAM 141.3	Soccer III	1 unit
TEAM 141.4	Soccer IV	1 unit
TEAM 148.1	Indoor Soccer I	1 unit
TEAM 148.2	Indoor Soccer II	1 unit
TEAM 148.3	Indoor Soccer III	1 unit
TEAM 148.4	Indoor Soccer IV	1 unit
TEAM 171.1	Volleyball I	1 unit
TEAM 171.2	Volleyball II	1 unit
TEAM 171.3	Volleyball III	1 unit
TEAM 171.4	Volleyball IV	1 unit
TEAM 184	Soccer: Skill Development and Conditioning	1 unit
TEAM 185	Expert Volleyball Training	1 unit
TEAM 187	Tennis: Skill Development and Conditioning	1 unit



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

		Units
BIOL 130	Human Biology	3 units
AND		
BIOL 132	Human Biology Laboratory	1 unit
CHEM 210	General Chemistry I	5 units
OR		
CHEM 410	Chemistry for Health Sciences	4 units
MATH 200	Elementary Probability and Statistics	4 units
PHYS 210	General Physics I	4 units

Total Required Major Units: 21

General Education - certified completion of one of the following:

- California State University General Education-Breadth pattern (CSU GE Breadth),
- **OR**
- Intersegmental General Education Transfer Curriculum (IGETC/CSU) pattern

Elective courses: If applicable, additional courses to meet the minimum 60 CSU transferable units requirement.

Please refer to Associate Degree for Transfer (ADT) Requirements for more information.

LATIN AMERICAN AND LATINO/A STUDIES

AA Associate in Arts Degree Program

Latin American and Latino/a Studies..... 60 units

CA Certificate of Achievement

Latin American and Latino/a Studies..... 18 - 22 units

AA Latin American and Latino/a Studies

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

Students completing this program will be able to:

1. Demonstrate knowledge of Latin American history, geography, cultural traditions and innovations, political structures, and social issues.
2. Engage with the integrative, multidisciplinary nature of Latin American and Latino Studies and apply multiple perspectives from the Humanities and Social Sciences.
3. Use effective written and oral communication skills that reflect knowledge of the Spanish language, critical thinking and a comparative approach to cross cultural understanding.

AA Degree Requirements

Major: Core and Selective Requirements

Selective Courses, complete a total of 18 - 22 units from the following:

Area 1 - Social Sciences, choose a minimum of 6 units from the following:

		Units
HIST 246	History of Latinos in the U.S.	3 units
HIST 422	Modern Latin America	3 units
PLSC 320	Latin American Politics	3 units

Area 2 - Arts, Culture and Literature, choose a minimum of 6 units from the following:

		Units
DRAM 160	Latin American Theatre	3 units
LIT. 371	Mexican-American Literature	3 units
LIT. 372	Myth and Folklore of La Raza	3 units
LIT. 373	Latin American Literature in Translation	3 units
MUS. 240	Music of the Americas	3 units
SPAN 161	Latino Literature I	3 units



SPAN 162	Latino Literature II	3 units
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Area 3 - Spanish Language and Heritage, choose a minimum of 3-5 units from the following:

		Units
SPAN 120	Advanced Elementary Spanish	5 units
SPAN 122	Advanced Elementary Spanish II	3 units
SPAN 131	Intermediate Spanish I	3 units
SPAN 132	Intermediate Spanish II	3 units
SPAN 140	Advanced Intermediate Spanish	3 units
SPAN 145	Spanish Conversation through Film	3 units
SPAN 150	Spanish for Heritage Speakers I	4 units
SPAN 152	Spanish for Heritage Speakers II	4 units

Area 4, choose a minimum of 3-5 units from the following:

	Units
Choose any one additional course (not already taken) from Areas 1, 2 or 3	3 - 5 units

Total Required Major Units: 18 - 22

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

CA Latin American and Latino/a Studies

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

Students completing this program will be able to:

1. Demonstrate knowledge of Latin American history, geography, cultural traditions and innovations, political structures, and social issues.
2. Engage with the integrative, multidisciplinary nature of Latin American and Latino Studies and apply multiple perspectives from the Humanities and Social Sciences.
3. Use effective written and oral communication skills that reflect knowledge of the Spanish language, critical thinking and a comparative approach to cross cultural understanding.

Major: Core and Selective Requirements

Selective Courses, complete a total of 18-22 units from the following:

Area 1 - Social Sciences, choose a minimum of 6 units from the following:

		Units
HIST 246	History of Latinos in the U.S.	3 units
HIST 422	Modern Latin America	3 units
PLSC 320	Latin American Politics	3 units

Area 2 - Arts, Culture and Literature, choose a minimum of 6 units from the following:

		Units
DRAM 160	Latin American Theatre	3 units
LIT. 371	Mexican-American Literature	3 units
LIT. 372	Myth and Folklore of La Raza	3 units
LIT. 373	Latin American Literature in Translation	3 units
MUS. 240	Music of the Americas	3 units
SPAN 161	Latino Literature I	3 units
SPAN 162	Latino Literature II	3 units

Area 3 - Spanish Language and Heritage, choose a minimum of 3-5 units from the following:

		Units
SPAN 120	Advanced Elementary Spanish	5 units
SPAN 122	Advanced Elementary Spanish II	3 units
SPAN 131	Intermediate Spanish I	3 units
SPAN 132	Intermediate Spanish II	3 units



SPAN 140	Advanced Intermediate Spanish	3 units
SPAN 145	Spanish Conversation through Film	3 units
SPAN 150	Spanish for Heritage Speakers I	4 units
SPAN 152	Spanish for Heritage Speakers II	4 units

Area 4, choose a minimum of 3-5 units from the following: **Units**

Choose any one additional course (not already taken) from Areas 1, 2 or 3	3 - 5 units
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Total Required Units: 18 - 22

MATHEMATICS

AS-T Associate in Science Degree for Transfer

Mathematics..... 60 units

AS-T Mathematics

Mathematics provides the foundation for studying engineering, the physical, biological, and health sciences, economics, business, computer science, statistics, and many other fields.

Career Opportunities

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:

1. Use symbolic, graphical, numerical, and written representations of mathematical ideas.
2. Use mathematical reasoning and a generalized problem solving process to solve real-world problems.

AS-T Degree Requirements

Major: Core and Selective Requirements

Complete Core Courses, 21 units Units

MATH 251	Analytical Geometry and Calculus I	5 units
MATH 252	Analytical Geometry and Calculus II	5 units
MATH 253	Analytic Geometry and Calculus III	5 units
MATH 270	Linear Algebra	3 units
MATH 275	Ordinary Differential Equations	3 units

Total Required Major Units: 21

General Education - certified completion of one of the following:

- California State University General Education-Breadth pattern (CSU GE Breadth),
- **OR**
- Intersegmental General Education Transfer Curriculum (IGETC/CSU) pattern

Elective courses: If applicable, additional courses to meet the minimum 60 CSU transferable units requirement.

Please refer to Associate Degree for Transfer (ADT) Requirements for more information.

MEDICAL ASSISTING

AS Associate in Science Degree Program

Medical Assisting..... 60 units

Medical Billing Specialist..... 60 units

CA Certificate of Achievement

Medical Administrative Assistant..... 21 units

Medical Assisting..... 35 units

Medical Billing Specialist..... 21 units

Medical Coding Specialist..... 18 units

AS Medical Assisting

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.

Career Opportunities

The field of Medical Assisting is one of the fastest growing occupations in this decade. Career opportunities for the well-trained medical assistant are plentiful. Graduates of Cañada's program secure employment in physician's offices, clinic, hospitals, labs, medical publication firms, laboratories, pharmaceutical firms, public health agencies, and the claims departments of health insurance companies. Recommended high school preparation: written and oral communication skills, typing, biology, psychology, and basic mathematics.

Program Learning Outcomes

Students completing this program will be able to:

1. Apply their education and training to begin employment in health care.
2. Use updated job skills to maintain or advance in current employment.

AS Degree Requirements

Major: Core and Selective Requirements

Complete Core Courses, 35 units		Units
BIOL 130	Human Biology	3 units
MEDA 100	Introduction to Medical Assisting	3 units
MEDA 110	Medical Terminology	3 units
MEDA 115	Introduction to Electronic Health Record	3 units
MEDA 120	Clinical Procedures I	4 units
MEDA 121	Clinical Procedures II	4 units
MEDA 140	Implementation of Electronic Health Record	3 units
MEDA 150	Medical Office Procedures	3 units
MEDA 160	Medical Insurance Procedures	3 units
MEDA 190	Introduction to Pharmacology	3 units
MEDA 672	Cooperative Education: Internship	3 units

Total Required Major Units: 35

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

AS 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.

Program Learning Outcomes

Students completing this program will be able to:

1. Apply their education and training to begin employment in health care.
2. Use updated job skills to maintain or advance in current employment.

AS Degree Requirements

Major: Core and Selective Requirements

Complete Core Courses, 21 units		Units
ACTG 100	Accounting Procedures	3 units
MEDA 100	Introduction to Medical Assisting	3 units
MEDA 110	Medical Terminology	3 units
MEDA 150	Medical Office Procedures	3 units
MEDA 160	Medical Insurance Procedures	3 units
MEDA 164	CPT (Current Procedural Terminology) Beginning Coding	1 unit
MEDA 165	CPT (Current Procedural Terminology) Intermediate Coding	1 unit
MEDA 166	CPT (Current Procedural Terminology) Advanced Coding	1 unit
MEDA 167	ICD (International Classification of Diseases)-10-CM (Clinical Modification) Beginning Coding	1 unit
MEDA 168	ICD (International Classification of Diseases)-10-CM (Clinical Modification) Intermediate Coding	1 unit
MEDA 169	ICD (International Classification of Diseases)-10-CM (Clinical Modification) Advanced Coding	1 unit



Total Required Major Units: 21

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

CA 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.

Career Opportunities

Administrative medical assistants work in physician's offices, clinics, outpatient facilities, hospitals, and business offices of medical facilities.

Program Learning Outcomes

Students completing this program will be able to:

1. Apply their education and training to begin employment in health care.
2. Use updated job skills to maintain or advance in current employment.

Major: Core and Selective Requirements

Complete Core Courses, 21 units		Units
MEDA 100	Introduction to Medical Assisting	3 units
MEDA 110	Medical Terminology	3 units
MEDA 115	Introduction to Electronic Health Record	3 units
MEDA 140	Implementation of Electronic Health Record	3 units
MEDA 150	Medical Office Procedures	3 units
MEDA 160	Medical Insurance Procedures	3 units
MEDA 190	Introduction to Pharmacology	3 units

Total Required Units: 21

Gainful Employment Disclosure Information:

For more information about our graduation rates, the median debt of students who completed the program, and other important information, please visit our website at:

<http://www.canadacollege.edu/degrees/geprograms/medicaladminassistant.html>

CA Medical Assisting

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.

Career Opportunities

The field of Medical Assisting is one of the fastest growing occupations in this decade. Career opportunities for the well-trained medical assistant are plentiful. Graduates of Cañada's program secure employment in physician's offices, clinic, hospitals, labs, medical publication firms, laboratories, pharmaceutical firms, public health agencies, and the claims departments of health insurance companies. Recommended high school preparation: written and oral communication skills, typing, biology, psychology, and basic mathematics.

Program Learning Outcomes

Students completing this program will be able to:

1. Apply their education and training to begin employment in health care.
2. Use updated job skills to maintain or advance in current employment.

Major: Core and Selective Requirements

Complete Core Courses, 35 units		Units
BIOL 130	Human Biology	3 units
MEDA 100	Introduction to Medical Assisting	3 units
MEDA 110	Medical Terminology	3 units
MEDA 115	Introduction to Electronic Health Record	3 units
MEDA 120	Clinical Procedures I	4 units
MEDA 121	Clinical Procedures II	4 units
MEDA 140	Implementation of Electronic Health Record	3 units
MEDA 150	Medical Office Procedures	3 units
MEDA 160	Medical Insurance Procedures	3 units
MEDA 190	Introduction to Pharmacology	3 units



MEDA 672	Cooperative Education: Internship	3 units
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Total Required Units: 35

Gainful Employment Disclosure Information:

For more information about our graduation rates, the median debt of students who completed the program, and other important information, please visit our website at:

<http://www.canadacollege.edu/degrees/geprograms/medicalassisting.html>

CA 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.

Program Learning Outcomes

Students completing this program will be able to:

1. Apply their education and training to begin employment in health care.
2. Use updated job skills to maintain or advance in current employment.

Major: Core and Selective Requirements

Complete Core Courses, 21 units		Units
ACTG 100	Accounting Procedures	3 units
MEDA 100	Introduction to Medical Assisting	3 units
MEDA 110	Medical Terminology	3 units
MEDA 150	Medical Office Procedures	3 units
MEDA 160	Medical Insurance Procedures	3 units
MEDA 164	CPT (Current Procedural Terminology) Beginning Coding	1 unit
MEDA 165	CPT (Current Procedural Terminology) Intermediate Coding	1 unit

MEDA 166	CPT (Current Procedural Terminology) Advanced Coding	1 unit
MEDA 167	ICD (International Classification of Diseases)-10-CM (Clinical Modification) Beginning Coding	1 unit
MEDA 168	ICD (International Classification of Diseases)-10-CM (Clinical Modification) Intermediate Coding	1 unit
MEDA 169	ICD (International Classification of Diseases)-10-CM (Clinical Modification) Advanced Coding	1 unit

Total Required Units: 21

Gainful Employment Disclosure Information:

For more information about our graduation rates, the median debt of students who completed the program, and other important information, please visit our website at:

<http://www.canadacollege.edu/degrees/geprograms/medicalbilling.html>

CA 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.

Career Opportunities

Medical coders work in in-patient and out-patient hospital facilities, large clinics, and insurance companies.

Program Learning Outcomes

Students completing this program will be able to:

1. Apply their education and training to begin employment in health care.
2. Use updated job skills to maintain or advance in current employment.

Major: Core and Selective Requirements

Complete Core Courses, 18 units		Units
BIOL 130	Human Biology	3 units
MEDA 100	Introduction to Medical Assisting	3 units
MEDA 110	Medical Terminology	3 units
MEDA 160	Medical Insurance Procedures	3 units
MEDA 164	CPT (Current Procedural Terminology) Beginning Coding	1 unit



MEDA 165	CPT (Current Procedural Terminology) Intermediate Coding	1 unit
MEDA 166	CPT (Current Procedural Terminology) Advanced Coding	1 unit
MEDA 167	ICD (International Classification of Diseases)-10-CM (Clinical Modification) Beginning Coding	1 unit
MEDA 168	ICD (International Classification of Diseases)-10-CM (Clinical Modification) Intermediate Coding	1 unit
MEDA 169	ICD (International Classification of Diseases)-10-CM (Clinical Modification) Advanced Coding	1 unit

Total Required Units: 18

Gainful Employment Disclosure Information:

For more information about our graduation rates, the median debt of students who completed the program, and other important information, please visit our website at:

<http://www.canadacollege.edu/degrees/geprograms/medicalcoding.html>

MUSIC

AA Associate in Arts Degree Program

Music..... 60 units

AA Music

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. Courses focus on 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, which require ensemble performance experience and other courses available in the district.

Career Opportunities

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:

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

AA Degree Requirements

Major: Core and Selective Requirements

Complete Core Courses - Music

Fundamentals and Composition, 6 units **Units**

MUS. 100	Fundamentals of Music	3 units
MUS. 120	Songwriting Workshop I	3 units

Selective Courses, choose a minimum of 15 units from the following:

List A (Music Traditions other than American Popular Music), choose 3 units from the following: **Units**

ART 115	Art, Music and Ideas	3 units
OR		
MUS. 115	Art, Music and Ideas	3 units
MUS. 240	Music of the Americas	3 units
MUS. 250	World Music	3 units
MUS. 271	Opera and Musical Theater History	3 units

List B, choose 9 units from the following: **Units**

Select any course in List A not already used		3 units
MUS. 202	Music Appreciation	3 units
MUS. 210	Histories of Popular Music and Rock	3 units
MUS. 230	Beethoven	3 units
MUS. 260	Music in Film, Television and Multimedia	3 units
MUS. 290	Introduction to Music and Computers	3 units
MUS. 275	History of Jazz	3 units



List C (introductory applied music), choose a minimum of 3 units from the following:

	Units
MUS. 301 Piano I	2 units
MUS. 302 Piano II	2 units
MUS. 303 Piano III	2 units
MUS. 304 Piano IV	2 units
MUS. 371 Guitar I	2 units
MUS. 372 Guitar II	2 units
MUS. 373 Guitar III	2 units
MUS. 374 Guitar IV	2 units
MUS. 401 Voice I	2 units
MUS. 470.1 Choir I	1 unit

Total Required Major Units: 21

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

NURSING**Preparation/Specialization Information**

Nursing..... N/A

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), ENGL 100, COMM 110 (or other oral communication class), and PHIL 103 (or other critical thinking class). Courses not required for application but required for licensure and preparation for upper division course work include the following: PSYC 100 or 200 and ENGL 110 or 165. 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 or MATH 190, 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 STUDIES**AS Associate in Science Degree Program**

Paralegal..... 60 units

CA Certificate of Achievement

Paralegal..... 27 units

AS Paralegal

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 grade.

Program Learning Outcomes

Students completing this program will be able to:

1. Use effectively both book and electronic legal research tools, and to identify and use primary and secondary law sources.



2. Use California superior court judicial council forms, and at least one software program containing such forms.
3. Understand, follow and apply ethical rules for attorneys and paralegals and to identify potential ethical issues in the legal environment.

AS Degree Requirements

Major: Core and Selective Requirements

Complete Core Courses, 15 units		Units
CBOT 472	Beginning Word Processing	1.5 units
CBOT 474	Intermediate Word Processing	1.5 units
LEGL 249	Introduction to the Legal System	3 units
LEGL 250	Legal Research and Writing	3 units
LEGL 252	Civil Litigation and Trial Preparation	3 units
LEGL 262	Paralegalism and Study of Legal Ethics	3 units

Selective courses, choose a minimum of 12 units from the following:		Units
BUS. 201	Business Law	3 units
CBOT 432	Introduction to Computer Applications	3 units
CBOT 435	Spreadsheets	3 units
LEGL 251	Torts	3 units
LEGL 254	Family Law	3 units
LEGL 260	Advance Legal Research and Writing	3 units
LEGL 264	Contracts	3 units
LEGL 272	Immigration Law	3 units
LEGL 276	Electronic Litigation	2 units
LEGL 672	Cooperative Education: Internship	1 - 8 units

Total Required Major Units: 27

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

CA Paralegal

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 grade.

Program Learning Outcomes

Students completing this program will be able to:

1. Use effectively both book and electronic legal research tools, and to identify and use primary and secondary law sources.
2. Use California superior court judicial council forms, and at least one software program containing such forms.
3. Understand, follow and apply ethical rules for attorneys and paralegals and to identify potential ethical issues in the legal environment.

Major: Core and Selective Requirements

Complete Core Courses, 15 units		Units
CBOT 472	Beginning Word Processing	1.5 units
CBOT 474	Intermediate Word Processing	1.5 units
LEGL 249	Introduction to the Legal System	3 units
LEGL 250	Legal Research and Writing	3 units
LEGL 252	Civil Litigation and Trial Preparation	3 units
LEGL 262	Paralegalism and Study of Legal Ethics	3 units

Selective courses, choose a minimum of 12 units from the following:		Units
BUS. 201	Business Law	3 units
CBOT 432	Introduction to Computer Applications	3 units
CBOT 435	Spreadsheets	3 units
LEGL 251	Torts	3 units
LEGL 254	Family Law	3 units
LEGL 260	Advance Legal Research and Writing	3 units
LEGL 264	Contracts	3 units
LEGL 272	Immigration Law	3 units
LEGL 276	Electronic Litigation	2 units
LEGL 672	Cooperative Education: Internship	1 - 8 units



Total Required Units: 27**Gainful Employment Disclosure Information:**

For more information about our graduation rates, the median debt of students who completed the program, and other important information, please visit our website at:

<http://www.canadacollege.edu/degrees/geprograms/Paralegal.html>

PHILOSOPHY**AA Associate in Arts Degree Program**

Philosophy..... 60 units

AA-T Associate in Arts Degree for Transfer

Philosophy..... 60 units

AA Philosophy

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

Career Opportunities

Philosophy cultivates general purpose "transferable" work skills. Its emphasis on reasoning and argumentation fosters critical thinking and communication skills applicable to a wide range of professional contexts. Professions that are of particular relevance to philosophy include law, business, government, social work, and health management. Philosophy is also valuable preparation for law school as well as post-graduate studies in the humanities, social sciences, and/or natural sciences.

Program Learning Outcomes

Students completing this program will be able to:

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

AA Degree Requirements**Major: Core and Selective Requirements**

Complete Core Courses, 6 units	Units
PHIL 100 Introduction to Philosophy	3 units

OR

PHIL 240	Introduction to Ethics	3 units
PHIL 200	Introduction to Logic	3 units

Selective Courses, choose a minimum of 12 units from the following:

List A, choose 3 units from the following:	Units
Any Core course not already used	3 units
PHIL 160 History of Philosophy: Ancient and Medieval	3 units
PHIL 175 Modern Philosophy	3 units
PHIL 190 Contemporary Philosophy	3 units

List B, choose 6 units from the following:	Units
Any List A course not already used	3 units
HIST 100 History of Western Civilization I	3 units
HIST 101 History of Western Civilization II	3 units
PHIL 312 Introduction to Philosophy of Religion	3 units

List C, chose 3 units from the following:	Units
Select any List A course not already used	3 units
Select any List B course not already used	3 units
PHIL 103 Critical Thinking	3 units
PHIL 300 Introduction to World Religions	3 units

Total Required Major Units: 18

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

AA-T Philosophy

Philosophy is a disciplined reflection on the human condition. It can be an analysis and criticism of ideas and statements, or an attempt to synthesize all experience and knowledge, or an exploration of the meaning of life and how best to live it. Critical thinking is developed while examining peoples' responses to fundamental questions. This degree prepares students for transfer to the CSU system for further study in philosophy.



Career Opportunities

Philosophy cultivates general purpose “transferable” work skills. Its emphasis on reasoning and argumentation fosters critical thinking and communication skills applicable to a wide range of professional contexts. Professions that are of particular relevance to philosophy include law, business, government, social work, and health management. Philosophy is also valuable preparation for law school as well as post-graduate studies in the humanities, social sciences, and/or natural sciences.

Program Learning Outcomes

Students completing this program will be able to:

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

AA-T Degree Requirements

Major: Core and Selective Requirements

Complete Core Courses, 6 units

	Units
PHIL 100 Introduction to Philosophy	3 units
OR	
PHIL 240 Introduction to Ethics	3 units
PHIL 200 Introduction to Logic	3 units

Selective Courses, choose a minimum of 12 units from the following:

List A, choose 3 units from the following:

	Units
Any Core course not already used	3 units
PHIL 160 History of Philosophy: Ancient and Medieval	3 units
PHIL 175 Modern Philosophy	3 units
PHIL 190 Contemporary Philosophy	3 units

List B, choose 6 units from the following:

	Units
Any List A course not already used	3 units
HIST 100 History of Western Civilization I	3 units
HIST 101 History of Western Civilization II	3 units

List C, choose 3 units from the following:

	Units
Any List A course not already used	3 units
Any List B course not already used	3 units

Total Required Major Units: 18

General Education - certified completion of one of the following:

- California State University General Education-Breadth pattern (CSU GE Breadth),
- **OR**
- Intersegmental General Education Transfer Curriculum (IGETC/CSU) pattern

Elective courses: If applicable, additional courses to meet the minimum 60 CSU transferable units requirement.

Please refer to Associate Degree for Transfer (ADT) Requirements for more information.

PHYSICS

AS Associate in Science Degree Program

Physics.....60 units

AS-T Associate in Science Degree for Transfer

Physics.....60 units

AS 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:

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

AS Degree Requirements



Major: Core and Selective Requirements

Complete Core Courses, 43 units		Units
CHEM 210	General Chemistry I	5 units
CHEM 220	General Chemistry II	5 units
CIS 250	Introduction to Object Oriented Programming: C++	3 units
MATH 251	Analytical Geometry and Calculus I	5 units
MATH 252	Analytical Geometry and Calculus II	5 units
MATH 253	Analytic Geometry and Calculus III	5 units
MATH 275	Ordinary Differential Equations	3 units
PHYS 250	Physics with Calculus I	4 units
PHYS 260	Physics with Calculus II	4 units
PHYS 270	Physics with Calculus III	4 units

Total Required Major Units: 43

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

AS-T Physics

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.

Career Opportunities

A bachelor's degree in physics is an excellent starting point for many science careers.

Program Learning Outcomes

Students completing this program will be able to:

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

AS-T Degree Requirements**Major: Core and Selective Requirements**

Complete Core Courses, 27 units		Units
MATH 251	Analytical Geometry and Calculus I	5 units
MATH 252	Analytical Geometry and Calculus II	5 units
MATH 253	Analytic Geometry and Calculus III	5 units
PHYS 250	Physics with Calculus I	4 units
PHYS 260	Physics with Calculus II	4 units
PHYS 270	Physics with Calculus III	4 units

Total Required Major Units: 27

General Education - certified completion of one of the following:

- California State University General Education-Breadth pattern (CSU GE Breadth),
- **OR**
- Intersegmental General Education Transfer Curriculum (IGETC/CSU) pattern

Elective courses: If applicable, additional courses to meet the minimum 60 CSU transferable units requirement.

Please refer to Associate Degree for Transfer (ADT) Requirements for more information.

POLITICAL SCIENCE**AA Associate in Arts Degree Program**

Political Science.....60 units

AA-T Associate in Arts Degree for Transfer

Political Science.....60 units

AA Political Science

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.



Career Opportunities

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; pre-Collegiate 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:

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

AA Degree Requirements

Major: Core and Selective Requirements

Complete Core Courses, 3 units	Units
PLSC 210 American Politics	3 units

Selective Courses, choose a minimum of 15 units from the following:

List A, complete a minimum of 9 units from the following courses:

	Units
MATH 200 Elementary Probability and Statistics	4 units
PLSC 130 Introduction to International Relations	3 units
PLSC 150 Introduction to Political Theory	3 units
PLSC 170 Introduction to Comparative Politics	3 units

List B, complete a minimum of 6 units from the following courses:

	Units
Any course from List A that has not already been used	3 - 4 units
COMM 110 Public Speaking	3 units
ECON 100 Principles of Macro Economics	3 units
GEOG 110 Cultural Geography	3 units
HIST 201 U.S. History through 1877	3 units
PLSC 103 Critical Thinking About World Politics	3 units

PLSC 310	California State and Local Government	3 units
PLSC 320	Latin American Politics	3 units
PLSC 325	Honors Colloquium in Political Science: Politics and Religion	1 unit
SOCI 141	Ethnicity and Race in Society	3 units

Total Required Major Units: 18

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

AA-T Political Science

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.

Career Opportunities

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; pre-Collegiate 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:

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

AA-T Degree Requirements

Major: Core and Selective Requirements

Complete Core Courses, 3 units	Units
PLSC 210 American Politics	3 units



Selective Courses, choose a minimum of 15-17 units from the following:

List A, select 3 Courses (9-10 units)		Units
MATH 200	Elementary Probability and Statistics	4 units
PLSC 130	Introduction to International Relations	3 units
PLSC 150	Introduction to Political Theory	3 units
PLSC 170	Introduction to Comparative Politics	3 units

List B, select at least 2 courses (minimum 6-7 units)		Units
Any course from list A not already used		3 - 4 units
COMM 150	Intercultural Communication	3 units
OR		
COMM 180	Introduction to Communication Studies	3 units
ECON 100	Principles of Macro Economics	3 units
GEOG 110	Cultural Geography	3 units
HIST 201	U.S. History through 1877	3 units
PLSC 103	Critical Thinking About World Politics	3 units
PLSC 310	California State and Local Government	3 units
PLSC 320	Latin American Politics	3 units
PLSC 325	Honors Colloquium in Political Science: Politics and Religion	1 unit
SOCI 141	Ethnicity and Race in Society	3 units

Total Required Major Units: 18 - 20

General Education - certified completion of one of the following:

- California State University General Education-Breadth pattern (CSU GE Breadth),
- **OR**
- Intersegmental General Education Transfer Curriculum (IGETC/CSU) pattern

Elective courses: If applicable, additional courses to meet the minimum 60 CSU transferable units requirement.

Please refer to Associate Degree for Transfer (ADT) Requirements for more information.

PSYCHOLOGY

AA Associate in Arts Degree Program

Psychology..... 60 units

AA-T Associate in Arts Degree for Transfer

Psychology..... 60 units

AA Psychology

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.

Career Opportunities

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:

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

AA Degree Requirements



Major: Core and Selective Requirements**Complete Core Courses, 10 units** **Units**

MATH 200	Elementary Probability and Statistics	4 units
PSYC 100	General Psychology	3 units
PSYC 205	Social Science Research Methods	3 units
OR		
SOCI 205	Social Science Research Methods	3 units

Selective courses: choose a minimum of 9 units from the following:**List A, complete a minimum of 3 units from the following:** **Units**

BIOL 110	Principles Of Biology	4 units
BIOL 130	Human Biology	3 units

List B, complete a minimum of 3 units from the following: **Units**

Any List A course not already used		3 - 4 units
PSYC 200	Developmental Psychology	3 units
PSYC 300	Social Psychology	3 units
PSYC 410	Abnormal Psychology	3 units

List C, complete a minimum of 3 units from the following: **Units**

Any course from List A or B not already used		3 - 4 units
PSYC 106	Psychology of Prejudice and Discrimination	3 units
PSYC 340	Introduction to Human Sexuality	3 units
SOCI 100	Introduction to Sociology	3 units

Total Required Major Units: 19

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

AA-T Psychology

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.

Career Opportunities

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:

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

AA-T Degree Requirements**Major: Core and Selective Requirements****Complete Core Courses, 10 units** **Units**

MATH 200	Elementary Probability and Statistics	4 units
PSYC 100	General Psychology	3 units
PSYC 205	Social Science Research Methods	3 units
OR		
SOCI 205	Social Science Research Methods	3 units

Selective Courses, choose a minimum of 9 units from the following:**List A, complete a minimum of 3 units from the following:** **Units**

BIOL 110	Principles Of Biology	4 units
BIOL 130	Human Biology	3 units



List B, complete a minimum of 3 units from the following:

	Units
Any List A course not already used	3 - 4 units
PSYC 200 Developmental Psychology	3 units
PSYC 300 Social Psychology	3 units
PSYC 410 Abnormal Psychology	3 units

List C, complete a minimum of 3 units from the following:

	Units
PSYC 106 Psychology of Prejudice and Discrimination	3 units
PSYC 340 Introduction to Human Sexuality	3 units
SOCI 100 Introduction to Sociology	3 units

Total Required Major Units: 19

General Education - certified completion of one of the following:

- California State University General Education-Breadth pattern (CSU GE Breadth),
- **OR**
- Intersegmental General Education Transfer Curriculum (IGETC/CSU) pattern

Elective courses: If applicable, additional courses to meet the minimum 60 CSU transferable units requirement.

Please refer to Associate Degree for Transfer (ADT) Requirements for more information.

RADIOLOGIC TECHNOLOGY

AS Associate in Science Degree Program

Radiologic Technology.....90 units

AS Radiologic 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:

1. Select and manipulate appropriate technical factors for examinations, both routine and non-routine.
2. Apply correct positioning skills.
3. Pass the ARRT national certification on the first attempt.
4. Use effective written and oral communication skills with clinical staff and patients.

AS Degree Requirements**Major: Core and Selective Requirements**

Complete Core Courses, 70.5 units*		Units
PHYS 405	Applied Radiographic Physics	3 units
RADT 400	Orientation to Radiologic Technology	2 units
RADT 408	Perspectives in Radiology	1.5 units
RADT 410	Radiographic Positioning	4 units
RADT 415	Radiation Protection and Biology	3 units
RADT 418	Clinical Education I RADT 418, 428, 438, 448, 458, 468 Clinical Education I-VI (total approx. 1900 hours)	4.5 units
RADT 420	Radiographic Positioning II	4 units
RADT 428	Clinical Education II	6.5 units
RADT 430	Principles of Radiographic Film Production	3.5 units
RADT 435	Imaging Equipment and Quality Control	1.5 units
RADT 438	Clinical Education III	4.5 units
RADT 440	Advanced Imaging Modalities & Specialized Procedures	4 units
RADT 441	Sectional Anatomy	1.5 units
RADT 442	Radiographic Pathology	1.5 units
RADT 448	Clinical Education IV	9.5 units
RADT 450	Registry Review	1.5 units
RADT 458	Clinical Education V	9 units
RADT 468	Clinical Education VI	4.5 units



RADT 474	Venipuncture for Contrast Media Administration	1 unit
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RADT 418, 428, 438, 448, 458, 468 Clinical Education I-VI (total approx. 1912 hours)

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

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

Total Required Major Units: 70.5

***and required General Education coursework and electives as needed to meet the Associate degree requirements.**

It is recommended that the majority of the General Education requirements for the AS degree be completed prior to entry to the program.

SOCIAL SCIENCES

AA Associate in Arts Degree Program

International Studies..... 60 units

AA 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:

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

AA Degree Requirements

Major: Core and Selective Requirements

Complete Core Courses, 12 units		Units
ANTH 110	Cultural Anthropology	3 units
CBOT 432	Introduction to Computer Applications	3 units
ECON 100	Principles of Macro Economics	3 units

PLSC 130	Introduction to International Relations	3 units
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Selective Courses, choose a minimum of 11 units from the following:

	Units
HIST 101 History of Western Civilization II	3 units
OR	
HIST 202 U.S. History from 1877 to the Present	3 units
OR	
HIST 422 Modern Latin America	3 units
OR	
HIST 451 Far Eastern Civilization and Heritage I	3 units
PSYC 106 Psychology of Prejudice and Discrimination	3 units
OR	
SOCI 141 Ethnicity and Race in Society	3 units
Languages: Two semesters of one language	5 units

Total Required Major Units: 23

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

SOCIOLOGY

AA Associate in Arts Degree Program

Sociology..... 60 units

AA-T Associate in Arts Degree for Transfer

Sociology..... 60 units

AA Sociology

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



Career Opportunities

Sociology provides 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:

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

AA Degree Requirements

Major: Core and Selective Requirements

Complete Core Courses, 10 units		Units
MATH 200	Elementary Probability and Statistics	4 units
PSYC 205	Social Science Research Methods	3 units
OR		
SOCI 205	Social Science Research Methods	3 units
SOCI 100	Introduction to Sociology	3 units

Selective Courses, choose a minimum of 9 units from the following:

List A, complete 6 units from the following: Units

PSYC 300	Social Psychology	3 units
SOCI 105	Social Problems	3 units
SOCI 141	Ethnicity and Race in Society	3 units

List B, complete 3 units from the following: Units

ANTH 110	Cultural Anthropology	3 units
GEOG 110	Cultural Geography	3 units
HIST 201	U.S. History through 1877	3 units
HIST 202	U.S. History from 1877 to the Present	3 units
PLSC 170	Introduction to Comparative Politics	3 units
PLSC 210	American Politics	3 units
PSYC 100	General Psychology	3 units

Total Required Major Units: 19

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

AA-T Sociology

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

Career Opportunities

Sociology provides 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:

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

AA-T Degree Requirements

Major: Core and Selective Requirements

Complete Core Courses, 10 units		Units
MATH 200	Elementary Probability and Statistics	4 units
PSYC 205	Social Science Research Methods	3 units
OR		
SOCI 205	Social Science Research Methods	3 units
SOCI 100	Introduction to Sociology	3 units

Selective Courses, choose a minimum of 9 units from the following:

List A, complete 6 units from the following: Units

PSYC 300	Social Psychology	3 units
SOCI 105	Social Problems	3 units
SOCI 141	Ethnicity and Race in Society	3 units

List B, complete 3 units from the following: Units

ANTH 110	Cultural Anthropology	3 units
GEOG 110	Cultural Geography	3 units
HIST 201	U.S. History through 1877	3 units
HIST 202	U.S. History from 1877 to the Present	3 units



PLSC 170	Introduction to Comparative Politics	3 units
PLSC 210	American Politics	3 units
PSYC 100	General Psychology	3 units

Total Required Major Units: 19

General Education - certified completion of one of the following:

- California State University General Education-Breadth pattern (CSU GE Breadth),
- **OR**
- Intersegmental General Education Transfer Curriculum (IGETC/CSU) pattern

Elective courses: If applicable, additional courses to meet the minimum 60 CSU transferable units requirement.

Please refer to Associate Degree for Transfer (ADT) Requirements for more information.

SPANISH**AA Associate in Arts Degree Program**

Spanish.....60 units

AA-T Associate in Arts Degree for Transfer

Spanish.....60 units

CA Certificate of Achievement

Bilingualism and Biliteracy in English/Spanish..... 12 units

AA Spanish

The Spanish department offers 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 many occupations and may be a requirement for certain positions.

Career Opportunities

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, education and tourism. Given the demographics in California, knowledge of Spanish is a plus, and may be a requirement, in occupations that involve communication with Spanish-speakers.

Program Learning Outcomes

Students completing this program will be able to:

1. 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.
2. Produce and understand oral and written communication at an Advanced High level, as defined by the ACTFL.
3. Recognize their own errors and self-correct in order to improve accuracy in Spanish grammar and spelling.
4. Compare and contrast cultural aspects of Spanish-speaking countries, including art, music, history, socio-economic and political realities.

AA Degree Requirements**Major: Core and Selective Requirements****Complete Core Courses, 8 to 9 units****** For native speakers of Spanish: complete Core Courses, 8 units****Units**

SPAN 150	Spanish for Heritage Speakers I	4 units
SPAN 152	Spanish for Heritage Speakers II	4 units

*** For non-native speakers of Spanish: complete Core Courses, 9 units****Units**

SPAN 131	Intermediate Spanish I	3 units
SPAN 132	Intermediate Spanish II	3 units
SPAN 140	Advanced Intermediate Spanish	3 units

Selective Courses, choose a minimum of 12 units from the following:**Units**

DRAM 160	Latin American Theatre	3 units
ENGL 200	Introduction to Linguistics: A Survey of Language	3 units
OR		
LING 200	Introduction to Linguistics: A Survey of Language	3 units



HIST 246	History of Latinos in the U.S.	3 units
	OR	
HIST 422	Modern Latin America	3 units
LIT. 371	Mexican-American Literature	3 units
	OR	
LIT. 372	Myth and Folklore of La Raza	3 units
	OR	
LIT. 373	Latin American Literature in Translation	3 units
MUS. 240	Music of the Americas	3 units
PLSC 320	Latin American Politics	3 units
SPAN 110	Elementary Spanish	5 units
	OR	
SPAN 111	Elementary Spanish I	3 units
	AND	
SPAN 112	Elementary Spanish II	3 units
SPAN 120	Advanced Elementary Spanish	5 units
	OR	
SPAN 121	Advanced Elementary Spanish I	3 units
	AND	
SPAN 122	Advanced Elementary Spanish II	3 units
SPAN 145	Spanish Conversation through Film	3 units
SPAN 150	Spanish for Heritage Speakers I	4 units
SPAN 152	Spanish for Heritage Speakers II	4 units
SPAN 161	Latino Literature I	3 units
SPAN 162	Latino Literature II	3 units
	Any language other than ENGL or SPAN	3 - 10 units

Total Required Major Units: 20 - 21

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

AA-T Spanish

The Spanish department offers 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 many occupations and may be a requirement for certain positions.

Career Opportunities

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, education and tourism. Given the demographics in California, knowledge of Spanish is a plus, and may be a requirement, in occupations that involve communication with Spanish-speakers.

Program Learning Outcomes

Students completing this program will be able to:

1. 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.
2. Produce and understand oral and written communication at an Advanced High level, as defined by the ACTFL.
3. Recognize their own errors and self-correct in order to improve accuracy in Spanish grammar and spelling.
4. Compare and contrast cultural aspects of Spanish-speaking countries, including art, music, history, socio-economic and political realities.

AA-T Degree Requirements

Major: Core and Selective Requirements

Complete Core Courses, 18-21 units.

If a student places out of any core course(s), the student will need to compensate for the course(s)/ units required to reach at least 18 units in the major by taking courses chosen from the selectives list or the substitution list.

1. First Year College Level Spanish, 10-12 units:

		Units
SPAN 110	Elementary Spanish	5 units
	OR	
SPAN 111	Elementary Spanish I	3 units
	AND	
SPAN 112	Elementary Spanish II	3 units
SPAN 120	Advanced Elementary Spanish	5 units
	OR	



SPAN 121	Advanced Elementary Spanish I	3 units
AND		
SPAN 122	Advanced Elementary Spanish II	3 units

2. Second Year College Level Spanish: Choose A or B, 8-9 units:

A. For students of Spanish as a Foreign Language (9 units)

Units

SPAN 131	Intermediate Spanish I Students of Spanish as a Foreign Language:	3 units
SPAN 132	Intermediate Spanish II	3 units
SPAN 140	Advanced Intermediate Spanish	3 units

B. For Spanish-speaking students (8 units)

Units

SPAN 150	Spanish for Heritage Speakers I	4 units
SPAN 152	Spanish for Heritage Speakers II	4 units

Selective Courses, choose a minimum of 3 units from the following:

Units

HIST 246	History of Latinos in the U.S.	3 units
HIST 422	Modern Latin America	3 units
SPAN 161	Latino Literature I	3 units
SPAN 162	Latino Literature II	3 units

Course Substitutions: Choose from these courses, if needed, to reach 18 units in the major.

Units

Any course from the Selective Courses list not already used		3 units
DRAM 160	Latin American Theatre	3 units
ENGL 200	Introduction to Linguistics: A Survey of Language	3 units
OR		
LING 200	Introduction to Linguistics: A Survey of Language	3 units
LIT. 371	Mexican-American Literature	3 units
LIT. 372	Myth and Folklore of La Raza	3 units
LIT. 373	Latin American Literature in Translation	3 units
MUS. 240	Music of the Americas	3 units
PLSC 320	Latin American Politics	3 units

Total Required Major Units: 21 - 24

General Education - certified completion of one of the following:

- California State University General Education-Breadth pattern (CSU GE Breadth),
- **OR**
- Intersegmental General Education Transfer Curriculum (IGETC/CSU) pattern

Elective courses: If applicable, additional courses to meet the minimum 60 CSU transferable units requirement.

Please refer to Associate Degree for Transfer (ADT) Requirements for more information.

CA 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.

Career Opportunities

A Certificate of Bilingualism and Biliteracy in English/Spanish increases the range of career opportunities in the United States and abroad for the certificate holder. The ever-increasing global economy requires or gives preference to job candidates who not only are bilingual, but also display college-level literacy skills in two or more languages.

Program Learning Outcomes

Students completing this program will be able to:

1. 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.
2. Produce and understand oral and written communication at an Advanced High level, as defined by the ACTFL.
3. Recognize their own errors and self-correct in order to improve accuracy in Spanish grammar and spelling.
4. Compare and contrast cultural aspects of Spanish-speaking countries, including art, music, history, socio-economic and political realities.



Major: Core and Selective Requirements

Complete Core Courses, 12 units		Units
ENGL 100	Reading and Composition	3 units
ENGL 200	Introduction to Linguistics: A Survey of Language	3 units
OR		
LING 200	Introduction to Linguistics: A Survey of Language	3 units
SPAN 161	Latino Literature I	3 units
SPAN 162	Latino Literature II	3 units

Total Required Units: 12**THEATRE ARTS****AA Associate in Arts Degree Program**

Theatre Arts.....60 units

AA-T Associate in Arts Degree for Transfer

Theatre Arts.....60 units

AA Theatre Arts

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.

Career Opportunities

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:

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

AA-T Degree Requirements**Major: Core and Selective Requirements**

Complete Core Courses, 9 units		Units
DRAM 140	Introduction to the Theatre	3 units
DRAM 200	Acting I	3 units
DRAM 305	Technical Production I	3 units

Selective Courses, choose a minimum of 12 units from the following:

Group A, complete 3 units from the following:		Units
DRAM 233	Introduction to New Play Development	3 units
DRAM 300.1	Rehearsal and Performance I	3 units

Group B, complete 9 units from the following:		Units
DRAM 150	Script Analysis	3 units
DRAM 151	Introduction to Shakespeare I	3 units
DRAM 160	Latin American Theatre	3 units
DRAM 201.3	Acting Lab III	1 unit
DRAM 201.4	Acting Lab IV	1 unit
DRAM 221	Stage Movement	3 units



Total Required Major Units: 21

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

AA-T Theatre Arts

The discipline of theatre arts includes theoretical and practical courses in all aspects of theatre, providing preparation in acting, directing, and technical theatre through productions. The degree program allows for a course of study that expands and increases creativity. It is a meaningful journey of personal discovery and self expansion. It connects the study of script analysis to creating complex characters or theatrical designs. In addition, a solid foundation of fundamental skills learned through a variety of performance as well as technical theatre courses will help the student build confidence and emphasize the importance of responsibility, dedication, collaboration commitment.

Career Opportunities

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:

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

AA-T Degree Requirements

Major: Core and Selective Requirements

Complete Core Courses, 18 units		Units
DRAM 140	Introduction to the Theatre	3 units
DRAM 150	Script Analysis	3 units

DRAM 200	Acting I	3 units
DRAM 201	Acting II	3 units
DRAM 300.1	Rehearsal and Performance I	3 units
DRAM 305	Technical Production I	3 units

Total Required Major Units: 18

General Education - certified completion of one of the following:

- California State University General Education-Breadth pattern (CSU GE Breadth),
- **OR**
- Intersegmental General Education Transfer Curriculum (IGETC/CSU) pattern

Elective courses: If applicable, additional courses to meet the minimum 60 CSU transferable units requirement.

Please refer to Associate Degree for Transfer (ADT) Requirements for more information.

UNIVERSITY TRANSFER

CA Certificate of Achievement

- Option 1: CSU General Education (CSU GE).....39 units
- Option 2: Intersegmental General Education Transfer Curriculum (IGETC) - CSU.....37 units
- Option 3: Intersegmental General Education Transfer Curriculum (IGETC) - UC.....34 units

CA Option 1: CSU General Education (CSU GE)

The Certificate of Achievement in California State University General Education (CSU GE), will be awarded upon completion of the CSU GE requirements as outlined below. Students must complete a minimum of 39 units, which are distributed among five areas. CSU GE 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.

Program Learning Outcomes

Students completing this program will be able to:

1. Select, evaluate, and use information to solve problems, investigate a point of view, support a conclusion, or engage in creative expression.
2. 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. Understand and interpret various points of view that emerge from a diverse world of peoples and/or cultures.
4. 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.

Major: Core and Selective Requirements

Please refer to the Certificate of Achievement General Requirements section of the catalog for additional certificate major requirements that MUST be met.

Selective Courses, complete a minimum of 39 units of coursework to meet the California State University General Education requirements as listed below:

Complete 9 units from GE Area A: English Language Communication and Critical Thinking

One course required from each subsection.	Units
A1: Oral Communication	3 units
A2: Written Communication	3 units
A3: Critical Thinking	3 units

Complete a minimum of 9 units from GE Area B: Scientific Inquiry and Quantitative Reasoning*

Select one course from Physical Science, Life Science, and Math Concepts.	Units
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

*the course selected to meet either B1 or B2 must be a lab course or have a lab component to meet the B3 requirement

Complete 9 units from GE Area C: Arts and Humanities as shown below**

Chose at least one course from the Arts and at least one course from the Humanities**

	Units
C1: Arts**	3 units
C2: Humanities**	3 units
C1 or C2:**	3 units

**Courses must be from at least two disciplines.

Complete 9 units from GE Area D: Social Sciences

Courses selected must be from at least two disciplines:

	Units
Area D (courses selected must be from at least two disciplines)	9 units

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.

Complete 3 units from GE Area E: Lifelong Learning & Self Development***

See note below:

	Units
Areas E1/E2***	3 units
***Note: maximum of 2 units from E2.	

Total Required Units: 39

CA Option 2: Intersegmental General Education Transfer Curriculum (IGETC) - CSU

The Certificate of Achievement in Intersegmental General Education Transfer Curriculum (IGETC) "CSU, will be awarded upon completion of the IGETC requirements as outlined below. Students must complete a minimum of 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.



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. An official petition must be filed with the Admission and Records Office prior to the graduation deadlines as stated in the Academic Calendar.

Program Learning Outcomes

Students completing this program will be able to:

1. Select, evaluate, and use information to solve problems, investigate a point of view, support a conclusion, or engage in creative expression.
2. 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. Understand and interpret various points of view that emerge from a diverse world of peoples and/or cultures.
4. 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.

Major: Core and Selective Requirements

Please refer to the Certificate of Achievement General Requirements section of the catalog for additional certificate major requirements that MUST be met.

Selective Courses, complete a minimum of 37 units of coursework to meet the IGETC/CSU requirements as listed below.

Complete 9 units in Area 1: English Communication Units

Area 1A: English Composition	3 units
Area 1B: Critical Thinking - English Composition	3 units
Area 1C: Oral Communication	3 units

Complete a minimum of 3 units in Area 2: Mathematical Concepts and Quantitative Reasoning Units

Area 2	3 units
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Complete 9 units in Area 3: Arts and Humanities* Units

Area 3A: Arts	3 units
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Area 3B: Humanities	3 units
Area 3A or 3B	3 units

*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.

Complete 9 units in Area 4: Social and Behavioral Sciences** Units

Area 4**	9 units
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**Three courses selected from at least 2 disciplines or an interdisciplinary sequence

Complete a minimum of 7 units in Area 5: Physical and Biological Sciences*** Units

Area 5A: Physical Science	3 - 4 units
Area 5B: Biological Science	3 - 4 units

***At least one course must include a laboratory component

Total Required Units: 37

CA Option 3: Intersegmental General Education Transfer Curriculum (IGETC) - UC

The Certificate of Achievement in Intersegmental General Education Transfer Curriculum (IGETC) " UC, will be awarded upon completion of the IGETC requirements as outlined below. Students must complete a minimum of 34 (UC) 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 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 UC. An official petition must be filed with the Admission and Records Office prior to the graduation deadlines as stated in the Academic Calendar.

Program Learning Outcomes

Students completing this program will be able to:

1. 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.

Major: Core and Selective Requirements

Please refer to the **Certificate of Achievement General Requirements** section of the catalog for additional certificate major requirements that **MUST** be met.

Selective Courses, complete a minimum of 34 units of coursework to meet the IGETC/UC requirements as listed below.

Complete 6 units in Area 1: English Communication

Units

Area 1A: English Composition	3 units
Area 1B: Critical Thinking - English Composition	3 units

Complete a minimum of 3 units in Area 2: Mathematical Concepts and Quantitative Reasoning.

Units

Area 2	3 units
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Complete 9 units in Area 3: Arts and Humanities*

Units

Area 3A: Arts	3 units
Area 3B: Humanities	3 units
Area 3A or 3 B	3 units

*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

Complete 9 units in Area 4: Social and Behavioral Sciences**

Units

Area 4**	9 units
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**Three courses selected from at least 2 disciplines or an interdisciplinary sequence

Complete 7 units in Area 5: Physical and Biological Sciences***

Units

Area 5A: Physical Science	3 - 4 units
Area 5B: Biological Science	3 - 4 units

***At least one course must include a laboratory component

Area 6: Language other than English

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, 131, 132, 140, 150, 152, 161, 162
- Other - Please consult with a counselor

Total Required Units: 34



Course Descriptions

Accounting

ACTG 100 ACCOUNTING PROCEDURES

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. *Grade Option (Letter Grade or Pass/No Pass). Degree Credit.*

Units: 3

Hours/semester: 48-54 Lecture; 96-108 Homework

Recommended: Eligibility for READ 836 and ENGL 836; or ENGL 847 or ESL 400. Eligibility for MATH 110 or 111.

Transfer Credit: CSU

ACTG 121 FINANCIAL ACCOUNTING

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 International Financial Reporting Standards (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. *Letter Grade Only. Degree Credit.*

Units: 4

Hours/semester: 64-72 Lecture; 128-144 Homework

Recommended: Eligibility for READ 836 and ENGL 836; or ENGL 847 or ESL 400. Eligibility for MATH 110 or 111.

Transfer Credit: CSU, UC

C-ID: ACCT 110

ACTG 131 MANAGERIAL ACCOUNTING

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. *Letter Grade Only. Degree Credit.*

Units: 4

Hours/semester: 64-72 Lecture; 128-144 Homework

Prerequisites: ACTG 121

Recommended: Eligibility for READ 836 and ENGL 836; or ENGL 847 or ESL 400.

Transfer Credit: CSU, UC

C-ID: ACCT 120

ACTG 180 PAYROLL ACCOUNTING

Payroll is one of the most important accounting functions. Learn how to calculate employee compensation (wages & tips), determine employer and employee tax deductions, prepare journal entries for general ledger posting, and file the required federal and state payroll forms. The historical events that occurred and resulted in current legislation and payroll tax laws are also covered. *Grade Option (Letter Grade or Pass/No Pass). Degree Credit.*

Units: 1.5

Hours/semester: 24-27 Lecture; 48-54 Homework

Prerequisites: ACTG 100 or ACTG 121 or equivalent

Recommended: Eligibility for READ 836 and ENGL 836; or ENGL 847 or ESL 400. Eligibility for MATH 110 or 111.

Transfer Credit: CSU

ACTG 181 TAXATION OF INDIVIDUALS USING TAX SOFTWARE

Preparation of Federal and California income tax returns for individuals using tax software and manually. Topics include income tax law, theory, and practice, and preparation of Form 1040 (Individual), Schedules A (Itemized Deductions), B (Interest and Dividends), C (Profit and Loss from a Business), D (Capital Gains and Losses), and tax credits. This course is part of the Enrolled Agent Exam Preparation Series and the CPA Exam Preparation Series [CPE Hours: CPA 60] *Grade Option (Letter Grade or Pass/No Pass). Degree Credit.*

Units: 4

Hours/semester: 64-72 Lecture; 128-144 Homework

Recommended: Eligibility for READ 836 and ENGL 836; or ENGL 847 or ESL 400. Eligibility for MATH 110 or 111.

Transfer Credit: CSU

ACTG 200 QUICKBOOKS

Introduction to the financial accounting features of QuickBooks. Setting up and maintaining a computerized system from entering business transactions through the



Trial Balance and preparation of Financial Statements. *Letter Grade Only. Degree Credit.*

Units: 3

Hours/semester: 48-54 Lecture; 96-108 Homework

Recommended: Eligibility for MATH 110 or 111. Eligibility for READ 836 and ENGL 836; or ENGL 847 or ESL 400.

Transfer Credit: CSU

ACTG 250 CERTIFIED BOOKKEEPER AIPB PREPARATION

Certified Bookkeeper Preparation class in order to take the AIPB (American Institute of Professional Bookkeepers) examination. Topics covered during the preparation course include accruals, deferrals, and adjusted trial balance, correction of accounting errors and bank reconciliations, handling payroll, calculating depreciation and recording and valuating merchandise inventory. Two of the examinations for certification must be completed at a Testing Center. In addition to participating in in-depth instructional sessions, students complete personal-study workbooks outside of class and the Certified Bookkeeper's examinations during the course. *Pass/No Pass Only. Degree Credit.*

Units: 3

Hours/semester: 48-54 Lecture; 96-108 Homework

Prerequisites: ACTG 100 or ACTG 121; and, ACTG 200

Transfer Credit: CSU

ACTG 672 COOPERATIVE EDUCATION: INTERNSHIP

Supervised internship in cooperation with private or public sector employers. Designed to apply knowledge and learn new skills, directly related to the student's program of study, outside of the normal classroom environment. Students must attend one orientation which is offered the first three weeks of each semester. Each unit requires 60 hours per unit for unpaid work or 75 hours per unit for paid work during the semester. May be repeated for credit up to 16 units. The unit limitation applies to any Cooperative Education Work Experience (any combination of 670, 671 and/or 672 courses) offered within the SMCCCD. *Grade Option (Letter Grade or Pass/No Pass). Degree Credit.*

Units: 1 or 3

Hours/semester: 60-180 Work Experience

Prerequisites: A minimum of 12 completed units in the occupational discipline.

Recommended: Eligibility for READ 836 and ENGL 836; or ENGL 847 or ESL 400.

Transfer Credit: CSU

ACTG 695 INDEPENDENT STUDY

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 instructor and approved by the division dean using the Independent Study Form. Varying modes of instruction can be used -- laboratory, research, skill development, etc. For each unit earned, students are required to devote three hours per week throughout the semester. Students may take only one Independent Study course within a given discipline *Grade Option (Letter Grade or Pass/No Pass). Degree Credit.*

Units: 0.5 or 3

Hours/semester: 24-162 Lab

Recommended: Eligibility for READ 836 and ENGL 836; or ENGL 847 or ESL 400. READ 836 and ENGL 836 or ESL 400

Transfer Credit: CSU

Anthropology

ANTH 110 CULTURAL ANTHROPOLOGY

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, sex, 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. *Grade Option (Letter Grade or Pass/No Pass). Degree Credit.*

Units: 3

Hours/semester: 48-54 Lecture; 96-108 Homework

Recommended: Eligibility for ENGL 100.

AA/AS Degree Requirements: DSI

Transfer Credit: CSU (CSU GE DSI), UC (IGETC Area 4)

C-ID: ANTH 120

ANTH 125 PHYSICAL ANTHROPOLOGY

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. *Grade Option (Letter Grade or Pass/No Pass). Degree Credit.*

Units: 3



Hours/semester: 48-54 Lecture; 96-108 Homework

Recommended: Eligibility for ENGL 100.

AA/AS Degree Requirements: Area B2

Transfer Credit: CSU (CSU GE Area B2), UC (IGETC Area 5B)

C-ID: ANTH 110

ANTH 126 PHYSICAL ANTHROPOLOGY LABORATORY

Laboratory course in which the students apply and practice the scientific methods, techniques and procedures used by physical anthropologists to understand human evolution, non-human primates and human variation. Students gain practical experience and a deeper understanding by participating in lab exercises, activities and experiments that explore human evolution, osteology, forensics, genetics, modern human variation, primate anatomy and behavior. Field trips may be required. *Grade Option (Letter Grade or Pass/No Pass). Degree Credit.*

Units: 1

Hours/semester: 48-54 Lab

Prerequisites: Completion of, or concurrent enrollment in ANTH 125 and ENGL 836 or ENGL 847 or ESL 400, or Eligibility for ENGL 100 on an approved college English Placement Test and other measures as necessary, and READ 836, or ESL 400, with a minimum grade of C 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.

AA/AS Degree Requirements: Area B3 - only if ANTH 125 is successfully completed prior to or concurrently with ANTH 126

Transfer Credit: CSU (CSU GE Area B3 - only if ANTH 125 is successfully completed prior to or concurrently with ANTH 126), UC (IGETC Area 5C*)

C-ID: ANTH 115L

ANTH 351 ARCHAEOLOGY

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 over time are also explored. Field trips may be required. *Grade Option (Letter Grade or Pass/No Pass). Degree Credit.*

Units: 3

Hours/semester: 48-54 Lecture; 96-108 Homework

Prerequisites: ENGL 836 or ENGL 847 or ESL 400 or Eligibility for ENGL 100 on an approved college English Placement Test and other measures as necessary and READ 836, or ESL 400, with a minimum grade of C OR eligibility for 400-level Reading courses on approved college Reading Placement Test and other measures as necessary.

Recommended: Eligibility for MATH 120 or 122.

AA/AS Degree Requirements: DSI

Transfer Credit: CSU (CSU GE DSI), UC (IGETC Area 4)

C-ID: ANTH 150

Architecture

ARCH 110 INTERIOR ARCHITECTURAL DRAFTING

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. *Grade Option (Letter Grade or Pass/No Pass). Degree Credit.*

Units: 3

Hours/semester: 48-54 Lecture; 96-108 Homework

Recommended: Eligibility for READ 836 and ENGL 836; or ENGL 847 or ESL 400.

Transfer Credit: CSU

Art

ART 101 ANCIENT, CLASSICAL AND MEDIEVAL ART HISTORY

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. *Grade Option (Letter Grade or Pass/No Pass). Degree Credit.*

Units: 3

Hours/semester: 48-54 Lecture; 96-108 Homework

Recommended: Eligibility for ENGL 110.

AA/AS Degree Requirements: Area C1

Transfer Credit: CSU (CSU GE Area C1), UC (IGETC Area 3A)

C-ID: ARTH 110



ART 102 LATE MEDIEVAL, RENAISSANCE AND BAROQUE ART HISTORY

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. *Grade Option (Letter Grade or Pass/No Pass). Degree Credit.*

Units: 3

Hours/semester: 48-54 Lecture; 96-108 Homework

Recommended: Eligibility for ENGL 110.

AA/AS Degree Requirements: Area C1

Transfer Credit: CSU (CSU GE Area C1), UC (IGETC Area 3A)

ART 103 HISTORY OF ART FROM THE BAROQUE PERIOD TO POST-IMPRESSIONISM

Survey of the historical development of the visual arts from the late 17th century to late 19th century, with an emphasis on the Enlightenment, the French Revolution, the industrial, political, and technological revolutions of the 19th century, and their influence on modern art. Focus is on Romanticism, the rise of the avant-garde, the emergence of Impressionism in France, and the art of England and America. *Grade Option (Letter Grade or Pass/No Pass). Degree Credit.*

Units: 3

Hours/semester: 48-54 Lecture; 96-108 Homework

Recommended: Eligibility for ENGL 110.

AA/AS Degree Requirements: Area C1

Transfer Credit: CSU (CSU GE Area C1), UC (IGETC Area 3A)

ART 104 HISTORY OF MODERN ART

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. *Grade Option (Letter Grade or Pass/No Pass). Degree Credit.*

Units: 3

Hours/semester: 48-54 Lecture; 96-108 Homework

Recommended: Eligibility for ENGL 100.

AA/AS Degree Requirements: Area C1

Transfer Credit: CSU (CSU GE Area C1), UC (IGETC Area 3A)

ART 105 ART OF ASIA AND THE NEAR EAST

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. *Grade Option (Letter Grade or Pass/No Pass). Degree Credit.*

Units: 3

Hours/semester: 48-54 Lecture; 96-108 Homework

Recommended: Eligibility for ENGL 110.

AA/AS Degree Requirements: Area C1

Transfer Credit: CSU (CSU GE Area C1), UC (IGETC Area 3A)

C-ID: ARTH 130

ART 113 GREAT MUSEUMS OF AMERICA

A cultural and historic survey of the collections of America's great art museums. This museum studies course traces the evolution of collecting and exhibiting art in America from the 18th century to the present, with emphasis on the history of the works of art in each museum. Museums of New York, Wash., D.C., Boston, Chicago and Philadelphia are included. *Grade Option (Letter Grade or Pass/No Pass). Degree Credit.*

Units: 3

Hours/semester: 48-54 Lecture; 96-108 Homework

Recommended: Eligibility for READ 836 and ENGL 836; or ENGL 847 or ESL 400.

Transfer Credit: CSU, UC

ART 114 THE ART HISTORY OF PARIS

A cultural and historic survey of the art and architecture of Paris: the Gallo-Roman settlement, Medieval Paris, the Renaissance and Baroque periods, revolutionary and Napoleonic Paris, the Second Empire and the Fin-de-Siècle, and modern Paris. This course includes a discussion of the historic figures, the social and political movements, and the artists who shaped the art history of the city. Emphasis is on architecture, painting, sculpture, and museum collections. *Grade Option (Letter Grade or Pass/No Pass). Degree Credit.*

Units: 3

Hours/semester: 48-54 Lecture; 96-108 Homework

Recommended: Eligibility for ENGL 110.

AA/AS Degree Requirements: Area C1

Transfer Credit: CSU (CSU GE Area C1), UC (IGETC Area 3A)



ART 115 ART, MUSIC AND IDEAS

Equivalent to MUS. 115. An introduction to the understanding and appreciation of the parallels of art and music throughout history. An investigation into the elements of art and music equip the student to see and hear with greater discrimination, as well as recognize the importance of the sociological, political, and philosophical ideas as they are reflected in the arts. Lectures are illustrated with slides, recordings, and films. Attendance at a live performance and a museum visit are required. *Grade Option (Letter Grade or Pass/No Pass). Degree Credit.*

Units: 3

Hours/semester: 48-54 Lecture; 96-108 Homework

Recommended: Eligibility for ENGL 110.

AA/AS Degree Requirements: Area C1

Transfer Credit: CSU (CSU GE Area C1), UC (IGETC Area 3A)

ART 116 THE ART OF GREAT BRITAIN

A cultural and historic survey of British art and architecture from Prehistory to the 19th century. Topics include megalithic structures of the Stone Age, Celtic and Roman Britain, medieval monasteries and manuscripts, castles, cathedrals, Shakespeare's England, historic houses, the Enlightenment, the English landscape movement, Jane Austen's England, the Golden Age of British painting, and Romanticism. *Grade Option (Letter Grade or Pass/No Pass). Degree Credit.*

Units: 3

Hours/semester: 48-54 Lecture; 96-108 Homework

Recommended: Eligibility for READ 836 and ENGL 836; or ENGL 847 or ESL 400.

AA/AS Degree Requirements: Area C1

Transfer Credit: CSU (CSU GE Area C1), UC (IGETC Area 3A)

ART 118 THE ART AND ARCHITECTURE OF SPAIN

A cultural and historic survey of Spanish art and architecture from Prehistory to the 21st century. Topics include Prehistoric Spanish cave paintings, Roman Spain, Hispanic-Visigothic art, Medieval Spain, Islamic Spain, the Spanish Empire and El Greco, the Golden Age of Spanish painting, the Enlightenment and Goya, Picasso, and modern architecture in Spain. *Grade Option (Letter Grade or Pass/No Pass). Degree Credit.*

Units: 3

Hours/semester: 48-54 Lecture; 96-108 Homework

Recommended: Eligibility for READ 836 and ENGL 836; or ENGL 847 or ESL 400.

AA/AS Degree Requirements: Area C1

Transfer Credit: CSU (CSU GE Area C1), UC (IGETC Area 3A)

ART 128 GREAT MUSEUMS OF CALIFORNIA

A cultural and historic survey of the collections of California's great art museums. This museum studies course traces the evolution of collecting and exhibiting art in California from the 19th century to the present, with emphasis on the history of the works of art in each museum. Focus is on the museums of Los Angeles and the Bay Area. *Grade Option (Letter Grade or Pass/No Pass). Degree Credit.*

Units: 3

Hours/semester: 48-54 Lecture; 96-108 Homework

Recommended: Eligibility for READ 836 and ENGL 836; or ENGL 847 or ESL 400.

Transfer Credit: CSU, UC

ART 201 FORM AND COMPOSITION I

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. *Grade Option (Letter Grade or Pass/No Pass). Degree Credit.*

Units: 3

Hours/semester: 24-27 Lecture; 72-81 Lab; 48-54 Homework

Recommended: Eligibility for READ 836 and ENGL 836; or ENGL 847 or ESL 400.

Transfer Credit: CSU, UC

ART 204 DRAWING I

A basic course in drawing emphasizing line, shape, space and value. Students learn perceptual skills while using a variety of media. *Grade Option (Letter Grade or Pass/No Pass). Degree Credit.*

Units: 3

Hours/semester: 24-27 Lecture; 72-81 Lab; 48-54 Homework

Recommended: Eligibility for READ 836 and ENGL 836; or ENGL 847 or ESL 400.

Transfer Credit: CSU, UC

C-ID: ARTS 110

ART 205 DRAWING II

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. *Grade Option (Letter Grade or Pass/No Pass). Degree Credit.*

Units: 3

Hours/semester: 24-27 Lecture; 72-81 Lab; 48-54 Homework

Prerequisites: ART 204

Recommended: Eligibility for READ 836 and ENGL 836; or ENGL 847 or ESL 400.

Transfer Credit: CSU, UC

C-ID: ARTS 205

ART 206 FIGURE DRAWING AND PORTRAITURE

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. *Grade Option (Letter Grade or Pass/No Pass). Degree Credit.*

Units: 3

Hours/semester: 24-27 Lecture; 72-81 Lab; 48-54 Homework

Recommended: Eligibility for READ 836 and ENGL 836; or ENGL 847 or ESL 400. ART 201 or ART 204,

Transfer Credit: CSU, UC

ART 207 LIFE DRAWING

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 will be used including charcoal and graphite. *Grade Option (Letter Grade or Pass/No Pass). Degree Credit.*

Units: 3

Hours/semester: 24-27 Lecture; 72-81 Lab; 48-54 Homework

Prerequisites: ART 201 or ART 204

Recommended: Eligibility for READ 836 and ENGL 836; or ENGL 847 or ESL 400.

Transfer Credit: CSU, UC

C-ID: ARTS 200

ART 213 LIFE DRAWING II

Continued study of the human form as art using the techniques and materials of drawing in graphite, charcoal, pastel, ink, and mixed media. Application of more advanced studies of anatomy and expressive representations of the human figure in different environments. Studio practice

drawing from live models. *Grade Option (Letter Grade or Pass/No Pass). Degree Credit.*

Units: 3

Hours/semester: 24-27 Lecture; 72-81 Lab; 48-54 Homework

Prerequisites: ART 207

Recommended: Eligibility for READ 836 and ENGL 836; or ENGL 847 or ESL 400.

Transfer Credit: CSU, UC

ART 214 COLOR

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. *Grade Option (Letter Grade or Pass/No Pass). Degree Credit.*

Units: 3

Hours/semester: 24-27 Lecture; 72-81 Lab; 48-54 Homework

Recommended: Eligibility for READ 836 and ENGL 836; or ENGL 847 or ESL 400.

Transfer Credit: CSU, UC

ART 221 PAINTING I

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. *Grade Option (Letter Grade or Pass/No Pass). Degree Credit.*

Units: 3

Hours/semester: 24-27 Lecture; 72-81 Lab; 48-54 Homework

Recommended: Eligibility for READ 836 and ENGL 836; or ENGL 847 or ESL 400. ART 201 or ART 204

Transfer Credit: CSU, UC

C-ID: ARTS 210

ART 222 PAINTING II

Further development of concepts and techniques acquired in Painting I with an emphasis on a greater variety of subject matter and individual expression. *Grade Option (Letter Grade or Pass/No Pass). Degree Credit.*

Units: 3

Hours/semester: 24-27 Lecture; 72-81 Lab; 48-54 Homework



Prerequisites: ART 221

Recommended: Eligibility for READ 836 and ENGL 836; or ENGL 847 or ESL 400.

Transfer Credit: CSU, UC

ART 229 LANDSCAPE PAINTING

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. *Grade Option (Letter Grade or Pass/No Pass). Degree Credit.*

Units: 2

Hours/semester: 24-27 Lecture; 24-27 Lab; 48-54 Homework

Recommended: Eligibility for READ 836 and ENGL 836; or ENGL 847 or ESL 400.

Transfer Credit: CSU, UC

ART 231 WATERCOLOR I

Introduction to transparent and opaque Watercolor. Varied approaches and techniques. *Grade Option (Letter Grade or Pass/No Pass). Degree Credit.*

Units: 3

Hours/semester: 24-27 Lecture; 72-81 Lab; 48-54 Homework

Recommended: Eligibility for READ 836 and ENGL 836; or ENGL 847 or ESL 400. Satisfactory completion of one or more studio art courses.

Transfer Credit: CSU, UC

ART 232 WATERCOLOR II

Continuation of ART 231. Additional exploration of watercolor painting as a vehicle for creative art expression. *Grade Option (Letter Grade or Pass/No Pass). Degree Credit.*

Units: 3

Hours/semester: 24-27 Lecture; 72-81 Lab; 48-54 Homework

Prerequisites: ART 231 or equivalent.

Recommended: Eligibility for READ 836 and ENGL 836; or ENGL 847 or ESL 400.

Transfer Credit: CSU, UC

ART 250 THE ART HISTORY OF ROME

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. *Grade Option (Letter Grade or Pass/No Pass). Degree Credit.*

Units: 3

Hours/semester: 48-54 Lecture; 96-108 Homework

Recommended: Eligibility for READ 836 and ENGL 836; or ENGL 847 or ESL 400.

AA/AS Degree Requirements: Area C1

Transfer Credit: CSU (CSU GE Area C1), UC (IGETC Area 3A)

ART 301 TWO-DIMENSIONAL DESIGN

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. *Grade Option (Letter Grade or Pass/No Pass). Degree Credit.*

Units: 3

Hours/semester: 24-27 Lecture; 72-81 Lab; 48-54 Homework

Recommended: Eligibility for READ 836 and ENGL 836; or ENGL 847 or ESL 400.

Transfer Credit: CSU, UC

C-ID: ARTS 100

ART 304 GALLERY DESIGN AND MANAGEMENT

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 well criticism, and historical and social context of museums and galleries. Students attend field trips to galleries, museums, and art studios in the Bay Area and create virtual exhibits. *Grade Option (Letter Grade or Pass/No Pass). Degree Credit.*

Units: 2

Hours/semester: 24-27 Lecture; 24-27 Lab; 48-54 Homework

Recommended: Eligibility for ENGL 100.



Transfer Credit: CSU

ART 306 THREE-DIMENSIONAL DESIGN

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. *Grade Option (Letter Grade or Pass/No Pass). Degree Credit.*

Units: 3

Hours/semester: 24-27 Lecture; 72-81 Lab; 48-54 Homework

Recommended: Eligibility for READ 836 and ENGL 836; or ENGL 847 or ESL 400.

AA/AS Degree Requirements: Area C1

Transfer Credit: CSU (CSU GE Area C1), UC (IGETC Area 3A)

C-ID: ARTS 101

ART 351 BASIC BLACK AND WHITE PHOTOGRAPHY

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. *Letter Grade Only. Degree Credit.*

Units: 3

Hours/semester: 32-36 Lecture; 48-54 Lab; 64-72 Homework

Recommended: Eligibility for READ 836 and ENGL 836; or ENGL 847 or ESL 400.

Transfer Credit: CSU, UC

ART 352 INTERMEDIATE BLACK AND WHITE PHOTOGRAPHY

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. *Letter Grade Only. Degree Credit.*

Units: 3

Hours/semester: 32-36 Lecture; 48-54 Lab; 64-72 Homework

Prerequisites: ART 351 or equivalent

Recommended: Eligibility for READ 836 and ENGL 836; or ENGL 847 or ESL 400.

Transfer Credit: CSU

ART 695 INDEPENDENT STUDY

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 instructor and approved by the division dean using the Independent Study Form. Varying modes of instruction can be used -- laboratory, research, skill development, etc. For each unit earned, students are required to devote three hours per week throughout the semester. Students may take only one Independent Study course within a given discipline. *Grade Option (Letter Grade or Pass/No Pass). Degree Credit.*

Units: 0.5 or 3

Hours/semester: 24-162 Lab

Recommended: Eligibility for READ 836 and ENGL 836; or ENGL 847 or ESL 400. READ 836 and ENGL 836 or ESL 400

Transfer Credit: CSU

Astronomy

(See also [Physics](#))

ASTR 100 INTRODUCTION TO ASTRONOMY

Survey of modern astronomy; study of what mankind knows about the universe and our place in it; including the Earth-Moon system, planets and the Solar System, extrasolar planetary systems, the birth and death of stars, the Milky Way galaxy, and Cosmology. Emphasis is also placed on how astronomers learn about the universe, such as the nature of light, telescopes, and the scientific method. *Grade Option (Letter Grade or Pass/No Pass). Degree Credit.*

Units: 3

Hours/semester: 48-54 Lecture; 96-108 Homework

Recommended: Eligibility for READ 836 and ENGL 836; or ENGL 847 or ESL 400.

AA/AS Degree Requirements: Area B1

Transfer Credit: CSU (CSU GE Area B1), UC (IGETC Area 5A)

ASTR 101 ASTRONOMY LABORATORY

Introduction to the tools and methods of astronomy and understanding of the scientific process. Introduction to the celestial sphere, scale model Solar System, telescopic observations, use of computer models, comparative planetology, and astronomical data representation. *Grade Option (Letter Grade or Pass/No Pass). Degree Credit.*



Units: 1

Hours/semester: 48-54 Lab

Prerequisites: MATH 110 AND completion of, or concurrent enrollment in ASTR 100 or 115 or 125 (ASTR 115 and 125 are offered at College of San Mateo).

Recommended: Eligibility for READ 836 and ENGL 836; or ENGL 847 or ESL 400.

AA/AS Degree Requirements: Area B3 - only if ASTR 100 is successfully completed prior to or concurrently with ASTR 101

Transfer Credit: CSU (CSU GE Area B3 - only if ASTR 100 is successfully completed prior to or concurrently with ASTR 101), UC (IGETC Area 5C*)

ASTR 695 INDEPENDENT STUDY

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 instructor and approved by the division dean using the Independent Study Form. Varying modes of instruction can be used -- laboratory, research, skill development, etc. For each unit earned, students are required to devote three hours per week throughout the semester. Students may take only one Independent Study course within a given discipline. *Grade Option (Letter Grade or Pass/No Pass). Degree Credit.*

Units: 0.5 or 3

Hours/semester: 24-162 Lab

Recommended: Eligibility for READ 836 and ENGL 836; or ENGL 847 or ESL 400.

Transfer Credit: CSU

Biological Sciences

BIOL 100 INTRODUCTION TO THE LIFE SCIENCES

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. *Grade Option (Letter Grade or Pass/No Pass). Degree Credit.*

Units: 3

Hours/semester: 48-54 Lecture; 96-108 Homework

Recommended: Eligibility for ENGL 100.

AA/AS Degree Requirements: Area B2

Transfer Credit: CSU (CSU GE Area B2), UC* (IGETC Area 5B)

BIOL 110 PRINCIPLES OF BIOLOGY

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. *Letter Grade Only. Degree Credit.*

Units: 4

Hours/semester: 48-54 Lecture; 48-54 Lab; 96-108 Homework

Recommended: Eligibility for READ 836 and ENGL 836; or ENGL 847 or ESL 400.

AA/AS Degree Requirements: Area B2, B3

Transfer Credit: CSU (CSU GE Area B2, B3), UC (IGETC Area 5B, 5C)

BIOL 130 HUMAN BIOLOGY

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. *Letter Grade Only. Degree Credit.*

Units: 3

Hours/semester: 48-54 Lecture; 96-108 Homework

Recommended: Eligibility for READ 836 and ENGL 836; or ENGL 847 or ESL 400.

AA/AS Degree Requirements: Area B2

Transfer Credit: CSU (CSU GE Area B2), UC (IGETC Area 5B)

BIOL 132 HUMAN BIOLOGY LABORATORY

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. *Letter Grade Only. Degree Credit.*

Units: 1

Hours/semester: 48-54 Lab

Prerequisites: Completion of, or concurrent enrollment in BIOL 130

AA/AS Degree Requirements: Area B3 - only if BIOL 130 is successfully completed prior to or concurrently with BIOL 132

Transfer Credit: CSU (CSU GE Area B3 - only if BIOL 130 is successfully completed prior to or concurrently with BIOL 132), UC (IGETC Area 5C*)



BIOL 225 BIOLOGY OF ORGANISMS

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. *Letter Grade Only. Degree Credit.*

Units: 5

Hours/semester: 48-54 Lecture; 96-108 Lab; 96-108 Homework

Prerequisites: MATH 120 or MATH 123 (offered at CSM or Skyline), or appropriate score on District math placement test and other measures as appropriate.

Recommended: Eligibility for ENGL 100.

AA/AS Degree Requirements: Area B2, B3

Transfer Credit: CSU (CSU GE Area B2, B3), UC (IGETC Area 5B, 5C)

C-ID: BIOL 140

BIOL 230 CELL AND MOLECULAR BIOLOGY

This course is designed for biology majors and is an introduction 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 of recombinant DNA technology. *Letter Grade Only. Degree Credit.*

Units: 5

Hours/semester: 48-54 Lecture; 96-108 Lab; 96-108 Homework

Prerequisites: CHEM 210 and BIOL 210, or 215 (offered at Skyline College), or 220 (offered at College of San Mateo), or 225.

AA/AS Degree Requirements: Area B2, B3

Transfer Credit: CSU (CSU GE Area B2, B3), UC (IGETC Area 5B, 5C)

C-ID: BIOL 190

BIOL 240 GENERAL MICROBIOLOGY

This course introduces microorganisms in nature: their cellular and molecular structure and functions, metabolisms, genetics, gene regulation, 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. *Letter Grade Only. Degree Credit.*

Units: 4

Hours/semester: 48-54 Lecture; 48-54 Lab; 96-108 Homework

Prerequisites: BIOL 110 or BIOL 130 and BIOL 132 or BIOL 210 or 215 (offered at Skyline College), or 220 (offered at College of San Mateo) or BIOL 225 or BIOL 230 or BIOL 250 or BIOL 260 and CHEM 192 or CHEM 210 or CHEM 410 or equivalent (any college level biology course with a lab and any college level chemistry course with a lab).

AA/AS Degree Requirements: Area B2, B3

Transfer Credit: CSU (CSU GE Area B2, B3), UC (IGETC Area 5B, 5C)

BIOL 250 HUMAN ANATOMY

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. *Letter Grade Only. Degree Credit.*

Units: 4

Hours/semester: 48-54 Lecture; 48-54 Lab; 96-108 Homework

Prerequisites: BIOL 100 or BIOL 101 (offered at Skyline) or BIOL 110 or BIOL 130

AA/AS Degree Requirements: Area B2, B3

Transfer Credit: CSU (CSU GE Area B2, B3), UC (IGETC Area 5B, 5C)

C-ID: BIOL 110B

BIOL 260 HUMAN PHYSIOLOGY

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. *Letter Grade Only. Degree Credit.*

Units: 5

Hours/semester: 48-54 Lecture; 96-108 Lab; 96-108 Homework

Prerequisites: BIOL 250 and CHEM 192 or CHEM 210 or CHEM 410



AA/AS Degree Requirements: Area B2, B3

Transfer Credit: CSU (CSU GE Area B2, B3), UC (IGETC Area 5B, 5C)

C-ID: BIOL 120B

BIOL 310 NUTRITION

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. *Letter Grade Only. Degree Credit.*

Units: 3

Hours/semester: 48-54 Lecture; 96-108 Homework

Recommended: Eligibility for ENGL 100. Eligibility for MATH 110 or 111.

AA/AS Degree Requirements: Area E1

Transfer Credit: CSU (CSU GE Area E1), UC

C-ID: NUTR 110

BIOL 380 TRAVEL STUDY IN BIOLOGY - PREPARING FOR THE TRIP

This course prepares students for a travel experience focused on biological concepts, including evolution, as shown by ecosystems and adaptations of organisms. Coursework may include case studies, videos, guest lectures, and museum visits. The course gives context to the trip experience so that students better understand what they are seeing, and are able to observe and analyze the environment as a biologist would. *Grade Option (Letter Grade or Pass/No Pass). Degree Credit.*

Units: 1

Hours/semester: 16-18 Lecture; 32-36 Homework

Prerequisites: BIOL 100 or BIOL 110 or equivalent

Recommended: Eligibility for ENGL 100. Eligibility for MATH 110 or 111.

Transfer Credit: CSU

BIOL 381 TRAVEL STUDY IN BIOLOGY

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. *Grade Option (Letter Grade or Pass/No Pass). Degree Credit.*

Units: 1.5

Hours/semester: 72-81 Lab

Prerequisites: BIOL 380

Transfer Credit: CSU

BIOL 695 INDEPENDENT STUDY

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 instructor and approved by the division dean using the Independent Study Form. Varying modes of instruction can be used -- laboratory, research, skill development, etc. For each unit earned, students are required to devote three hours per week throughout the semester. Students may take only one Independent Study course within a given discipline. *Grade Option (Letter Grade or Pass/No Pass). Degree Credit.*

Units: 0.5 or 3

Hours/semester: 24-162 Lab

Recommended: Eligibility for READ 836 and ENGL 836; or ENGL 847 or ESL 400.

Transfer Credit: CSU

Business

(See also courses in [Management](#))

BUS. 100 INTRODUCTION TO BUSINESS

Introduction to American business in the global environment providing an overview of economics, ethics, management, marketing, operations, information management, accounting, and finance. *Letter Grade Only. Degree Credit.*

Units: 3

Hours/semester: 48-54 Lecture; 96-108 Homework

Recommended: Eligibility for MATH 110 or 111. Eligibility for READ 836 and ENGL 836; or ENGL 847 or ESL 400.

AA/AS Degree Requirements: DSI

Transfer Credit: CSU (CSU GE DSI), UC

C-ID: BUS 110

BUS. 101 HUMAN RELATIONS IN THE WORKPLACE

An overview of the basic behavioral science principles used to understand organizational behavior and interpersonal relations. Human relations skills are developed through a combination of theoretical knowledge and group exercises. Topics include self-knowledge, perception, self-image, self-management, communications, motivation, conflict



resolution, leadership, diversity, ethical choices, and the effects they have on today's multicultural and highly diverse organizational and social groups. *Grade Option (Letter Grade or Pass/No Pass). Degree Credit.*

Units: 3

Hours/semester: 48-54 Lecture; 96-108 Homework

Recommended: Eligibility for READ 836 and ENGL 836; or ENGL 847 or ESL 400.

AA/AS Degree Requirements: DSI

Transfer Credit: CSU (CSU GE DSI)

BUS. 103 INTRODUCTION TO BUSINESS INFORMATION SYSTEMS

An introduction to computer systems and software applications and their impact on the business environment. Topics include computer architecture, hardware, software, computer terminology and theory. Students use software applications as problem solving tools for business projects. *Letter Grade Only. Degree Credit.*

Units: 3

Hours/semester: 48-54 Lecture; 96-108 Homework

Recommended: Eligibility for READ 836 and ENGL 836; or ENGL 847 or ESL 400.

Transfer Credit: CSU, UC

C-ID: BUS 140

BUS. 125 INTERNATIONAL BUSINESS

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. *Letter Grade Only. Degree Credit.*

Units: 3

Hours/semester: 48-54 Lecture; 96-108 Homework

Recommended: Eligibility for ENGL 100.

Transfer Credit: CSU, UC*

BUS. 150 ENTREPRENEURSHIP: SMALL BUSINESS MANAGEMENT

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. *Grade Option (Letter Grade or Pass/No Pass). Degree Credit.*

Units: 3

Hours/semester: 48-54 Lecture; 96-108 Homework

Recommended: Eligibility for READ 836 and ENGL 836; or ENGL 847 or ESL 400.

Transfer Credit: CSU

BUS. 180 MARKETING

This course is an introduction to marketing and sales techniques used in business. Students learn about the 4 P's of marketing, market segmentation, target markets, market research, marketing budgets, and the marketing plan. Internet tools for small business marketing are also included, such as social networks, blogging, images, video and websites. *Grade Option (Letter Grade or Pass/No Pass). Degree Credit.*

Units: 3

Hours/semester: 48-54 Lecture; 96-108 Homework

Recommended: Eligibility for ENGL 100.

Transfer Credit: CSU

BUS. 201 BUSINESS LAW

Introduction to law applied in business environments. Topics include The Constitution, other legal sources, legal systems, enforcement agencies, contracts, crimes, torts, types of business formation, and employment law. *Grade Option (Letter Grade or Pass/No Pass). Degree Credit.*

Units: 3

Hours/semester: 48-54 Lecture; 96-108 Homework

Recommended: Eligibility for ENGL 100.

Transfer Credit: CSU, UC

C-ID: BUS 125

BUS. 230 INTERNATIONAL MARKETING

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. *Grade Option (Letter Grade or Pass/No Pass). Degree Credit.*

Units: 3

Hours/semester: 48-54 Lecture; 96-108 Homework



Recommended: Eligibility for READ 836 and ENGL 836; or ENGL 847 or ESL 400.

Transfer Credit: CSU

BUS. 401 BUSINESS COMMUNICATIONS

An overview of effective business communication skills and their direct relationship to workplace success. Emphasis is placed on the planning, organizing, composing, and revising of business documents such as letters, memos, reports, and emails. Presentation skills, professional behavior in the workplace, and current communication technologies are included with an emphasis on real world problem solving. Digital communication topics include presentation software, emails, business-relevant social media, and mobile technologies. *Grade Option (Letter Grade or Pass/No Pass). Degree Credit.*

Units: 3

Hours/semester: 48-54 Lecture; 96-108 Homework

Prerequisites: ENGL 100

Transfer Credit: CSU

C-ID: BUS 115

BUS. 695 INDEPENDENT STUDY

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 instructor and approved by the division dean using the Independent Study Form. Varying modes of instruction can be used -- laboratory, research, skill development, etc. For each unit earned, students are required to devote three hours per week throughout the semester. Students may take only one Independent Study course within a given discipline. *Grade Option (Letter Grade or Pass/No Pass). Degree Credit.*

Units: 0.5 or 3

Hours/semester: 24-162 Lab

Recommended: Eligibility for READ 836 and ENGL 836; or ENGL 847 or ESL 400.

Transfer Credit: CSU

Career and Personal Development

CRER 110 HONORS COLLOQUIUM IN CAREER AND PERSONAL DEVELOPMENT: TRANSFER ESSENTIALS AND PLANNING

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. *Grade Option (Letter Grade or Pass/No Pass). Degree Credit.*

Units: 1

Hours/semester: 16-18 Lecture; 32-36 Homework

Recommended: Eligibility for ENGL 100.

Transfer Credit: CSU, UC

CRER 137 LIFE AND CAREER PLANNING

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. *Grade Option (Letter Grade or Pass/No Pass). Degree Credit.*

Units: 3

Hours/semester: 48-54 Lecture; 96-108 Homework

Recommended: Eligibility for READ 836 and ENGL 836; or ENGL 847 or ESL 400.

AA/AS Degree Requirements: Area E1

Transfer Credit: CSU (CSU GE Area E1), UC

CRER 300 INTRODUCTION TO SCHOLARSHIPS

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. *Grade Option (Letter Grade or Pass/No Pass). Degree Credit.*

Units: 1.5

Hours/semester: 24-27 Lecture; 48-54 Homework

Recommended: Eligibility for READ 836 and ENGL 836; or ENGL 847 or ESL 400.



Transfer Credit: CSU

CRER 401 COLLEGE SUCCESS

Designed to provide students with essential tools, skills, and information including college policies, procedures, educational requirements, and college programs/support services. This course also assists students in assessing time management, setting goals, decision-making skills, and other strategies for success. *Grade Option (Letter Grade or Pass/No Pass). Degree Credit.*

Units: 1

Hours/semester: 16-18 Lecture; 32-36 Homework

Recommended: Eligibility for READ 836 and ENGL 836; or ENGL 847 or ESL 400.

Transfer Credit: CSU, UC

CRER 407 EXPLORING CAREERS, MAJORS AND TRANSFER

Engage in a career development process that includes career assessment, career research, and educational planning. Learn to use valuable resources and tools to help with career, major and transfer choices. Assess interests, skills, personality and values, explore college majors, and research 4-year institutions. *Grade Option (Letter Grade or Pass/No Pass). Degree Credit.*

Units: 1

Hours/semester: 16-18 Lecture; 32-36 Homework

Recommended: Eligibility for READ 836 and ENGL 836; or ENGL 847 or ESL 400.

Transfer Credit: CSU

CRER 430 CAREER ASSESSMENT

Designed to help individuals define career and/or college major alternatives. Vocational interests, skills, and values instruments are given and results interpreted. *Pass/No Pass Only. Degree Credit.*

Units: 0.5

Hours/semester: 24-27 Lab

Recommended: Eligibility for READ 836 and ENGL 836; or ENGL 847 or ESL 400.

Transfer Credit: CSU

CRER 695 INDEPENDENT STUDY

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 instructor and approved by the division dean using

the Independent Study Form. Varying modes of instruction can be used -- laboratory, research, skill development, etc. For each unit earned, students are required to devote three hours per week throughout the semester. Students may take only one Independent Study course within a given discipline. *Grade Option (Letter Grade or Pass/No Pass). Degree Credit.*

Units: 0.5 or 3

Hours/semester: 24-162 Lab

Recommended: Eligibility for READ 836 and ENGL 836; or ENGL 847 or ESL 400.

Transfer Credit: CSU

Chemistry

CHEM 114 SURVEY OF CHEMISTRY AND PHYSICS

Equivalent to PHYS 114. A conceptual survey of physical science (physics and chemistry) intended for non-science majors at the General Education level. A general discussion of the scientific method and techniques are followed by physics, chemistry, and integrated topics. The laboratory portion covers a hands-on exploration of phenomena discussed in lecture. The physics component of the course discusses motion, force, energy, electricity and magnetism, waves and light. The chemistry component of the course focuses on chemicals and reactions common in everyday life. Concepts relating to the nature and interactions of atoms, ions, and molecules are presented. Students also learn to use and evaluate information presented on product labels, in advertisement, and available through the internet. *Letter Grade Only. Degree Credit.*

Units: 4

Hours/semester: 48-54 Lecture; 48-54 Lab; 96-108 Homework

Prerequisites: MATH 110 or MATH 111 and MATH 112, or equivalent measure that indicate proficiency in Elementary Algebra.

Recommended: Eligibility for READ 836 and ENGL 836; or ENGL 847 or ESL 400.

AA/AS Degree Requirements: Area B1, B3

Transfer Credit: CSU (CSU GE Area B1, B3), UC* (IGETC Area 5A*)

C-ID: CHEM 140

CHEM 192 ELEMENTARY CHEMISTRY

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. *Letter Grade Only. Degree Credit.*

Units: 4

Hours/semester: 48-54 Lecture; 48-54 Lab; 96-108 Homework

Prerequisites: MATH 110 or satisfactory score on District math placement test and other measures as appropriate that indicate proficiency in Elementary Algebra.

Recommended: Eligibility for READ 836 and ENGL 836; or ENGL 847 or ESL 400.

AA/AS Degree Requirements: Area B1, B3

Transfer Credit: CSU (CSU GE Area B1, B3), UC* (IGETC Area 5A*, 5C)

C-ID: CHEM 101

CHEM 210 GENERAL CHEMISTRY I

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. *Letter Grade Only. Degree Credit.*

Units: 5

Hours/semester: 48-54 Lecture; 96-108 Lab; 96-108 Homework

Prerequisites: MATH 120 or or MATH 123 (offered at CSM or Skyline) or satisfactory score on District math placement test and other measures as appropriate that indicate proficiency in Intermediate Algebra.

Recommended: Eligibility for ENGL 100. Any Preparation for Chemistry course or other measures that demonstrate proficiency in general science and preparation for study of college chemistry. This includes completion of high school chemistry with a grade of C or better.

AA/AS Degree Requirements: Area B1, B3

Transfer Credit: CSU (CSU GE Area B1, B3), UC (IGETC Area 5A, 5C)

C-ID: CHEM 110; CHEM 120S (both CHEM 210 & 220 must be taken)

CHEM 220 GENERAL CHEMISTRY II

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. *Letter Grade Only. Degree Credit.*

Units: 5

Hours/semester: 48-54 Lecture; 96-108 Lab; 96-108 Homework

Prerequisites: CHEM 210 or equivalent

Recommended: Eligibility for ENGL 100.

AA/AS Degree Requirements: Area B1, B3

Transfer Credit: CSU (CSU GE Area B1, B3), UC (IGETC Area 5A, 5C)

C-ID: CHEM 120S (both CHEM 210 & 220 must be taken)

CHEM 231 ORGANIC CHEMISTRY I

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. *Letter Grade Only. Degree Credit.*

Units: 5

Hours/semester: 48-54 Lecture; 96-108 Lab; 96-108 Homework

Prerequisites: CHEM 220

Recommended: Eligibility for ENGL 100.

AA/AS Degree Requirements: Area B1, B3

Transfer Credit: CSU (CSU GE Area B1, B3), UC (IGETC Area 5A, 5C)

C-ID: CHEM 150; CHEM 160S (both CHEM 231 + 232)

CHEM 232 ORGANIC CHEMISTRY II

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. Laboratory work emphasizes techniques



for the synthesis, purification and identification of organic compounds by spectroscopic methods. *Letter Grade Only. Degree Credit.*

Units: 5

Hours/semester: 48-54 Lecture; 96-108 Lab; 96-108 Homework

Prerequisites: CHEM 231

AA/AS Degree Requirements: Area B1, B3

Transfer Credit: CSU (CSU GE Area B1, B3), UC (IGETC Area 5A, 5C)

C-ID: CHEM 160S (both CHEM 231 + 232)

CHEM 410 CHEMISTRY FOR HEALTH SCIENCES

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. *Letter Grade Only. Degree Credit.*

Units: 4

Hours/semester: 48-54 Lecture; 48-54 Lab; 96-108 Homework

Prerequisites: MATH 110 or equivalent

Recommended: Eligibility for ENGL 100.

AA/AS Degree Requirements: Area B1, B3

Transfer Credit: CSU (CSU GE Area B1, B3)

CHEM 695 INDEPENDENT STUDY

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 instructor and approved by the division dean using the Independent Study Form. Varying modes of instruction can be used -- laboratory, research, skill development, etc. For each unit earned, students are required to devote three hours per week throughout the semester. Students may take only one Independent Study course within a given discipline. *Grade Option (Letter Grade or Pass/No Pass). Degree Credit.*

Units: 0.5 or 3

Hours/semester: 24-162 Lab

Recommended: Eligibility for READ 836 and ENGL 836; or ENGL 847 or ESL 400.

Transfer Credit: CSU

Communication Studies

COMM 110 PUBLIC SPEAKING

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 & listening skills are realized through speaker and audience analysis. Speeches are delivered in both impromptu (spontaneous) and extemporaneous (prepared) modes. *Letter Grade Only. Degree Credit.*

Units: 3

Hours/semester: 48-54 Lecture; 96-108 Homework

Recommended: Eligibility for ENGL 100.

AA/AS Degree Requirements: Area A1

Transfer Credit: CSU (CSU GE Area A1), UC (IGETC Area 1C)

C-ID: COMM 110

COMM 127 ARGUMENTATION AND DEBATE

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. *Letter Grade Only. Degree Credit.*

Units: 3

Hours/semester: 48-54 Lecture; 96-108 Homework

Recommended: Eligibility for ENGL 100.

AA/AS Degree Requirements: Area A1

Transfer Credit: CSU (CSU GE Area A1), UC (IGETC Area 1C)

C-ID: COMM 120

COMM 130 INTERPERSONAL COMMUNICATION

Introduction to various forms of interpersonal communication within relationships in personal and professional contexts, with 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 are required. *Letter Grade Only. Degree Credit.*



Units: 3

Hours/semester: 48-54 Lecture; 96-108 Homework

Recommended: Eligibility for ENGL 100.

AA/AS Degree Requirements: Area A1

Transfer Credit: CSU (CSU GE Area A1), UC (IGETC Area 1C)

C-ID: COMM 130

COMM 140 SMALL GROUP COMMUNICATION

Explores current principles and theories of various types of group communication, 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, diversity in groups, problem solving, conflict management and decision making. *Letter Grade Only. Degree Credit.*

Units: 3

Hours/semester: 48-54 Lecture; 96-108 Homework

Recommended: Eligibility for ENGL 100.

AA/AS Degree Requirements: Area A1

Transfer Credit: CSU (CSU GE Area A1), UC (IGETC Area 1C)

C-ID: COMM 140

COMM 150 INTERCULTURAL COMMUNICATION

Examines theory and knowledge of effective communication within and between cultures. 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, and cultural values. *Letter Grade Only. Degree Credit.*

Units: 3

Hours/semester: 48-54 Lecture; 96-108 Homework

Recommended: Eligibility for ENGL 100.

AA/AS Degree Requirements: DSI; Ethnic Studies

Transfer Credit: CSU (CSU GE DSI), UC (IGETC Area 4)

C-ID: COMM 150

COMM 180 INTRODUCTION TO COMMUNICATION STUDIES

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, and human organizations. *Letter Grade Only. Degree Credit.*

Units: 3

Hours/semester: 48-54 Lecture; 96-108 Homework

Recommended: Eligibility for ENGL 100.

AA/AS Degree Requirements: DSI

Transfer Credit: CSU (CSU GE DSI), UC (IGETC Area 4)

C-ID: COMM 180

COMM 695 INDEPENDENT STUDY

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 instructor and approved by the division dean using the Independent Study Form. Varying modes of instruction can be used -- laboratory, research, skill development, etc. For each unit earned, students are required to devote three hours per week throughout the semester. Students may take only one Independent Study course within a given discipline. *Grade Option (Letter Grade or Pass/No Pass). Degree Credit.*

Units: 0.5 or 3

Hours/semester: 24-162 Lab

Recommended: Eligibility for READ 836 and ENGL 836; or ENGL 847 or ESL 400.

Transfer Credit: CSU

Computer Business Office Technology

CBOT 415 BEGINNING COMPUTER KEYBOARDING

This course is an overview of correct keyboarding techniques using the alphabetic, numeric keys, and numeric keypad on the computer. Computer software is used to aid in developing a minimum keyboarding speed of 20 words per minute. *Grade Option (Letter Grade or Pass/No Pass). Degree Credit.*

Units: 1.5

Hours/semester: 24-27 Lecture; 48-54 Homework

Recommended: Eligibility for READ 836 and ENGL 836; or ENGL 847 or ESL 400.

Transfer Credit: CSU



CBOT 417 SKILL BUILDING

This course provides individualized skillbuilding instruction designed to develop speed, proper techniques, and accuracy in touch typing by using software with a diagnostic component to analyze each student's misstrokes and prescribe individualized remediation drills. Students apply their keyboarding skills to business related documents. *Pass/No Pass Only. Degree Credit.*

Units: 1.5

Hours/semester: 24-27 Lecture; 48-54 Homework

Prerequisites: Completion of, or concurrent enrollment in, CBOT 415 or equivalent.

Recommended: Eligibility for READ 836 and ENGL 836; or ENGL 847 or ESL 400.

Transfer Credit: CSU

CBOT 432 INTRODUCTION TO COMPUTER APPLICATIONS

Introduction to key skills and concepts of file management, word processing, spreadsheets, database management and presentation software. Learn to navigate Windows, manage files and folders, create and format documents, create and format spreadsheets, use basic functions and formulas, design and build simple databases to organize information, and integrate files between applications. *Grade Option (Letter Grade or Pass/No Pass). Degree Credit.*

Units: 3

Hours/semester: 48-54 Lecture; 96-108 Homework

Recommended: Eligibility for READ 836 and ENGL 836; or ENGL 847 or ESL 400.

Transfer Credit: CSU

CBOT 435 SPREADSHEETS

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. *Grade Option (Letter Grade or Pass/No Pass). Degree Credit.*

Units: 3

Hours/semester: 48-54 Lecture; 96-108 Homework

Recommended: Eligibility for READ 836 and ENGL 836; or ENGL 847 or ESL 400.

Transfer Credit: CSU

CBOT 448 USING MICROSOFT WINDOWS

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. *Grade Option (Letter Grade or Pass/No Pass). Degree Credit.*

Units: 1.5

Hours/semester: 24-27 Lecture; 48-54 Homework

Recommended: Eligibility for READ 836 and ENGL 836; or ENGL 847 or ESL 400.

Transfer Credit: CSU

CBOT 457 USING POWERPOINT IN BUSINESS

Learn to create and edit presentations; insert pictures, charts, tables, and SmartArt Graphics; create and customize themes; prepare for slide show delivery; customize images; use Slide Master; work with advanced animation, hyperlinks, and action buttons; and integrate contents from other sources. *Grade Option (Letter Grade or Pass/No Pass). Degree Credit.*

Units: 2

Hours/semester: 32-36 Lecture; 64-72 Homework

Prerequisites: CBOT 430 or equivalent

Recommended: Eligibility for READ 836 and ENGL 836; or ENGL 847 or ESL 400.

Transfer Credit: CSU

CBOT 470 ADVANCED SPREADSHEETS

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. *Grade Option (Letter Grade or Pass/No Pass). Degree Credit.*

Units: 1.5

Hours/semester: 24-27 Lecture; 48-54 Homework

Recommended: Eligibility for READ 836 and ENGL 836; or ENGL 847 or ESL 400. CBOT 435

Transfer Credit: CSU

CBOT 472 BEGINNING WORD PROCESSING

Covers the basic Word skills of creating, editing, and formatting documents; working with reports and multi-page documents; using tables, columns, and graphics; using templates and Mail Merge; and using custom styles and



Building Blocks. *Grade Option (Letter Grade or Pass/No Pass). Degree Credit.*

Units: 1.5

Hours/semester: 24-27 Lecture; 48-54 Homework

Recommended: Eligibility for READ 836 and ENGL 836; or ENGL 847 or ESL 400.

Transfer Credit: CSU

CBOT 474 INTERMEDIATE WORD PROCESSING

Work with tables, pictures and shapes; edit and review documents using comments and track changes; integration of other office applications with Word; mail merge; templates and macros; using content controls to create forms; master documents, and desktop publishing and graphics features. *Grade Option (Letter Grade or Pass/No Pass). Degree Credit.*

Units: 1.5

Hours/semester: 24-27 Lecture; 48-54 Homework

Prerequisites: Completion of, or concurrent enrollment in CBOT 472 or equivalent.

Recommended: Eligibility for READ 836 and ENGL 836; or ENGL 847 or ESL 400.

Transfer Credit: CSU

CBOT 475 USING OUTLOOK

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. *Grade Option (Letter Grade or Pass/No Pass). Degree Credit.*

Units: 1.5

Hours/semester: 24-27 Lecture; 48-54 Homework

Recommended: Eligibility for READ 836 and ENGL 836; or ENGL 847 or ESL 400.

Transfer Credit: CSU

CBOT 476 ADOBE ACROBAT

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. *Grade Option (Letter Grade or Pass/No Pass). Degree Credit.*

Units: 1.5

Hours/semester: 24-27 Lecture; 48-54 Homework

Recommended: Eligibility for READ 836 and ENGL 836; or ENGL 847 or ESL 400. Working knowledge of using a computer and its operating system.

Transfer Credit: CSU

Computer Science

(See also [Engineering](#))

CIS 118 INTRODUCTION TO COMPUTER SCIENCE

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, and classes. This course gives students basic computer science concepts and skills. *Grade Option (Letter Grade or Pass/No Pass). Degree Credit.*

Units: 4

Hours/semester: 48-54 Lecture; 48-54 Lab; 96-108 Homework

Recommended: Eligibility for ENGL 100.

Transfer Credit: CSU, UC

C-ID: COMP 112

CIS 242 COMPUTER ARCHITECTURE AND ASSEMBLY LANGUAGE

Covers the basics of Integrated Circuit technology, digital logic gates and circuit design, computer organization and ISA standard computer architecture, microcode, number systems and data representation, machine languages, Assembly languages and programming, Operating Systems, high level languages and programming, and the Application Abstraction Levels. *Letter Grade Only. Degree Credit.*

Units: 3

Hours/semester: 48-54 Lecture; 96-108 Homework

Recommended: Eligibility for ENGL 100. CIS 118

Transfer Credit: CSU, UC

C-ID: COMP 142



CIS 250 INTRODUCTION TO OBJECT ORIENTED PROGRAMMING: C++

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 topics such as Object Oriented programming design, templates, big O, trees, programming documentation, testing and debugging techniques. This course conforms to the ACM CS1 standards. *Letter Grade Only. Degree Credit.*

Units: 3

Hours/semester: 48-54 Lecture; 96-108 Homework

Recommended: Eligibility for ENGL 100. CIS 118 and MATH 120 or MATH 123 (offered at CSM or Skyline)

Transfer Credit: CSU, UC

C-ID: COMP 122

CIS 252 INTRODUCTION TO DATA STRUCTURES - C++

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. *Letter Grade Only. Degree Credit.*

Units: 3

Hours/semester: 48-54 Lecture; 96-108 Homework

Recommended: Eligibility for ENGL 100. CIS 250

Transfer Credit: CSU, UC

C-ID: COMP 132

CIS 262 DISCRETE MATHEMATICS FOR COMPUTER SCIENCE

Covers topics in discrete mathematics with emphasis on computer science applications. Includes algorithms, Master's theorem, base and number representation, logic, sets and category theory, relations, functions, induction, recursion, Boolean algebra and digital circuits, combinatorics, Pascal's Identity, permutations and combinations, counting, probability, Bayes' Theorem, Statistics, algebraic structures, Binomial theorem, directed and undirected graphs, elementary number theory, discrete probability, proof techniques, induction, pigeonhole principle, sequences, Fibonacci numbers and computational complexity. *Letter Grade Only. Degree Credit.*

Units: 3

Hours/semester: 48-54 Lecture; 96-108 Homework

Prerequisites: CIS 250 or CIS 284 and MATH 120 or MATH 123 (offered at CSM or Skyline) with a grade of C or better, or appropriate score on District math placement test and other measures as appropriate.

Transfer Credit: CSU, UC

C-ID: COMP 152

CIS 284 INTRODUCTION TO OBJECT ORIENTED PROGRAMMING - JAVA

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. *Grade Option (Letter Grade or Pass/No Pass). Degree Credit.*

Units: 3

Hours/semester: 48-54 Lecture; 96-108 Homework

Recommended: Eligibility for ENGL 100. CIS 118

Transfer Credit: CSU, UC

C-ID: COMP 122

CIS 286 INTRODUCTION TO DATA STRUCTURES - JAVA

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. *Grade Option (Letter Grade or Pass/No Pass). Degree Credit.*

Units: 3

Hours/semester: 48-54 Lecture; 96-108 Homework

Prerequisites: CIS 284 or equivalent experience programming in JAVA.

Recommended: Eligibility for ENGL 100.

Transfer Credit: CSU, UC

C-ID: COMP 132



CIS 294 INTRODUCTION TO OBJECT ORIENTED PROGRAMMING: SWIFT

Introduction to programming and software engineering for computer science majors and computer professionals. A systematic approach to the design, implementation, and management of robust Swift computer programs. Course emphasizes Object Oriented programming design, programming documentation, testing and debugging techniques. This course conforms to the ACM CS1 standards. *Grade Option (Letter Grade or Pass/No Pass). Degree Credit.*

Units: 3

Hours/semester: 48-54 Lecture; 96-108 Homework

Recommended: Eligibility for ENGL 100. CIS 118

Transfer Credit: CSU, UC

CIS 321 IOS PROGRAMMING

Introduction to programming the iPhone or iPad. Review of (or introduction to) programming concepts, variables, assignments, selection, repetition, functions, object-oriented classes with their outlets and actions, Swift syntax, CocoaTouch environment, XCode IDE and the iPhone SDK to write original GUI programs for the iPhone, iPod Touch or iPad. *Grade Option (Letter Grade or Pass/No Pass). Degree Credit.*

Units: 3

Hours/semester: 48-54 Lecture; 96-108 Homework

Recommended: Eligibility for ENGL 100. Previous experience in object-oriented programming

Transfer Credit: CSU, UC

CIS 695 INDEPENDENT STUDY

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 instructor and approved by the division dean using the Independent Study Form. Varying modes of instruction can be used -- laboratory, research, skill development, etc. For each unit earned, students are required to devote three hours per week throughout the semester. Students may take only one Independent Study course within a given discipline. *Grade Option (Letter Grade or Pass/No Pass). Degree Credit.*

Units: 0.5 or 3

Hours/semester: 24-162 Lab

Recommended: Eligibility for READ 836 and ENGL 836; or ENGL 847 or ESL 400.

Transfer Credit: CSU

Cooperative Education

(See also 672 courses listed under specific subjects)

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).

COOP 670 COOPERATIVE EDUCATION/WORK EXPERIENCE

Students may receive credit for work experience related to their major field or to their established career goal. Students must attend one orientation which is offered the first three weeks of each semester. Each unit requires 75 hours per unit for paid work and 60 hours per unit for unpaid work during the semester. May be repeated for credit up to 16 units. The unit limitation applies to any Cooperative Education Work Experience (any combination of 670, 671 and/or 672 courses) offered within the SMCCCD. *Grade Option (Letter Grade or Pass/No Pass). Degree Credit.*

Units: 1 or 4

Hours/semester: 1-3 Lab; 75-300 Work Experience; 60-240 Field Experience

Recommended: Eligibility for READ 836 and ENGL 836; or ENGL 847 or ESL 400.

Transfer Credit: CSU

Dance

(See also [Fitness](#), [Individual Sports](#), [Kinesiology](#), [Team Sports](#) and [Varsity Sports](#))

(View [List of Dance Families](#))

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 the 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.

(See repeatability statement listed at the beginning of the Kinesiology, Athletics and Dance section)

DANC 115.1 MEXICAN FOLKLORIC DANCE I

Beginning level of the cultural dances of México. Students learn the skills of dance while improving their technique, poise, self- confidence and creative ability as well as deepening their understanding of and appreciation for the rich and colorful heritage that each dance represents. *Grade Option (Letter Grade or Pass/No Pass). Degree Credit.*

Units: 1

Hours/semester: 48-54 Lab

Recommended: Eligibility for READ 836 and ENGL 836; or ENGL 847 or ESL 400.

AA/AS Degree Requirements: Area E2; Physical Education

Transfer Credit: CSU (CSU GE Area E2)

DANC 115.2 MEXICAN FOLKLORIC DANCE II

Continuation of DANC 115.1 Covers the Intermediate level of the cultural dances of México. Students learn the skills of dance while improving their technique, poise, self- confidence and creative ability as well as deepening their understanding of and appreciation for the rich and colorful heritage that each dance represents. *Grade Option (Letter Grade or Pass/No Pass). Degree Credit.*

Units: 1

Hours/semester: 48-54 Lab

Prerequisites: DANC 115.1 or demonstrated skill.

AA/AS Degree Requirements: Area E2; Physical Education

Transfer Credit: CSU (CSU GE Area E2)

DANC 115.3 MEXICAN FOLKLORIC DANCE III

Continuation of DANC 115.2. Covers the Intermediate to advanced level of the cultural dances of México. Students learn the skills of dance while improving their technique, poise, self- confidence and creative ability as well as deepening their understanding of and appreciation for the rich and colorful heritage that each dance represents. *Grade Option (Letter Grade or Pass/No Pass). Degree Credit.*

Units: 1

Hours/semester: 48-54 Lab

Prerequisites: DANC 115.2 or demonstrated skill.

AA/AS Degree Requirements: Area E2; Physical Education

Transfer Credit: CSU (CSU GE Area E2)

DANC 115.4 MEXICAN FOLKLORIC DANCE IV

Continuation of DANC 115.3. Covers the Advanced level of the cultural dances of México. Students learn the skills of dance while improving their technique, poise, self- confidence and creative ability as well as deepening their understanding of and appreciation for the rich and colorful heritage that each dance represents. *Grade Option (Letter Grade or Pass/No Pass). Degree Credit.*

Units: 1

Hours/semester: 48-54 Lab

Prerequisites: DANC 115.3 or demonstrated skill.

AA/AS Degree Requirements: Area E2; Physical Education

Transfer Credit: CSU (CSU GE Area E2)

DANC 121.1 MODERN DANCE I

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 will be expected to choreograph and perform a modern dance by the end of the semester. *Grade Option (Letter Grade or Pass/No Pass). Degree Credit.*

Units: 1

Hours/semester: 48-54 Lab

Recommended: Eligibility for READ 836 and ENGL 836; or ENGL 847 or ESL 400.

AA/AS Degree Requirements: Area E2; Physical Education

Transfer Credit: CSU (CSU GE Area E2), UC

DANC 121.2 MODERN DANCE II

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. *Grade Option (Letter Grade or Pass/No Pass). Degree Credit.*

Units: 1

Hours/semester: 48-54 Lab

Prerequisites: DANC 121 or DANC 121.1

AA/AS Degree Requirements: Area E2; Physical Education

Transfer Credit: CSU (CSU GE Area E2), UC

DANC 121.3 MODERN DANCE III

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. *Grade Option (Letter Grade or Pass/No Pass). Degree Credit.*

Units: 1

Hours/semester: 48-54 Lab

Prerequisites: DANC 121.2

AA/AS Degree Requirements: Area E2; Physical Education

Transfer Credit: CSU (CSU GE Area E2), UC

DANC 121.4 MODERN DANCE IV

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. *Grade Option (Letter Grade or Pass/No Pass). Degree Credit.*

Units: 1

Hours/semester: 48-54 Lab

Prerequisites: DANC 121.3

AA/AS Degree Requirements: Area E2; Physical Education

Transfer Credit: CSU (CSU GE Area E2), UC

DANC 125.1 SALSA I

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. *Grade Option (Letter Grade or Pass/No Pass). Degree Credit.*

Units: 1

Hours/semester: 48-54 Lab

Recommended: Eligibility for READ 836 and ENGL 836; or ENGL 847 or ESL 400.

AA/AS Degree Requirements: Area E2; Physical Education

Transfer Credit: CSU (CSU GE Area E2), UC

DANC 125.2 SALSA II

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. *Grade Option (Letter Grade or Pass/No Pass). Degree Credit.*

Units: 1

Hours/semester: 48-54 Lab

Prerequisites: DANC 125 or DANC 125.1 or demonstrated skill.

AA/AS Degree Requirements: Area E2; Physical Education

Transfer Credit: CSU (CSU GE Area E2), UC

DANC 125.3 SALSA III

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. *Grade Option (Letter Grade or Pass/No Pass). Degree Credit.*

Units: 1

Hours/semester: 48-54 Lab

Prerequisites: DANC 125.2 or DANC 126 or demonstrated ability.

AA/AS Degree Requirements: Area E2; Physical Education

Transfer Credit: CSU (CSU GE Area E2), UC

DANC 125.4 SALSA IV

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. *Grade Option (Letter Grade or Pass/No Pass). Degree Credit.*



Units: 1

Hours/semester: 48-54 Lab

Prerequisites: DANC 125.3

AA/AS Degree Requirements: Area E2; Physical Education

Transfer Credit: CSU (CSU GE Area E2), UC

DANC 130.1 JAZZ DANCE I

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. *Grade Option (Letter Grade or Pass/No Pass). Degree Credit.*

Units: 1

Hours/semester: 48-54 Lab

Recommended: Eligibility for READ 836 and ENGL 836; or ENGL 847 or ESL 400.

AA/AS Degree Requirements: Area E2; Physical Education

Transfer Credit: CSU (CSU GE Area E2), UC

DANC 130.2 JAZZ DANCE II

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. *Grade Option (Letter Grade or Pass/No Pass). Degree Credit.*

Units: 1

Hours/semester: 48-54 Lab

Prerequisites: DANC 130.1 or DANC 205

AA/AS Degree Requirements: Area E2; Physical Education

Transfer Credit: CSU (CSU GE Area E2), UC

DANC 130.3 JAZZ DANCE III

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. *Grade Option (Letter Grade or Pass/No Pass). Degree Credit.*

Units: 1

Hours/semester: 48-54 Lab

Prerequisites: DANC 130.2 or DANC 210

AA/AS Degree Requirements: Area E2; Physical Education

Transfer Credit: CSU (CSU GE Area E2), UC

DANC 130.4 JAZZ DANCE IV

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. *Grade Option (Letter Grade or Pass/No Pass). Degree Credit.*

Units: 1

Hours/semester: 48-54 Lab

Prerequisites: DANC 130.3

AA/AS Degree Requirements: Area E2; Physical Education

Transfer Credit: CSU (CSU GE Area E2), UC

DANC 140.1 BALLET I

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. *Grade Option (Letter Grade or Pass/No Pass). Degree Credit.*

Units: 1

Hours/semester: 48-54 Lab

Recommended: Eligibility for READ 836 and ENGL 836; or ENGL 847 or ESL 400.

AA/AS Degree Requirements: Area E2; Physical Education

Transfer Credit: CSU (CSU GE Area E2), UC

DANC 140.2 BALLET II

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. *Grade Option (Letter Grade or Pass/No Pass). Degree Credit.*

Units: 1

Hours/semester: 48-54 Lab

Prerequisites: DANC 140 or DANC 140.1

Recommended: Eligibility for READ 836 and ENGL 836; or ENGL 847 or ESL 400.

AA/AS Degree Requirements: Area E2; Physical Education

Transfer Credit: CSU (CSU GE Area E2), UC

DANC 140.3 BALLET III

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. *Grade Option (Letter Grade or Pass/No Pass). Degree Credit.*

Units: 1

Hours/semester: 48-54 Lab

Prerequisites: DANC 140.2 or DANC 143

Recommended: Eligibility for READ 836 and ENGL 836; or ENGL 847 or ESL 400.

AA/AS Degree Requirements: Area E2; Physical Education

Transfer Credit: CSU (CSU GE Area E2), UC

DANC 140.4 BALLET IV

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. *Grade Option (Letter Grade or Pass/No Pass). Degree Credit.*

Units: 1

Hours/semester: 48-54 Lab

Prerequisites: DANC 140.3

Recommended: Eligibility for READ 836 and ENGL 836; or ENGL 847 or ESL 400.

AA/AS Degree Requirements: Area E2; Physical Education

Transfer Credit: CSU (CSU GE Area E2), UC

DANC 150.1 HIP HOP I

Provides students with beginning practical experience in current hip-hop dance trends and techniques. The class covers terminology and a brief history of hip-hop dance. Students learn and perform beginning hip-hop dance steps. *Grade Option (Letter Grade or Pass/No Pass). Degree Credit.*

Units: 1

Hours/semester: 48-54 Lab

Recommended: Eligibility for READ 836 and ENGL 836; or ENGL 847 or ESL 400.

AA/AS Degree Requirements: Area E2; Physical Education

Transfer Credit: CSU (CSU GE Area E2), UC

DANC 150.2 HIP HOP II

Continuation of DANC 150.1. Intermediate dance techniques and movement which include direction and rhythmic changes. Limited student choreography which includes a variety of intermediate hip-hop phrases is also

included. *Grade Option (Letter Grade or Pass/No Pass). Degree Credit.*

Units: 1

Hours/semester: 48-54 Lab

Prerequisites: DANC 150.1

AA/AS Degree Requirements: Area E2; Physical Education

Transfer Credit: CSU (CSU GE Area E2), UC

DANC 150.3 HIP HOP LLL

Continuation of DANC 150.2. Intermediate/advanced dance techniques, routines and group presentations. Emphasis on individual student and group choreography. *Grade Option (Letter Grade or Pass/No Pass). Degree Credit.*

Units: 1

Hours/semester: 48-54 Lab

Prerequisites: DANC 150.2

AA/AS Degree Requirements: Area E2; Physical Education

Transfer Credit: CSU (CSU GE Area E2), UC

DANC 150.4 HIP HOP LV

Continuation of DANC 150.3. Advanced dance techniques, and movement which include level changes, rhythmic and direction changes. Choreography and improvisational group projects/presentations which include exploring performance aspect of hip-hop dance. *Grade Option (Letter Grade or Pass/No Pass). Degree Credit.*

Units: 1

Hours/semester: 48-54 Lab

Prerequisites: DANC 150.3

AA/AS Degree Requirements: Area E2; Physical Education

Transfer Credit: CSU (CSU GE Area E2), UC

DANC 151.1 SOCIAL DANCE I

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. *Grade Option (Letter Grade or Pass/No Pass). Degree Credit.*

Units: 1

Hours/semester: 48-54 Lab

Recommended: Eligibility for READ 836 and ENGL 836; or ENGL 847 or ESL 400.



AA/AS Degree Requirements: Area E2; Physical Education

Transfer Credit: CSU (CSU GE Area E2), UC

DANC 151.2 SOCIAL DANCE II

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. *Grade Option (Letter Grade or Pass/No Pass). Degree Credit.*

Units: 1

Hours/semester: 48-54 Lab

Prerequisites: DANC 151 or DANC 151.1 or demonstrated skill.

AA/AS Degree Requirements: Area E2; Physical Education

Transfer Credit: CSU (CSU GE Area E2), UC

DANC 151.3 SOCIAL DANCE III

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. *Grade Option (Letter Grade or Pass/No Pass). Degree Credit.*

Units: 1

Hours/semester: 48-54 Lab

Prerequisites: DANC 151.2 or DANC 153 or demonstrated skill.

AA/AS Degree Requirements: Area E2; Physical Education

Transfer Credit: CSU (CSU GE Area E2), UC

DANC 151.4 SOCIAL DANCE IV

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. *Grade Option (Letter Grade or Pass/No Pass). Degree Credit.*

Units: 1

Hours/semester: 48-54 Lab

Prerequisites: DANC 151.3 or demonstrated skill.

AA/AS Degree Requirements: Area E2; Physical Education

Transfer Credit: CSU (CSU GE Area E2), UC

DANC 220 DANCE CONDITIONING

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. *Grade Option (Letter Grade or Pass/No Pass). Degree Credit.*

Units: 1

Hours/semester: 48-54 Lab

Recommended: Eligibility for READ 836 and ENGL 836; or ENGL 847 or ESL 400.

AA/AS Degree Requirements: Area E2; Physical Education

Transfer Credit: CSU (CSU GE Area E2), UC*

DANC 391 DANCE COMPOSITION - THEORY AND CHOREOGRAPHY

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. *Grade Option (Letter Grade or Pass/No Pass). Degree Credit.*

Units: 3

Hours/semester: 48-54 Lecture; 96-108 Homework

Recommended: Eligibility for READ 836 and ENGL 836; or ENGL 847 or ESL 400.

Transfer Credit: CSU, UC

DANC 400.1 DANCE PERFORMANCE AND PRODUCTION I

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. *Grade Option (Letter Grade or Pass/No Pass). Degree Credit.*

Units: 1

Hours/semester: 48-54 Lab

Recommended: Eligibility for READ 836 and ENGL 836; or ENGL 847 or ESL 400.

AA/AS Degree Requirements: Area E2; Physical Education

Transfer Credit: CSU (CSU GE Area E2), UC



DANC 400.2 DANCE PERFORMANCE AND PRODUCTION II

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. *Grade Option (Letter Grade or Pass/No Pass). Degree Credit.*

Units: 1

Hours/semester: 48-54 Lab

Prerequisites: DANC 400 or DANC 400.1

AA/AS Degree Requirements: Area E2; Physical Education

Transfer Credit: CSU (CSU GE Area E2), UC

DANC 400.3 DANCE PERFORMANCE AND PRODUCTION III

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. *Grade Option (Letter Grade or Pass/No Pass). Degree Credit.*

Units: 1

Hours/semester: 48-54 Lab

Prerequisites: DANC 400.2

AA/AS Degree Requirements: Area E2; Physical Education

Transfer Credit: CSU (CSU GE Area E2), UC

DANC 400.4 DANCE PERFORMANCE AND PRODUCTION IV

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. *Grade Option (Letter Grade or Pass/No Pass). Degree Credit.*

Units: 1

Hours/semester: 48-54 Lab

Prerequisites: DANC 400.3

AA/AS Degree Requirements: Area E2; Physical Education

Transfer Credit: CSU (CSU GE Area E2), UC

DANC 672 COOPERATIVE EDUCATION: INTERNSHIP

Supervised internship in cooperation with private or public sector employers. Designed to apply knowledge and learn

new skills, directly related to the student's program of study, outside of the normal classroom environment. Students must attend one orientation which is offered the first three weeks of each semester. Each unit requires 60 hours per unit for unpaid work or 75 hours per unit for paid work during the semester. May be repeated for credit up to 16 units. The unit limitation applies to any Cooperative Education Work Experience (any combination of 670, 671 and/or 672 courses) offered within the SMCCCD. *Grade Option (Letter Grade or Pass/No Pass). Degree Credit.*

Units: 1 or 3

Hours/semester: 60-180 Work Experience

Prerequisites: A minimum of 12 completed units in the occupational discipline.

Recommended: Eligibility for READ 836 and ENGL 836; or ENGL 847 or ESL 400.

Transfer Credit: CSU

DANC 695 INDEPENDENT STUDY

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 instructor and approved by the division dean using the Independent Study Form. Varying modes of instruction can be used -- laboratory, research, skill development, etc. For each unit earned, students are required to devote three hours per week throughout the semester. Students may take only one Independent Study course within a given discipline. *Grade Option (Letter Grade or Pass/No Pass). Degree Credit.*

Units: 0.5 or 3

Hours/semester: 24-162 Lab

Recommended: Eligibility for READ 836 and ENGL 836; or ENGL 847 or ESL 400.

Transfer Credit: CSU

Developmental Learning Skills

DSKL 811 LEARNING SKILLS ASSESSMENT

Provides students with information about learning disabilities and the eligibility process for receiving services as a student with a learning disability. It facilitates a process for self-exploration designed to better understand learning styles, learning strengths and weaknesses, effective study skills, learning strategies, and habits that align with personal learning styles. *Pass/No Pass Only. Units do not apply toward AA/AS degree.*

Units: 0.5

Hours/semester: 24-27 Lab



Recommended: Open Curriculum.

DSKL 822 STUDY SMART SKILLS

This course is designed to assist students to obtain study skills and develop learning strategies to reach their educational objectives. Topics include strategies to improve mathematics, reading, writing, and studying skills for students. *Pass/No Pass Only. Units do not apply toward AA/AS degree.*

Units: 1

Hours/semester: 16-18 Lecture; 32-36 Homework

Recommended: Open Curriculum.

DSKL 827 ASSISTIVE COMPUTER TECHNOLOGY: SMARTPEN

This course provides an in-depth instruction about the various features of the Smartpen and ways to apply notetaking strategies when using the Smartpen. Students learn to transfer recorded notes from the Smartpen to the computer-based software and how to review and organize notes in this software. *Pass/No Pass Only. Units do not apply toward AA/AS degree.*

Units: 0.5

Hours/semester: 8-9 Lecture; 16-18 Homework

Recommended: Open Curriculum.

DSKL 829 ASSISTIVE TECHNOLOGY - TEXT-TO-SPEECH PROGRAM

This course provides training in a text-to-speech program, to support students' learning styles and/or physical needs in the area of reading and studying their textbooks. Students learn how to use this assistive technology tool as an accommodation for reading and studying electronic versions of their textbooks and completing tests/exams from concurrent subject area classes. No previous computer experience is required. *Pass/No Pass Only. Units do not apply toward AA/AS degree.*

Units: 0.5

Hours/semester: 8-9 Lecture; 16-18 Homework

Recommended: Open Curriculum.

Digital Art and Animation

(3D Animation and Video Game Art, Graphic Design, Web Design, and Multimedia)

MART 314 INTRODUCTION TO COMPUTER GRAPHICS

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. *Grade Option (Letter Grade or Pass/No Pass). Degree Credit.*

Units: 3

Hours/semester: 48-54 Lecture; 32-36 TBA; 64-72 Homework

Recommended: Eligibility for READ 836 and ENGL 836; or ENGL 847 or ESL 400.

Transfer Credit: CSU, UC

MART 325 DIGITAL PAINTING

Using digital painting software and drawing tablets, students use digital tools for the artistic expression of the concepts and techniques of traditional painting. Some painting and computer knowledge desirable. *Grade Option (Letter Grade or Pass/No Pass). Degree Credit.*

Units: 3

Hours/semester: 48-54 Lecture; 48-54 TBA; 48-54 Homework

Recommended: Eligibility for READ 836 and ENGL 836; or ENGL 847 or ESL 400.

Transfer Credit: CSU

MART 361 DIGITAL VIDEO

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. *Grade Option (Letter Grade or Pass/No Pass). Degree Credit.*

Units: 3

Hours/semester: 48-54 Lecture; 32-36 TBA; 64-72 Homework

Recommended: Eligibility for READ 836 and ENGL 836; or ENGL 847 or ESL 400.

Transfer Credit: CSU



MART 362 DIGITAL PHOTOGRAPHY I

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 will be evaluated. *Grade Option (Letter Grade or Pass/No Pass). Degree Credit.*

Units: 3

Hours/semester: 48-54 Lecture; 32-36 TBA; 64-72 Homework

Recommended: Eligibility for READ 836 and ENGL 836; or ENGL 847 or ESL 400.

Transfer Credit: CSU, UC*

MART 363 DIGITAL PHOTOGRAPHY II

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. *Grade Option (Letter Grade or Pass/No Pass). Degree Credit.*

Units: 3

Hours/semester: 48-54 Lecture; 32-36 TBA; 64-72 Homework

Prerequisites: MART 362 or equivalent

Recommended: Eligibility for READ 836 and ENGL 836; or ENGL 847 or ESL 400.

Transfer Credit: CSU, UC

MART 366 COLOR MANAGEMENT AND THEORY

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. *Grade Option (Letter Grade or Pass/No Pass). Degree Credit.*

Units: 3

Hours/semester: 48-54 Lecture; 32-36 TBA; 64-72 Homework

Recommended: Eligibility for READ 836 and ENGL 836; or ENGL 847 or ESL 400. MART 376 is strongly recommended.

Transfer Credit: CSU

MART 368 WEB DESIGN I

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®. *Grade Option (Letter Grade or Pass/No Pass). Degree Credit.*

Units: 3

Hours/semester: 48-54 Lecture; 32-36 TBA; 64-72 Homework

Recommended: Eligibility for READ 836 and ENGL 836; or ENGL 847 or ESL 400.

Transfer Credit: CSU

MART 369 WEB DESIGN II

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®, and Adobe Photoshop®. Other software may be utilized. *Grade Option (Letter Grade or Pass/No Pass). Degree Credit.*

Units: 3

Hours/semester: 48-54 Lecture; 32-36 TBA; 64-72 Homework

Prerequisites: MART 368

Recommended: Eligibility for READ 836 and ENGL 836; or ENGL 847 or ESL 400.

Transfer Credit: CSU

MART 370 CASCADING STYLE SHEETS

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. *Grade Option (Letter Grade or Pass/No Pass). Degree Credit.*



Units: 1.5

Hours/semester: 24-27 Lecture; 16-18 TBA; 32-36 Homework

Recommended: Eligibility for READ 836 and ENGL 836; or ENGL 847 or ESL 400.

Transfer Credit: CSU

MART 371 USER INTERFACE/USER EXPERIENCE DESIGN

Covers the fundamentals of user-centered interface design concepts and practices for web, mobile devices, and other applications. Students gain an understanding of how users interact with an interface and be introduced to the concepts of usability, interface associations and aesthetics, and the user experience. *Grade Option (Letter Grade or Pass/No Pass). Degree Credit.*

Units: 3

Hours/semester: 48-54 Lecture; 32-36 TBA; 64-72 Homework

Recommended: Eligibility for READ 836 and ENGL 836; or ENGL 847 or ESL 400.

Transfer Credit: CSU

MART 372 DIGITAL ILLUSTRATION

Using Adobe Illustrator and other digital design software students will develop strategies for content development, visual cohesiveness and graphic production techniques. Topics include design, layout, typography, and color principles, vector graphics versus raster graphics and project preparation for print. The student will create projects ranging from promotional posters and business cards, to bottle labels and restaurant menus. *Grade Option (Letter Grade or Pass/No Pass). Degree Credit.*

Units: 3

Hours/semester: 48-54 Lecture; 32-36 TBA; 64-72 Homework

Recommended: Eligibility for READ 836 and ENGL 836; or ENGL 847 or ESL 400.

Transfer Credit: CSU

MART 373 DIGITAL AUDIO I

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 digital media 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. *Grade Option (Letter Grade or Pass/No Pass). Degree Credit.*

Units: 1

Hours/semester: 16-18 Lecture; 16-18 TBA; 16-18 Homework

Recommended: Eligibility for READ 836 and ENGL 836; or ENGL 847 or ESL 400.

Transfer Credit: CSU

MART 376 DIGITAL IMAGING I

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. *Grade Option (Letter Grade or Pass/No Pass). Degree Credit.*

Units: 3

Hours/semester: 48-54 Lecture; 32-36 TBA; 64-72 Homework

Recommended: Eligibility for READ 836 and ENGL 836; or ENGL 847 or ESL 400.

Transfer Credit: CSU, UC*

MART 377 DIGITAL IMAGING II

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. *Grade Option (Letter Grade or Pass/No Pass). Degree Credit.*

Units: 3

Hours/semester: 48-54 Lecture; 32-36 TBA; 64-72 Homework

Prerequisites: MART 376

Recommended: Eligibility for READ 836 and ENGL 836; or ENGL 847 or ESL 400.

Transfer Credit: CSU, UC

MART 378 DIGITAL PAGE LAYOUT

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. *Grade Option (Letter Grade or Pass/No Pass). Degree Credit.*

Units: 3

Hours/semester: 48-54 Lecture; 32-36 TBA; 64-72 Homework

Recommended: Eligibility for READ 836 and ENGL 836; or ENGL 847 or ESL 400.

Transfer Credit: CSU

MART 379 DIGITAL ANIMATION I

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 2D digital animation software as a medium for the development of creative computer-based animation. 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. *Grade Option (Letter Grade or Pass/No Pass). Degree Credit.*

Units: 3

Hours/semester: 48-54 Lecture; 32-36 TBA; 64-72 Homework

Recommended: Eligibility for READ 836 and ENGL 836; or ENGL 847 or ESL 400.

Transfer Credit: CSU

MART 380 DIGITAL ANIMATION II

This course utilizes 2D digital animation software 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 applications, both for a web media and offline presentations. Student projects are developed through the integration of rich media such as audio and video with interactive code and advanced animation techniques. Further independent instruction is encouraged through a wide range of sources such as internet tutorials, books and experimentation. *Grade Option (Letter Grade or Pass/No Pass). Degree Credit.*

Units: 3

Hours/semester: 48-54 Lecture; 32-36 TBA; 64-72 Homework

Prerequisites: MART 379 or equivalent

Recommended: Eligibility for READ 836 and ENGL 836; or ENGL 847 or ESL 400.

Transfer Credit: CSU

MART 385 CODING FOR DESIGNERS AND ARTISTS

Introduction to writing scripts and code for artists and designers. Using JavaScript and ActionScript, students learn the fundamentals of coding by creating interactive animated graphics. Activities include drawing graphics, controlling animation, working with sound, and interacting with user inputs. Coding concepts covered include working with variables and arrays, writing functions, working with loops and logic, creating classes and objects, and translating between different coding languages. *Grade Option (Letter Grade or Pass/No Pass). Degree Credit.*

Units: 3

Hours/semester: 48-54 Lecture; 32-36 TBA; 64-72 Homework

Recommended: Eligibility for READ 836 and ENGL 836; or ENGL 847 or ESL 400.

Transfer Credit: CSU

MART 389 DIGITAL MEDIA CAREERS

Introduction to the digital media job market and employment niches. The class describes digital media and the varied work environments including full time and contract opportunities, as well as job search techniques, resume and cover letter writing skills. *Grade Option (Letter Grade or Pass/No Pass). Degree Credit.*

Units: 1.5

Hours/semester: 24-27 Lecture; 16-18 TBA; 32-36 Homework

Recommended: Eligibility for ENGL 100.

Transfer Credit: CSU

MART 390 PORTFOLIO CREATION

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 Digital Art and Animation. Students develop a portfolio consisting of work accomplished to date. The portfolio may be print based or web based 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. *Grade Option (Letter Grade or Pass/No Pass). Degree Credit.*

Units: 1.5

Hours/semester: 24-27 Lecture; 16-18 TBA; 32-36 Homework

Prerequisites: MART 362 or MART 368 or MART 372 or MART 376 or MART 379 or MART 421 or MART 422 or MART



430 or MART 432 or Instructor permission via portfolio review.

Recommended: Eligibility for READ 836 and ENGL 836; or ENGL 847 or ESL 400.

Transfer Credit: CSU

MART 400 MOTION GRAPHICS

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 or DVD delivery. Successful story-telling through the use of story boarding, camera composition and scene sequencing techniques. *Grade Option (Letter Grade or Pass/No Pass). Degree Credit.*

Units: 1.5

Hours/semester: 24-27 Lecture; 16-18 TBA; 32-36 Homework

Recommended: Eligibility for READ 836 and ENGL 836; or ENGL 847 or ESL 400.

Transfer Credit: CSU

MART 405 STORYBOARD DEVELOPMENT FOR ANIMATION AND INTERACTIVE MEDIA

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. *Grade Option (Letter Grade or Pass/No Pass). Degree Credit.*

Units: 3

Hours/semester: 48-54 Lecture; 32-36 TBA; 64-72 Homework

Recommended: Eligibility for READ 836 and ENGL 836; or ENGL 847 or ESL 400.

Transfer Credit: CSU

MART 416 DRAWING FOR ANIMATION

Techniques and concepts of drawing for animation. Topics include 2- and 3-point perspective, anatomy (human, animal, and comparative), gesture, quick sketch, and sequential drawing. Emphasis on capturing movement and pose using line. *Grade Option (Letter Grade or Pass/No Pass). Degree Credit.*

Units: 3

Hours/semester: 48-54 Lecture; 32-36 TBA; 64-72 Homework

Recommended: Eligibility for READ 836 and ENGL 836; or ENGL 847 or ESL 400.

Transfer Credit: CSU

MART 417 PRINCIPLES OF ANIMATION

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. *Grade Option (Letter Grade or Pass/No Pass). Degree Credit.*

Units: 3

Hours/semester: 48-54 Lecture; 24-27 TBA; 72-81 Homework

Recommended: Eligibility for READ 836 and ENGL 836; or ENGL 847 or ESL 400.

Transfer Credit: CSU

MART 418 HISTORY OF ANIMATION

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. *Grade Option (Letter Grade or Pass/No Pass). Degree Credit.*

Units: 1.5

Hours/semester: 24-27 Lecture; 16-18 TBA; 32-36 Homework

Recommended: Eligibility for READ 836 and ENGL 836; or ENGL 847 or ESL 400.

Transfer Credit: CSU, UC

MART 420 3D MODELING AND ANIMATION I

Basic concepts of 3D modeling and animation using Autodesk Maya including the production of three-dimensional computer animation 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 animation and environments. *Grade Option (Letter Grade or Pass/No Pass). Degree Credit.*

Units: 3



Hours/semester: 48-54 Lecture; 32-36 TBA; 64-72 Homework

Recommended: Eligibility for READ 836 and ENGL 836; or ENGL 847 or ESL 400. Completion of MART 376 or equivalent.

Transfer Credit: CSU

MART 421 3D MODELING AND ANIMATION II

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 Autodesk 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. *Grade Option (Letter Grade or Pass/No Pass). Degree Credit.*

Units: 3

Hours/semester: 48-54 Lecture; 32-36 TBA; 64-72 Homework

Prerequisites: MART 420 or equivalent

Recommended: Eligibility for READ 836 and ENGL 836; or ENGL 847 or ESL 400.

Transfer Credit: CSU

MART 422 INTRODUCTION TO RIGGING

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. *Grade Option (Letter Grade or Pass/No Pass). Degree Credit.*

Units: 3

Hours/semester: 48-54 Lecture; 32-36 TBA; 64-72 Homework

Prerequisites: MART 420 Prerequisite required in order to assure that students have a basic working knowledge of 3D and the software tool being used in the course.

Recommended: Eligibility for READ 836 and ENGL 836; or ENGL 847 or ESL 400.

Transfer Credit: CSU

MART 430 3D CHARACTER ANIMATION

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. *Grade Option (Letter Grade or Pass/No Pass). Degree Credit.*

Units: 3

Hours/semester: 48-54 Lecture; 32-36 TBA; 64-72 Homework

Recommended: Eligibility for READ 836 and ENGL 836; or ENGL 847 or ESL 400. Completion of MART 420 or familiarity with 3D software.

Transfer Credit: CSU

MART 431 SPECIAL EFFECTS AND COMPOSITING

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. *Grade Option (Letter Grade or Pass/No Pass). Degree Credit.*

Units: 1.5

Hours/semester: 24-27 Lecture; 16-18 TBA; 32-36 Homework

Recommended: Eligibility for READ 836 and ENGL 836; or ENGL 847 or ESL 400. Prior experience in After Effects or equivalent.

Transfer Credit: CSU

MART 432 3D ENVIRONMENTS AND HARD SURFACE MODELING

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. *Grade Option (Letter Grade or Pass/No Pass). Degree Credit.*

Units: 1.5

Hours/semester: 24-27 Lecture; 16-18 TBA; 32-36 Homework

Recommended: Eligibility for READ 836 and ENGL 836; or ENGL 847 or ESL 400. MART 420 or 3D software experience.

Transfer Credit: CSU



MART 440 VIDEO GAME 3D PRODUCTION TECHNIQUES

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. *Grade Option (Letter Grade or Pass/No Pass). Degree Credit.*

Units: 1.5

Hours/semester: 24-27 Lecture; 16-18 TBA; 32-36 Homework

Recommended: Eligibility for READ 836 and ENGL 836; or ENGL 847 or ESL 400. Prior experience with digital imaging and 3D software.

Transfer Credit: CSU

MART 695 INDEPENDENT STUDY

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 instructor and approved by the division dean using the Independent Study Form. Varying modes of instruction can be used -- laboratory, research, skill development, etc. For each unit earned, students are required to devote three hours per week throughout the semester. Students may take only one Independent Study course within a given discipline. *Grade Option (Letter Grade or Pass/No Pass). Degree Credit.*

Units: 0.5 or 3

Hours/semester: 24-162 Lab

Recommended: Eligibility for READ 836 and ENGL 836; or ENGL 847 or ESL 400.

Transfer Credit: CSU

Drama

(See [Theatre Arts](#))

Early Childhood Education/Child Development

ECE. 191 CHILDREN'S LITERATURE

An overview of the body of world literature deemed appropriate and enriching for children from infancy to adolescence. Designed to impart knowledge about and practice in storytelling techniques, as well as practical experience in presenting age-appropriate literature to

children and youth. Theory and practice in discerning literary genres, criteria for selection, and techniques for using classic and contemporary literature with young people. *Letter Grade Only. Degree Credit.*

Units: 3

Hours/semester: 48-54 Lecture; 96-108 Homework

Recommended: Eligibility for ENGL 100.

AA/AS Degree Requirements: Area C2

Transfer Credit: CSU (CSU GE Area C2)

C-ID: ENGL 180

ECE. 201 CHILD DEVELOPMENT

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. *Letter Grade Only. Degree Credit.*

Units: 3

Hours/semester: 48-54 Lecture; 96-108 Homework

Recommended: Eligibility for READ 836 and ENGL 836; or ENGL 847 or ESL 400.

AA/AS Degree Requirements: DSI

Transfer Credit: CSU (CSU GE DSI), UC (IGETC Area 4)

C-ID: CDEV 100

ECE. 210 EARLY CHILDHOOD EDUCATION PRINCIPLES

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. *Letter Grade Only. Degree Credit.*

Units: 3

Hours/semester: 48-54 Lecture; 96-108 Homework

Recommended: Eligibility for READ 836 and ENGL 836; or ENGL 847 or ESL 400.

Transfer Credit: CSU



C-ID: ECE 120

ECE. 211 EARLY CHILDHOOD EDUCATION CURRICULUM

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. *Grade Option (Letter Grade or Pass/No Pass). Degree Credit.*

Units: 3

Hours/semester: 48-54 Lecture; 96-108 Homework

Recommended: Eligibility for READ 836 and ENGL 836; or ENGL 847 or ESL 400.

Transfer Credit: CSU

C-ID: ECE 130

ECE. 212 CHILD, FAMILY, AND COMMUNITY

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. *Letter Grade Only. Degree Credit.*

Units: 3

Hours/semester: 48-54 Lecture; 96-108 Homework

Recommended: Eligibility for READ 836 and ENGL 836; or ENGL 847 or ESL 400.

AA/AS Degree Requirements: DSI; Ethnic Studies

Transfer Credit: CSU (CSU GE DSI), UC (IGETC Area 4)

C-ID: CDEV 110

ECE. 223 INFANT/TODDLER DEVELOPMENT

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. *Grade Option (Letter Grade or Pass/No Pass). Degree Credit.*

Units: 3

Hours/semester: 48-54 Lecture; 96-108 Homework

Recommended: Eligibility for READ 836 and ENGL 836; or ENGL 847 or ESL 400.

Transfer Credit: CSU

ECE. 225 INFANT/TODDLER ENVIRONMENTS

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. *Letter Grade Only. Degree Credit.*

Units: 3

Hours/semester: 48-54 Lecture; 96-108 Homework

Recommended: Eligibility for READ 836 and ENGL 836; or ENGL 847 or ESL 400.

Transfer Credit: CSU

ECE. 240 ADMINISTRATION I: BUSINESS/LEGAL

Introduction to the administration of early childhood programs. Covers program types, budget, management, regulations, laws, development and implementation of policies and procedures. Examines administrative tools, philosophies, and techniques needed to organize, open, and operate an early care and education program. *Grade Option (Letter Grade or Pass/No Pass). Degree Credit.*

Units: 3

Hours/semester: 48-54 Lecture; 96-108 Homework

Prerequisites: ECE. 201, ECE. 210, ECE. 211 and ECE. 212

Transfer Credit: CSU

ECE. 241 ADMINISTRATION II: PERSONNEL AND LEADERSHIP

Effective strategies for personnel management and leadership in early care and education settings. Includes legal and ethical responsibilities, supervision techniques, professional development, and reflective practices for a diverse and inclusive early care and education program. *Grade Option (Letter Grade or Pass/No Pass). Degree Credit.*

Units: 3

Hours/semester: 48-54 Lecture; 96-108 Homework

Prerequisites: ECE. 201, ECE. 210, ECE. 211 and ECE. 212

Transfer Credit: CSU

ECE. 242 ADULT SUPERVISION AND MENTORING

Study of the methods and principles of supervising student teachers, assistant teachers, parents, and volunteers in ECE.



education settings. 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. *Grade Option (Letter Grade or Pass/No Pass). Degree Credit.*

Units: 2

Hours/semester: 32-36 Lecture; 64-72 Homework

Prerequisites: ECE. 201, ECE. 210, ECE. 211 and ECE. 212

Transfer Credit: CSU

ECE. 244 CURRICULUM AND STRATEGIES FOR PREK-KINDERGARTEN

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. *Letter Grade Only. Degree Credit.*

Units: 3

Hours/semester: 48-54 Lecture; 96-108 Homework

Recommended: Eligibility for READ 836 and ENGL 836; or ENGL 847 or ESL 400.

Transfer Credit: CSU

ECE. 247 FOUNDATIONS FOR SCHOOL SUCCESS

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. *Letter Grade Only. Degree Credit.*

Units: 3

Hours/semester: 48-54 Lecture; 96-108 Homework

Recommended: Eligibility for READ 836 and ENGL 836; or ENGL 847 or ESL 400.

Transfer Credit: CSU

ECE. 249 LEADERSHIP DEVELOPMENT

Leadership is examined from both theoretical and practical perspectives through the Phi Theta Kappa (PTK) Leadership Development Studies curriculum. This course is designed to provide emerging and existing leaders the opportunity to explore the exercise of leadership and to develop and improve their skills for the exercise of leadership. The course integrates readings from the humanities,

experiential exercises, films, and contemporary readings on leadership. 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. *Grade Option (Letter Grade or Pass/No Pass). Degree Credit.*

Units: 3

Hours/semester: 48-54 Lecture; 96-108 Homework

Recommended: Eligibility for ENGL 100.

Transfer Credit: CSU

ECE. 254 TEACHING IN A DIVERSE SOCIETY

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. *Letter Grade Only. Degree Credit.*

Units: 3

Hours/semester: 48-54 Lecture; 96-108 Homework

Recommended: Eligibility for READ 836 and ENGL 836; or ENGL 847 or ESL 400.

AA/AS Degree Requirements: Ethnic Studies

Transfer Credit: CSU

C-ID: ECE 230

ECE. 260 CHILDREN WITH SPECIAL NEEDS

Introduces the variations in development of children with special needs ages birth through eight and the resulting impact on families. Includes an overview of historical and societal influences, laws relating to children with special needs, and the identification and referral process. *Grade Option (Letter Grade or Pass/No Pass). Degree Credit.*

Units: 3

Hours/semester: 48-54 Lecture; 96-108 Homework

Recommended: Eligibility for ENGL 100. ECE. 201

Transfer Credit: CSU

ECE. 262 INTRODUCTION TO FAMILY SUPPORT: BUILDING RESPECTFUL PARTNERSHIPS

Equivalent to HMSV 262. 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. *Letter Grade Only. Degree Credit.*

Units: 3

Hours/semester: 48-54 Lecture; 96-108 Homework

Recommended: Eligibility for READ 836 and ENGL 836; or ENGL 847 or ESL 400.

Transfer Credit: CSU

ECE. 263 CURRICULUM AND STRATEGIES FOR CHILDREN WITH SPECIAL NEEDS

Focuses on practical applications of best practices in Early Childhood Special Education. Topics covered include curriculum modification strategies to facilitate the development of cognitive, motor, social, emotional and language skills in young children with special needs (preschool, transitional kindergarten, and kindergarten age). Specific course foci include developing positive behavior management plans, collaborative teaching, integrative lesson planning that embed intervention strategies across routines and activities in both inclusive and self-contained classrooms, and methods for working with and parents of young children with special needs. *Grade Option (Letter Grade or Pass/No Pass). Degree Credit.*

Units: 3

Hours/semester: 48-54 Lecture; 96-108 Homework

Recommended: Eligibility for ENGL 100. ECE. 201, ECE. 260

Transfer Credit: CSU

ECE. 264 THE LIFE CYCLE OF THE FAMILY

Equivalent to HMSV 264. Overview of the life cycle of the family. It bridges 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. *Letter Grade Only. Degree Credit.*

Units: 3

Hours/semester: 48-54 Lecture; 96-108 Homework

Recommended: Eligibility for READ 836 and ENGL 836; or ENGL 847 or ESL 400.

AA/AS Degree Requirements: DSI

Transfer Credit: CSU (CSU GE DSI)

ECE. 275 CHILDREN'S LANGUAGE AND LITERACY DEVELOPMENT

Explores the process of children's language acquisition, emotional development, and literacy development. Highlights the teacher's role in promoting creativity and self-expression through verbal and symbolic language. *Letter Grade Only. Degree Credit.*

Units: 3

Hours/semester: 48-54 Lecture; 96-108 Homework

Recommended: Eligibility for ENGL 100.

Transfer Credit: CSU

ECE. 313 HEALTH, SAFETY AND NUTRITION

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. *Letter Grade Only. Degree Credit.*

Units: 3

Hours/semester: 48-54 Lecture; 96-108 Homework

Recommended: Eligibility for READ 836 and ENGL 836; or ENGL 847 or ESL 400.

Transfer Credit: CSU

C-ID: ECE 220

ECE. 331 THE ROLE OF THE TEACHER

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. *Grade Option (Letter Grade or Pass/No Pass). Degree Credit.*

Units: 1

Hours/semester: 16-18 Lecture; 32-36 Homework

Recommended: Eligibility for READ 836 and ENGL 836; or ENGL 847 or ESL 400.

Transfer Credit: CSU

ECE. 333 OBSERVATION AND ASSESSMENT OF YOUNG CHILDREN

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. *Letter Grade Only. Degree Credit.*

Units: 3

Hours/semester: 48-54 Lecture; 96-108 Homework

Prerequisites: ECE. 201

Recommended: Eligibility for ENGL 100.

Transfer Credit: CSU

ECE. 335 CHILD GUIDANCE

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. *Grade Option (Letter Grade or Pass/No Pass). Degree Credit.*

Units: 3

Hours/semester: 48-54 Lecture; 96-108 Homework

Recommended: Eligibility for READ 836 and ENGL 836; or ENGL 847 or ESL 400.

Transfer Credit: CSU

ECE. 362 COMMUNICATING WITH FAMILIES

The focus of this course is effective communication skills needed by early childhood teachers and professionals when communicating with family members including biological parents, adoptive families and extended family members. *Letter Grade Only. Degree Credit.*

Units: 1

Hours/semester: 16-18 Lecture; 32-36 Homework

Recommended: Eligibility for ENGL 100.

Transfer Credit: CSU

ECE. 363 MENTAL DEVELOPMENT AND PROBLEM SOLVING

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). *Grade Option (Letter Grade or Pass/No Pass). Degree Credit.*

Units: 1

Hours/semester: 16-18 Lecture; 32-36 Homework

Recommended: Eligibility for READ 836 and ENGL 836; or ENGL 847 or ESL 400.

Transfer Credit: CSU

ECE. 366 PRACTICUM IN EARLY CHILDHOOD EDUCATION

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. *Letter Grade Only. Degree Credit.*

Units: 3

Hours/semester: 16-18 Lecture; 96-108 Field Experience; 32-36 Homework

Prerequisites: ECE. 210, ECE. 211, ECE. 212 and ECE. 333; Placements at approved sites only under the direct supervision of an individual who holds a Master Teacher Permit or higher, issued by the CA Commission on Teacher Credentialing.

Transfer Credit: CSU

C-ID: ECE 210

ECE. 369 REFLECTIVE TEACHING SEMINAR

This course is designed for teachers working in early childhood or transitional kindergarten settings. Students examine their teaching philosophy and multiple roles in the classroom including teacher, parent educator, and mentor. Throughout the course students engage in the reflective practice cycle as the primary methodology for growth. Students use a variety of instructional strategies, including purposeful play, to assess, document and describe children's learning and development. *Grade Option (Letter Grade or Pass/No Pass). Degree Credit.*

Units: 3

Hours/semester: 48-54 Lecture; 96-108 Homework



Prerequisites: ECE. 201 and, ECE. 211 or ECE. 263; and, ECE. 333 and, ECE. 366, or completion of an equivalent student teaching experience in an accredited elementary teaching credential program.

Transfer Credit: CSU

ECE. 382 MALE INVOLVEMENT IN EARLY CHILDHOOD

Examines the importance of men in the lives of children. The course reviews barriers and issues concerning male involvement in early childhood and how to positively encourage men to be involved with children. *Grade Option (Letter Grade or Pass/No Pass). Degree Credit.*

Units: 1

Hours/semester: 16-18 Lecture; 32-36 Homework

Recommended: Eligibility for READ 836 and ENGL 836; or ENGL 847 or ESL 400.

Transfer Credit: CSU

ECE. 384 PRINCIPLES AND PRACTICES OF FAMILY CHILD CARE

This course focuses on the principles and policies related to child care in home-based settings; it examines child care in the home as a small business. The course is designed for those already caring for children in their homes and for those considering this as an option in the child care profession. *Grade Option (Letter Grade or Pass/No Pass). Degree Credit.*

Units: 3

Hours/semester: 48-54 Lecture; 96-108 Homework

Recommended: Eligibility for READ 836 and ENGL 836; or ENGL 847 or ESL 400.

Transfer Credit: CSU

ECE. 695 INDEPENDENT STUDY

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 instructor and approved by the division dean using the Independent Study Form. Varying modes of instruction can be used -- laboratory, research, skill development, etc. For each unit earned, students are required to devote three hours per week throughout the semester. Students may take only one Independent Study course within a given discipline. *Grade Option (Letter Grade or Pass/No Pass). Degree Credit.*

Units: 0.5 or 3

Hours/semester: 24-162 Lab

Recommended: Eligibility for READ 836 and ENGL 836; or ENGL 847 or ESL 400.

Transfer Credit: CSU

Economics

ECON 100 PRINCIPLES OF MACRO ECONOMICS

Introduction to the American macroeconomic system and its effects on social, cultural and political environments by focusing on aggregate economic analysis. Allocation mechanisms for scarce resources, analytical tools of supply and demand are utilized. Additionally, the course examines and critiques aggregate measures of economic activity such as GDP, unemployment, 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 the Classical model's study of long run economic growth. *Grade Option (Letter Grade or Pass/No Pass). Degree Credit.*

Units: 3

Hours/semester: 48-54 Lecture; 96-108 Homework

Prerequisites: MATH 110 or MATH 112 (offered at CSM or Skyline) or MATH 190 or appropriate score on District math placement test and other measures as appropriate that indicate proficiency in Elementary Algebra.

Recommended: Eligibility for ENGL 100.

AA/AS Degree Requirements: DSI

Transfer Credit: CSU (CSU GE DSI), UC (IGETC Area 4)

C-ID: ECON 202

ECON 102 PRINCIPLES OF MICRO ECONOMICS

This course focuses on choices of individual economic decision makers within the framework of supply and demand. Topics include: scarcity, marginality, specialization and trade, equilibrium, elasticity, factor markets, and externalities. Price and output decisions under competitive, imperfectly competitive, and monopolistic markets. Profit maximization and loss minimization strategies for the individual firm are analyzed. Comparative economic systems are also examined. *Grade Option (Letter Grade or Pass/No Pass). Degree Credit.*

Units: 3

Hours/semester: 48-54 Lecture; 96-108 Homework

Prerequisites: MATH 110 or MATH 112 (offered at CSM or Skyline) or MATH 190, or appropriate score on District math placement test and other measures as appropriate that indicate proficiency in Elementary Algebra



Recommended: Eligibility for ENGL 100.

AA/AS Degree Requirements: DSI

Transfer Credit: CSU (CSU GE DSI), UC (IGETC Area 4)

C-ID: ECON 201

ECON 230 ECONOMIC HISTORY OF THE UNITED STATES

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 migration in the context of various ethnic and cultural groups, the transportation revolution, the Great Depression and Great Moderation, the development of money and banking, trade patterns, organized labor, changes in agricultural production, and America in the world economy. *Grade Option (Letter Grade or Pass/No Pass). Degree Credit.*

Units: 3

Hours/semester: 48-54 Lecture; 96-108 Homework

Prerequisites: Completion of or concurrent enrollment in, ECON 100; and, ENGL 836 or ENGL 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.

AA/AS Degree Requirements: D US-1; DSI; Ethnic Studies

Transfer Credit: CSU (CSU GE DSI, D US-1), UC (IGETC Area 4)

Education

EDUC 200 INTRODUCTION TO CLASSROOM TEACHING

A survey of the teaching profession including: pedagogical methods; theories of learning; planning, delivering and assessing instruction; classroom management, professional and ethical considerations; diversity; and standards for the teaching profession. A minimum of 48 hours of structured fieldwork in public school elementary classrooms that represent California's diverse student population, and includes cooperation with at least one carefully selected and campus-approved certificated classroom teacher. *Letter Grade Only. Degree Credit.*

Units: 3

Hours/semester: 32-36 Lecture; 48-54 Field Experience; 64-72 Homework

Recommended: Eligibility for ENGL 100. Eligibility for MATH 110 or 111.

Transfer Credit: CSU, UC

C-ID: EDUC 200

EDUC 695 INDEPENDENT STUDY

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 instructor and approved by the division dean using the Independent Study Form. Varying modes of instruction can be used -- laboratory, research, skill development, etc. For each unit earned, students are required to devote three hours per week throughout the semester. Students may take only one Independent Study course within a given discipline. *Grade Option (Letter Grade or Pass/No Pass). Degree Credit.*

Units: 0.5 or 3

Hours/semester: 24-162 Lab

Recommended: Eligibility for READ 836 and ENGL 836; or ENGL 847 or ESL 400.

Transfer Credit: CSU

Engineering

(See also [Computer Science](#))

ENGR 100 INTRODUCTION TO ENGINEERING

Introduction to the engineering profession and its different fields. The course explains the engineering education pathways and explores effective strategies for students to reach their full academic potential. It also provides an understanding of engineering processes and tools including experimentation, data analysis, and computer and communication skills. Emphasis is given to academic success strategies, technical communications, ethical considerations, and 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 or equivalent) are an integral part of the course. *Letter Grade Only. Degree Credit.*

Units: 3

Hours/semester: 32-36 Lecture; 48-54 Lab; 64-72 Homework

Prerequisites: MATH 130 or MATH 225

Transfer Credit: CSU, UC



ENGR 111 SURVEYING

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 Global Positioning System (GPS). Field work using tapes, levels, transits, theodolites, total stations, and GPS. *Letter Grade Only. Degree Credit.*

Units: 4**Hours/semester:** 48-54 Lecture; 48-54 Lab; 96-108 Homework**Prerequisites:** MATH 130 or appropriate score on district math placement test and other measures as appropriate.**Recommended:** Eligibility for ENGL 100.**Transfer Credit:** CSU, UC**C-ID:** ENGR 180**ENGR 210 ENGINEERING GRAPHICS**

This course covers the principles of engineering drawings in visually communicating engineering designs and an introduction to computer-aided design (CAD). Topics include the development of visualization skills; orthographic projections; mechanical dimensioning and tolerancing practices; and the engineering design process. Assignments develop sketching and 2-D and 3-D CAD skills. The use of CAD software is an integral part of the course. *Letter Grade Only. Degree Credit.*

Units: 4**Hours/semester:** 48-54 Lecture; 48-54 Lab; 96-108 Homework**Prerequisites:** MATH 130**Recommended:** Eligibility for ENGL 100.**Transfer Credit:** CSU, UC**C-ID:** ENGR 150**ENGR 215 COMPUTATIONAL METHODS FOR ENGINEERS AND SCIENTISTS**

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. *Letter Grade Only. Degree Credit.*

Units: 3**Hours/semester:** 32-36 Lecture; 48-54 Lab; 64-72 Homework**Prerequisites:** MATH 251**Recommended:** Eligibility for ENGL 100.**Transfer Credit:** CSU, UC**ENGR 230 STATICS**

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. *Letter Grade Only. Degree Credit.*

Units: 3**Hours/semester:** 48-54 Lecture; 96-108 Homework**Prerequisites:** MATH 252 and PHYS 250**Transfer Credit:** CSU, UC**ENGR 240 ENGINEERING DYNAMICS**

This course covers the 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. *Letter Grade Only. Degree Credit.*

Units: 3**Hours/semester:** 48-54 Lecture; 96-108 Homework**Prerequisites:** ENGR 230**Recommended:** Eligibility for READ 836 and ENGL 836; or ENGL 847 or ESL 400.**Transfer Credit:** CSU, UC**C-ID:** ENGR 230**ENGR 260 CIRCUITS AND DEVICES**

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. *Letter Grade Only. Degree Credit.*

Units: 3**Hours/semester:** 48-54 Lecture; 96-108 Homework

Prerequisites: PHYS 260 and completion of, or concurrent enrollment in, MATH 275

Recommended: Eligibility for ENGL 100.

Transfer Credit: CSU, UC

ENGR 261 CIRCUITS AND DEVICES LABORATORY

An introduction to the design, construction, and measurement of electrical circuits. Basic use of electrical test and measurement instruments including multimeters, oscilloscopes, power supplies, and function generators. Use of circuit simulation software. Interpretation of measured and simulated data based on principles of circuit analysis for DC circuits, complete response of first and second-order RLC circuits, and sinusoidal steady-state (AC) circuits. Design, measurement, and analysis of circuits with diodes, rectifiers, transistors, and operational amplifiers. *Letter Grade Only. Degree Credit.*

Units: 1

Hours/semester: 48-54 Lab

Prerequisites: Completion of, concurrent enrollment in ENGR 260

Recommended: Eligibility for ENGL 100.

Transfer Credit: CSU, UC

ENGR 270 MATERIALS SCIENCE

This course presents the internal structures and resulting behaviors of materials used in engineering applications, including metals, ceramics, polymers, composites, and semiconductors. The emphasis is upon developing the ability both to select appropriate materials to meet engineering design criteria and to understand the effects of heat, stress, imperfections, and chemical environments upon material properties and performance. Laboratories provide direct observations of the structures and behaviors discussed in the course, experience with the operation of testing equipment, and the preparation of experimental reports. *Letter Grade Only. Degree Credit.*

Units: 4

Hours/semester: 48-54 Lecture; 48-54 Lab; 96-108 Homework

Prerequisites: CHEM 210 and PHYS 250

Transfer Credit: CSU, UC

C-ID: ENGR 140B

ENGR 695 INDEPENDENT STUDY

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 instructor and approved by the division dean using the Independent Study Form. Varying modes of instruction can be used -- laboratory, research, skill development, etc. For each unit earned, students are required to devote three hours per week throughout the semester. Students may take only one Independent Study course within a given discipline. *Grade Option (Letter Grade or Pass/No Pass). Degree Credit.*

Units: 0.5 or 3

Hours/semester: 24-162 Lab

Recommended: Eligibility for READ 836 and ENGL 836; or ENGL 847 or ESL 400.

Transfer Credit: CSU

English as a Second Language

(INGLES COMO SEGUNDO IDIOMA)

(See also [English](#), [Learning Center](#), [Reading and Literature](#))

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 147, or call 306-3388.

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 147, o pueden llamar al 306-3388.

ESL 400 COMPOSITION FOR NON-NATIVE SPEAKERS

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. *Letter Grade Only. Degree Credit.*

Units: 5

Hours/semester: 80-90 Lecture; 160-180 Homework

Prerequisites: ESL 844 or ESL 924 or appropriate skill level as indicated by placement test score and other measures as needed.

Transfer Credit: CSU, UC

ESL 800 ESL PREPARATORY COURSE

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. *Letter Grade Only. Units do not apply toward AA/AS degree.*

Units: 5

Hours/semester: 80-90 Lecture; 160-180 Homework

Recommended: Open Curriculum. One year of previous English language study.

ESL 808 INTENSIVE GRAMMAR REVIEW

This course is 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. *Letter Grade Only. Units do not apply toward AA/AS degree.*

Units: 3

Hours/semester: 48-54 Lecture; 96-108 Homework

Prerequisites: ESL 921, or placement by College ESL Placement Test.

Recommended: Open Curriculum.

ESL 820 ESL FOR ECE. CURRICULUM

Academic language support for ESL students taking ECE. 211, Early Childhood Education Curriculum in Spanish; Development of vocabulary, oral communication, reading, and writing skills in preparation for taking English-only ECE. courses. *Letter Grade Only. Units do not apply toward AA/AS degree.*

Units: 2

Hours/semester: 32-36 Lecture; 64-72 Homework

Corequisites: Concurrent enrollment in, ECE. 211 Courses are linked for language support purposes only.

Recommended: ESL 922

ESL 830 ESL FOR CHILD DEVELOPMENT

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. *Letter Grade Only. Units do not apply toward AA/AS degree.*

Units: 2

Hours/semester: 32-36 Lecture; 64-72 Homework

Corequisites: ECE. 201 This is a corequisite but not a true prerequisite that requires the content in order to be successful in the target course. Courses are linked for language support purposes only.

Recommended: ESL 922

ESL 836 ENGLISH PRONUNCIATION

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. *Letter Grade Only. Units do not apply toward AA/AS degree.*

Units: 2

Hours/semester: 32-36 Lecture; 64-72 Homework

Recommended: Open Curriculum.

ESL 837 INTERMEDIATE VOCABULARY DEVELOPMENT

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. *Letter Grade Only. Units do not apply toward AA/AS degree.*

Units: 2

Hours/semester: 32-36 Lecture; 64-72 Homework

Prerequisites: ESL 821 or ESL 831 or ESL 841 or ESL 861 or ESL 911 or ESL 921

ESL 840 ESL FOR ECE. PRINCIPLES

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. *Letter Grade Only. Units do not apply toward AA/AS degree.*

Units: 2



Hours/semester: 32-36 Lecture; 64-72 Homework

Corequisites: ECE. 210 Concurrent enrollment

Recommended: ESL 922 Courses are linked for language support purposes only.

ESL 860 ESL FOR CHILD, FAMILY AND COMMUNITY

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. *Letter Grade Only. Units do not apply toward AA/AS degree.*

Units: 2

Hours/semester: 32-36 Lecture; 64-72 Homework

Corequisites: ECE. 212 This is a corequisite but not a true prerequisite that requires the content in order to be successful in the target course. Courses are linked for language support purposes only.

Recommended: ESL 922

ESL 901 LANGUAGE SKILLS FOR WORKFORCE CAREERS I

Students learn grammar, reading, writing, speaking, listening, and vocabulary skills at the high-beginning level necessary to study a variety of career areas. *Letter Grade Only. Units do not apply toward AA/AS degree.*

Units: 2

Hours/semester: 32-36 Lecture; 64-72 Homework

Recommended: Open Curriculum.

ESL 911 READING AND LISTENING-SPEAKING I

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. *Letter Grade Only. Units do not apply toward AA/AS degree.*

Units: 5

Hours/semester: 80-90 Lecture; 160-180 Homework

Prerequisites: ESL 800 or placement by College ESL Placement Test

ESL 912 READING AND LISTENING-SPEAKING II

Equivalent to ESL 832 and 862. Introduces students to 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. *Letter Grade Only. Units do not apply toward AA/AS degree.*

Units: 5

Hours/semester: 80-90 Lecture; 160-180 Homework

Prerequisites: ESL 831 and ESL 861 or ESL 911, or placement by College ESL Placement Test

ESL 913 READING AND LISTENING - SPEAKING III

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. *Letter Grade Only. Units do not apply toward AA/AS degree.*

Units: 5

Hours/semester: 80-90 Lecture; 160-180 Homework

Prerequisites: ESL 832 and ESL 862 or ESL 912 or placement by College ESL Placement Test

ESL 914 READING AND LISTENING - SPEAKING IV

Equivalent to ESL 834 and 864. Introduces students to 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. *Letter Grade Only. Units do not apply toward AA/AS degree.*

Units: 5

Hours/semester: 80-90 Lecture; 160-180 Homework

Prerequisites: ESL 833 and ESL 863 or ESL 913 or placement by College ESL Placement Test

ESL 921 GRAMMAR AND WRITING I

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. *Letter Grade Only. Units do not apply toward AA/AS degree.*

Units: 5

Hours/semester: 80-90 Lecture; 160-180 Homework

Prerequisites: ESL 800 or placement by College ESL Placement Test



ESL 922 GRAMMAR AND WRITING II

Equivalent to ESL 822 and 842. Introduces students to grammar and writing skills at the intermediate level. Special attention is paid to grammar terminology for the purpose of editing student writing. *Letter Grade Only. Units do not apply toward AA/AS degree.*

Units: 5

Hours/semester: 80-90 Lecture; 160-180 Homework

Prerequisites: ESL 821 and ESL 841 or ESL 921, or placement by College ESL Placement Test

ESL 923 GRAMMAR AND WRITING III

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. *Letter Grade Only. Units do not apply toward AA/AS degree.*

Units: 5

Hours/semester: 80-90 Lecture; 160-180 Homework

Prerequisites: ESL 822 and ESL 842 or ESL 922, or placement by College ESL Placement Test

ESL 924 GRAMMAR AND WRITING IV

Equivalent to ESL 824 and 844. Introduces students to grammar and writing skills at the advanced level. Special attention is paid to grammar terminology for the purpose of editing student writing. *Letter Grade Only. Units do not apply toward AA/AS degree.*

Units: 5

Hours/semester: 80-90 Lecture; 160-180 Homework

Prerequisites: ESL 823 and ESL 843 or ESL 923, or placement by College ESL Placement Test

English

(See also [English as a Second Language](#), [Learning Center](#), [Literature](#) and [Reading](#))

Most English, Literature and Reading courses have prerequisites that are listed as part of the course description. You can meet the prerequisite by taking the designated class or by achieving a certain score on the English placement test. If it is unclear that you have met the prerequisite for the class in which you wish to enroll you might be blocked by the system. For more information about how prerequisites work please visit us at the college website: <http://canadacollege.edu/registration/>

To inquire about placement tests and the assessment process please visit us here: <http://canadacollege.edu/>

[assessment/index.php](#) You may also contact the Cañada College Counseling Office (located in Building 9, Room 139) at (650) 306-3452 for assistance.

ENGL 100 READING AND COMPOSITION

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. *Letter Grade Only. Degree Credit.*

Units: 3

Hours/semester: 48-54 Lecture; 96-108 Homework

Prerequisites: ENGL 836 and READ 836 or ENGL 847 or ESL 400 or eligibility for ENGL 100 on approved college English Placement Test and other measures as necessary.

AA/AS Degree Requirements: Area A2

Transfer Credit: CSU (CSU GE Area A2), UC (IGETC Area 1A)

C-ID: ENGL 100

ENGL 110 COMPOSITION, LITERATURE, AND CRITICAL THINKING

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. *Letter Grade Only. Degree Credit.*

Units: 3

Hours/semester: 48-54 Lecture; 96-108 Homework

Prerequisites: ENGL 100

AA/AS Degree Requirements: Area A3; Area C2

Transfer Credit: CSU (CSU GE Area A3; Area C2), UC (IGETC Area 1B)

C-ID: ENGL 110 (both ENGL 110 + 165); ENGL 120

ENGL 161 CREATIVE WRITING I

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. *Grade Option (Letter Grade or Pass/No Pass). Degree Credit.*

Units: 3

Hours/semester: 48-54 Lecture; 96-108 Homework

Prerequisites: Eligibility for ENGL 100 or equivalent.

AA/AS Degree Requirements: Area C2

Transfer Credit: CSU (CSU GE Area C2), UC



C-ID: ENGL 200

ENGL 162 CREATIVE WRITING II

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. *Grade Option (Letter Grade or Pass/No Pass). Degree Credit.*

Units: 3

Hours/semester: 48-54 Lecture; 96-108 Homework

Prerequisites: ENGL 161

Transfer Credit: CSU, UC

ENGL 164 CREATIVE NON-FICTION

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. *Grade Option (Letter Grade or Pass/No Pass). Degree Credit.*

Units: 3

Hours/semester: 48-54 Lecture; 96-108 Homework

Prerequisites: Eligibility for ENGL 100 or equivalent.

AA/AS Degree Requirements: Area C2

Transfer Credit: CSU (CSU GE Area C2), UC

ENGL 165 ADVANCED COMPOSITION

This is an advanced course in non-fiction writing. Students are taught to read and think critically and to write nuanced arguments. *Letter Grade Only. Degree Credit.*

Units: 3

Hours/semester: 48-54 Lecture; 96-108 Homework

Prerequisites: ENGL 100

AA/AS Degree Requirements: Area A3

Transfer Credit: CSU (CSU GE Area A3), UC (IGETC Area 1B)

C-ID: ENGL 105; ENGL 110 (both ENGL 110 + 165)

ENGL 200 INTRODUCTION TO LINGUISTICS: A SURVEY OF LANGUAGE

Equivalent to LING 200. 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. *Grade Option (Letter Grade or Pass/No Pass). Degree Credit.*

Units: 3

Hours/semester: 48-54 Lecture; 96-108 Homework

Recommended: Eligibility for READ 836 and ENGL 836; or ENGL 847 or ESL 400.

AA/AS Degree Requirements: DSI

Transfer Credit: CSU (CSU GE DSI), UC (IGETC Area 4)

ENGL 695 INDEPENDENT STUDY

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 instructor and approved by the division dean using the Independent Study Form. Varying modes of instruction can be used -- laboratory, research, skill development, etc. For each unit earned, students are required to devote three hours per week throughout the semester. Students may take only one Independent Study course within a given discipline. *Grade Option (Letter Grade or Pass/No Pass). Degree Credit.*

Units: 0.5 or 3

Hours/semester: 24-162 Lab

Recommended: Eligibility for READ 836 and ENGL 836; or ENGL 847 or ESL 400.

Transfer Credit: CSU

ENGL 826 BASIC READING/COMPOSITION

This course improves reading and writing skills through reading non-fiction and short fiction, developing vocabulary, and writing paragraphs. *Letter Grade Only. Units do not apply toward AA/AS degree.*

Units: 4

Hours/semester: 64-72 Lecture; 128-144 Homework

Corequisites: Concurrent enrollment in, READ 826 and ENGL 829

ENGL 827 INTEGRATED READING AND WRITING

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. *Letter Grade Only. Units do not apply toward AA/AS degree.*

Units: 7



Hours/semester: 112-126 Lecture; 224-252 Homework

ENGL 829 READING, WRITING, AND RHETORIC

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. *Pass/No Pass Only. Units do not apply toward AA/AS degree.*

Units: 0.5

Hours/semester: 24-27 Lab

Corequisites: Concurrent enrollment in, ENGL 826

ENGL 836 WRITING DEVELOPMENT

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. *Letter Grade Only. Degree Credit.*

Units: 4

Hours/semester: 64-72 Lecture; 128-144 Homework

Prerequisites: Successful completion of, ENGL 827 or ENGL 826 and READ 826, or Eligibility for ENGL 847; or ENGL 836 and READ 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;

Corequisites: Concurrent enrollment in, ENGL 849

ENGL 847 ACCELERATED ACADEMIC READING AND WRITING

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. *Letter Grade Only. Degree Credit.*

Units: 5

Hours/semester: 80-90 Lecture; 160-180 Homework

Prerequisites: 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.

ENGL 849 ACADEMIC READING, WRITING, AND RHETORIC

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. *Pass/No Pass Only. Degree Credit.*

Units: 0.5

Hours/semester: 24-27 Lab

Corequisites: Concurrent enrollment in, ENGL 836

To view the English classes sequence chart, please visit: canadacollege.edu/catalogschedule/images/english-sequence.jpg

Environmental Science & Technology

ENVS 115 ENVIRONMENTAL SCIENCE

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 process and role of science in finding sustainable solutions. Topics include contemporary environmental issues related to resource use, pollution, and human population growth. Field trips may be required. *Grade Option (Letter Grade or Pass/No Pass). Degree Credit.*

Units: 3

Hours/semester: 48-54 Lecture; 96-108 Homework

Recommended: Eligibility for ENGL 100.

AA/AS Degree Requirements: Area B1, B2

Transfer Credit: CSU (CSU GE Area B1, B2), UC (IGETC Area 5A, 5B)

ENVS 130 SUSTAINABLE LAND MANAGEMENT

Investigates the application of biological principles of population biology, ecosystem processes, and natural resource conservation, to sustainable land management systems in San Mateo County. Partnerships with local businesses and agencies allows students the opportunity to observe the implementation of sustainable management practices in fisheries, forestry, agriculture, and



development. Students learn how to estimate a population size, analyze soil fertility, learn to interpret GIS data, and evaluate the economic viability of land management practices. *Grade Option (Letter Grade or Pass/No Pass). Degree Credit.*

Units: 4

Hours/semester: 48-54 Lecture; 48-54 Lab; 96-108 Homework

Recommended: Eligibility for READ 836 and ENGL 836; or ENGL 847 or ESL 400. Eligibility for MATH 110 or 111.

Transfer Credit: CSU, UC

Ethnic Studies

(See individual courses)

COMM 150 Intercultural Communication (C-ID COMM 150)

DRAM 160 Latin American Theatre

ECE. 212 Child, Family, and Community (C-ID CDEV 110)

ECE. 254 Teaching in a Diverse Society (C-ID ECE 230)

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 (C-ID ENGL 135)

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 210 American Politics (C-ID POLS 110)

PLSC 310 California State and Local Government

PSYC 106 Psychology of Prejudice and Discrimination

SOCI 141 Ethnicity and Race in Society (C-ID SOCI 150)

SPAN 150 Spanish for Heritage Speakers I (C-ID SPAN 220)

SPAN 152 Spanish for Heritage Speakers II (C-ID SPAN 230)

SPAN 161 Latino Literature I

SPAN 162 Latino Literature II

Fashion Design and Merchandising

FASH 100 PRINCIPLES OF DESIGN

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. *Grade Option (Letter Grade or Pass/No Pass). Degree Credit.*

Units: 3

Hours/semester: 48-54 Lecture; 96-108 Homework

Recommended: Eligibility for READ 836 and ENGL 836; or ENGL 847 or ESL 400.

Transfer Credit: CSU

FASH 110 BEGINNING CLOTHING CONSTRUCTION

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. *Grade Option (Letter Grade or Pass/No Pass). Degree Credit.*

Units: 3

Hours/semester: 48-54 Lecture; 16-18 TBA; 80-90 Homework

Recommended: Eligibility for READ 836 and ENGL 836; or ENGL 847 or ESL 400.

Transfer Credit: CSU

FASH 111 TECHNIQUES OF FIT

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. *Grade Option (Letter Grade or Pass/No Pass). Degree Credit.*

Units: 3

Hours/semester: 48-54 Lecture; 16-18 TBA; 80-90 Homework

Recommended: Eligibility for READ 836 and ENGL 836; or ENGL 847 or ESL 400.

Transfer Credit: CSU

FASH 113 TEXTILES

An introduction to the study of natural and chemical fibers, yarns, fabrics, finishing, and dyeing. Students also analyze



methods used for purchasing and caring for clothing. *Grade Option (Letter Grade or Pass/No Pass). Degree Credit.*

Units: 3

Hours/semester: 48-54 Lecture; 96-108 Homework

Recommended: Eligibility for READ 836 and ENGL 836; or ENGL 847 or ESL 400.

Transfer Credit: CSU, UC

FASH 115 INTERMEDIATE CLOTHING CONSTRUCTION

Provides an overview of intermediate sewing techniques for constructing collars, buttonholes, sleeves, hems, zippers, pockets, and other garment details. *Grade Option (Letter Grade or Pass/No Pass). Degree Credit.*

Units: 3

Hours/semester: 48-54 Lecture; 16-18 TBA; 80-90 Homework

Recommended: Eligibility for READ 836 and ENGL 836; or ENGL 847 or ESL 400. FASH 110 or basic sewing skills.

Transfer Credit: CSU

FASH 116 TAILORING

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. *Grade Option (Letter Grade or Pass/No Pass). Degree Credit.*

Units: 3

Hours/semester: 48-54 Lecture; 16-18 TBA; 80-90 Homework

Recommended: Eligibility for READ 836 and ENGL 836; or ENGL 847 or ESL 400.

Transfer Credit: CSU

FASH 118 FLAT PATTERN

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. *Grade Option (Letter Grade or Pass/No Pass). Degree Credit.*

Units: 3

Hours/semester: 48-54 Lecture; 16-18 TBA; 80-90 Homework

Recommended: Eligibility for READ 836 and ENGL 836; or ENGL 847 or ESL 400.

Transfer Credit: CSU

FASH 122 ADVANCED TAILORING

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. *Grade Option (Letter Grade or Pass/No Pass). Degree Credit.*

Units: 3

Hours/semester: 48-54 Lecture; 16-18 TBA; 80-90 Homework

Prerequisites: FASH 116

Recommended: Eligibility for READ 836 and ENGL 836; or ENGL 847 or ESL 400.

Transfer Credit: CSU

FASH 123 INTRODUCTION TO THE FASHION INDUSTRY

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. *Grade Option (Letter Grade or Pass/No Pass). Degree Credit.*

Units: 3

Hours/semester: 48-54 Lecture; 96-108 Homework

Recommended: Eligibility for READ 836 and ENGL 836; or ENGL 847 or ESL 400.

Transfer Credit: CSU

FASH 132 TROUSER CONSTRUCTION

Learn techniques used for pants construction. Topics include fly front zippers, various waistline treatments, various pocket techniques, linings, underlinings, hems and cuffs. *Grade Option (Letter Grade or Pass/No Pass). Degree Credit.*

Units: 1

Hours/semester: 16-18 Lecture; 32-36 Homework

Recommended: Eligibility for READ 836 and ENGL 836; or ENGL 847 or ESL 400.

Transfer Credit: CSU

FASH 133 COPYING READY-TO-WEAR

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. *Grade Option (Letter Grade or Pass/No Pass). Degree Credit.*

Units: 1

Hours/semester: 16-18 Lecture; 32-36 Homework

Recommended: Eligibility for READ 836 and ENGL 836; or ENGL 847 or ESL 400. Basic sewing skills

Transfer Credit: CSU

FASH 134 BEGINNING MILLINERY

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. *Grade Option (Letter Grade or Pass/No Pass). Degree Credit.*

Units: 1

Hours/semester: 16-18 Lecture; 32-36 Homework

Recommended: Eligibility for READ 836 and ENGL 836; or ENGL 847 or ESL 400.

Transfer Credit: CSU

FASH 140 BASIC SERGING

Introduction to the use of the serger sewing machine for creating a variety of seams, as well as functional and decorative edge finishes used in the construction of garments. Students explore tension, stitch formation, threading and maintenance. *Grade Option (Letter Grade or Pass/No Pass). Degree Credit.*

Units: 1

Hours/semester: 16-18 Lecture; 32-36 Homework

Recommended: Eligibility for READ 836 and ENGL 836; or ENGL 847 or ESL 400.

Transfer Credit: CSU

FASH 146 DESIGNER TECHNIQUES IN SEWING

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. *Grade Option (Letter Grade or Pass/No Pass). Degree Credit.*

Units: 3

Hours/semester: 48-54 Lecture; 16-18 TBA; 80-90 Homework

Recommended: Eligibility for READ 836 and ENGL 836; or ENGL 847 or ESL 400.

Transfer Credit: CSU

FASH 150 HISTORY OF FASHION

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. *Grade Option (Letter Grade or Pass/No Pass). Degree Credit.*

Units: 3

Hours/semester: 48-54 Lecture; 96-108 Homework

Recommended: Eligibility for READ 836 and ENGL 836; or ENGL 847 or ESL 400.

Transfer Credit: CSU

FASH 151 FASHION MERCHANDISING

Examines the retail and wholesale aspects of the fashion industry by studying trends, consumer behavior and 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. *Grade Option (Letter Grade or Pass/No Pass). Degree Credit.*

Units: 3

Hours/semester: 48-54 Lecture; 96-108 Homework

Recommended: Eligibility for READ 836 and ENGL 836; or ENGL 847 or ESL 400.

Transfer Credit: CSU

FASH 162 ADVANCED FLAT PATTERN

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. *Grade Option (Letter Grade or Pass/No Pass). Degree Credit.*

Units: 3

Hours/semester: 48-54 Lecture; 16-18 TBA; 80-90 Homework

Prerequisites: FASH 118

Recommended: Eligibility for READ 836 and ENGL 836; or ENGL 847 or ESL 400.

Transfer Credit: CSU



FASH 163 PATTERN GRADING

Techniques for taking a 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 *Grade Option (Letter Grade or Pass/No Pass). Degree Credit.*

Units: 1

Hours/semester: 16-18 Lecture; 32-36 Homework

Recommended: Eligibility for READ 836 and ENGL 836; or ENGL 847 or ESL 400.

Transfer Credit: CSU

FASH 164 FASHION ILLUSTRATION

An overview of sketching for clothing design with emphasis on perception development through specific drawing exercises to develop fashion figure proportions. A variety of media and drawing techniques will be used to create fashion sketches. *Grade Option (Letter Grade or Pass/No Pass). Degree Credit.*

Units: 3

Hours/semester: 48-54 Lecture; 96-108 Homework

Recommended: Eligibility for READ 836 and ENGL 836; or ENGL 847 or ESL 400.

Transfer Credit: CSU

FASH 166 FASHION ENTREPRENEURSHIP

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. *Grade Option (Letter Grade or Pass/No Pass). Degree Credit.*

Units: 3

Hours/semester: 48-54 Lecture; 96-108 Homework

Recommended: Eligibility for READ 836 and ENGL 836; or ENGL 847 or ESL 400.

Transfer Credit: CSU

FASH 167 THE CUSTOM DRESS FORM

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. *Grade Option (Letter Grade or Pass/No Pass). Degree Credit.*

Units: 1

Hours/semester: 16-18 Lecture; 32-36 Homework

Recommended: Eligibility for READ 836 and ENGL 836; or ENGL 847 or ESL 400.

Transfer Credit: CSU

FASH 168 FASHION DRAPING

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 is also examined. *Grade Option (Letter Grade or Pass/No Pass). Degree Credit.*

Units: 3

Hours/semester: 48-54 Lecture; 96-108 Homework

Recommended: Eligibility for READ 836 and ENGL 836; or ENGL 847 or ESL 400.

Transfer Credit: CSU

FASH 170 FRENCH PATTERN DRAFTING

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. *Grade Option (Letter Grade or Pass/No Pass). Degree Credit.*

Units: 2

Hours/semester: 32-36 Lecture; 64-72 Homework

Recommended: Eligibility for READ 836 and ENGL 836; or ENGL 847 or ESL 400. Basic sewing skills

Transfer Credit: CSU

FASH 171 PANTS DRAFTING

Learn techniques for measuring and drafting a basic pant sloper. The students then make the pattern in muslin and refine fit to produce a pattern that fits their own figures. From this basic block, students draft jean and dress pant slopers. Drafting pant details such as pockets, pleats, waistbands and fly-front zippers are discussed. *Grade Option (Letter Grade or Pass/No Pass). Degree Credit.*

Units: 2

Hours/semester: 32-36 Lecture; 64-72 Homework

Recommended: Eligibility for READ 836 and ENGL 836; or ENGL 847 or ESL 400. Basic sewing skills

Transfer Credit: CSU



FASH 172 BUSTIER

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 recommended. *Grade Option (Letter Grade or Pass/No Pass). Degree Credit.*

Units: 1

Hours/semester: 16-18 Lecture; 32-36 Homework

Recommended: Eligibility for READ 836 and ENGL 836; or ENGL 847 or ESL 400. Basic sewing skills

Transfer Credit: CSU

FASH 173 LINGERIE DESIGN AND CONSTRUCTION

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. *Grade Option (Letter Grade or Pass/No Pass). Degree Credit.*

Units: 1

Hours/semester: 16-18 Lecture; 32-36 Homework

Recommended: Eligibility for READ 836 and ENGL 836; or ENGL 847 or ESL 400. FASH 110 or basic sewing skills.

Transfer Credit: CSU

FASH 175 ADVANCED ILLUSTRATION

Develop advanced fashion rendering skills and figure styles using a variety of media and drawing techniques to create original fashion illustrations. Emphasis is on developing flair, movement, and attitude in the fashion figure. Drawing flats, specs, floats, and fabric renderings are also covered. *Grade Option (Letter Grade or Pass/No Pass). Degree Credit.*

Units: 3

Hours/semester: 48-54 Lecture; 96-108 Homework

Prerequisites: FASH 164 or equivalent

Recommended: Eligibility for READ 836 and ENGL 836; or ENGL 847 or ESL 400.

Transfer Credit: CSU

FASH 178 COMPUTERIZED PATTERN GRADING

Learn how to use PAD, a professional computerized pattern development system, to grade patterns into multiple sizes. *Grade Option (Letter Grade or Pass/No Pass). Degree Credit.*

Units: 1

Hours/semester: 16-18 Lecture; 32-36 Homework

Prerequisites: FASH 163

Recommended: Eligibility for READ 836 and ENGL 836; or ENGL 847 or ESL 400.

Transfer Credit: CSU

FASH 180 COMPUTERIZED PATTERN DESIGN

Designed to teach PAD, a professional computerized pattern development software, to draft and develop patterns for original designs. Students have the opportunity to utilize flat pattern skills to develop patterns used in the apparel industry, as well as learn the process of digitizing and plotting patterns using PAD software and hardware. *Grade Option (Letter Grade or Pass/No Pass). Degree Credit.*

Units: 3

Hours/semester: 48-54 Lecture; 96-108 Homework

Recommended: Eligibility for READ 836 and ENGL 836; or ENGL 847 or ESL 400.

Transfer Credit: CSU

FASH 195 PORTFOLIO DEVELOPMENT

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. *Grade Option (Letter Grade or Pass/No Pass). Degree Credit.*

Units: 1

Hours/semester: 16-18 Lecture; 32-36 Homework

Recommended: Eligibility for READ 836 and ENGL 836; or ENGL 847 or ESL 400.

Transfer Credit: CSU

FASH 196 INTRODUCTION TO THE COSTUME INDUSTRY

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. *Grade Option (Letter Grade or Pass/No Pass). Degree Credit.*

Units: 1

Hours/semester: 16-18 Lecture; 32-36 Homework

Recommended: Eligibility for READ 836 and ENGL 836; or ENGL 847 or ESL 400.

Transfer Credit: CSU



FASH 197 PATTERN DESIGN FOR HISTORIC COSTUME

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. *Grade Option (Letter Grade or Pass/No Pass). Degree Credit.*

Units: 3

Hours/semester: 48-54 Lecture; 96-108 Homework

Recommended: Eligibility for READ 836 and ENGL 836; or ENGL 847 or ESL 400. FASH 110 or basic sewing skills.

Transfer Credit: CSU

FASH 199 COSTUMING FOR THEATRICAL PRODUCTION

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. *Letter Grade Only. Degree Credit.*

Units: 3

Hours/semester: 48-54 Lecture; 96-108 Homework

Recommended: Eligibility for READ 836 and ENGL 836; or ENGL 847 or ESL 400. FASH 110 or equivalent sewing experience.

Transfer Credit: CSU

FASH 225 APPAREL ANALYSIS

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. *Grade Option (Letter Grade or Pass/No Pass). Degree Credit.*

Units: 3

Hours/semester: 48-54 Lecture; 96-108 Homework

Recommended: Eligibility for READ 836 and ENGL 836; or ENGL 847 or ESL 400.

Transfer Credit: CSU

FASH 226 VISUAL MERCHANDISING AND DISPLAY

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. *Grade Option (Letter Grade or Pass/No Pass). Degree Credit.*

Units: 3

Hours/semester: 48-54 Lecture; 96-108 Homework

Recommended: Eligibility for READ 836 and ENGL 836; or ENGL 847 or ESL 400.

Transfer Credit: CSU

FASH 228 FASHION SHOW PRODUCTION

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. *Grade Option (Letter Grade or Pass/No Pass). Degree Credit.*

Units: 3

Hours/semester: 48-54 Lecture; 96-108 Homework

Recommended: Eligibility for READ 836 and ENGL 836; or ENGL 847 or ESL 400.

Transfer Credit: CSU

FASH 672 COOPERATIVE EDUCATION: INTERNSHIP

Supervised internship in cooperation with private or public sector employers. Designed to apply knowledge and learn new skills, directly related to the student's program of study, outside of the normal classroom environment. Students must attend one orientation which is offered the first three weeks of each semester. Each unit requires 60 hours per unit for unpaid work or 75 hours per unit for paid work during the semester. May be repeated for credit up to 16 units. The unit limitation applies to any Cooperative Education Work Experience (any combination of 670, 671 and/or 672 courses) offered within the SMCCCD. *Grade Option (Letter Grade or Pass/No Pass). Degree Credit.*

Units: 1 or 3

Hours/semester: 60-180 Work Experience



Prerequisites: A minimum of 12 completed units in the occupational discipline.

Recommended: Eligibility for READ 836 and ENGL 836; or ENGL 847 or ESL 400.

Transfer Credit: CSU

FASH 695 INDEPENDENT STUDY

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 instructor and approved by the division dean using the Independent Study Form. Varying modes of instruction can be used -- laboratory, research, skill development, etc. For each unit earned, students are required to devote three hours per week throughout the semester. Students may take only one Independent Study course within a given discipline. *Grade Option (Letter Grade or Pass/No Pass). Degree Credit.*

Units: 0.5 or 3

Hours/semester: 24-162 Lab

Recommended: Eligibility for READ 836 and ENGL 836; or ENGL 847 or ESL 400.

Transfer Credit: CSU

Fitness

(See also [Dance](#), [Individual Sports](#), [Kinesiology](#), [Team Sports](#) and [Varsity Sports](#))

(See [repeatability statement](#) listed at the beginning of the [Kinesiology](#), [Athletics](#) and [Dance](#) section)

FITN 112 CROSS TRAINING

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. *Grade Option (Letter Grade or Pass/No Pass). Degree Credit.*

Units: 1 or 2

Hours/semester: 48-108 Lab

Recommended: Eligibility for READ 836 and ENGL 836; or ENGL 847 or ESL 400.

AA/AS Degree Requirements: Area E2; Physical Education

Transfer Credit: CSU (CSU GE Area E2), UC*

FITN 117 FITNESS ASSESSMENT, STRENGTH AND CONDITIONING

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. *Grade Option (Letter Grade or Pass/No Pass). Degree Credit.*

Units: 1

Hours/semester: 48-54 Lab

Recommended: Eligibility for READ 836 and ENGL 836; or ENGL 847 or ESL 400.

AA/AS Degree Requirements: Area E2; Physical Education

Transfer Credit: CSU (CSU GE Area E2), UC*

FITN 118 BEGINNING FITNESS CENTER

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. *Grade Option (Letter Grade or Pass/No Pass). Degree Credit.*

Units: 1 or 2

Hours/semester: 48-108 Lab

Prerequisites: FITN 117

AA/AS Degree Requirements: Area E2; Physical Education

Transfer Credit: CSU (CSU GE Area E2), UC*

FITN 119 INTERMEDIATE FITNESS CENTER

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. *Grade Option (Letter Grade or Pass/No Pass). Degree Credit.*



Units: 1 or 2

Hours/semester: 48-108 Lab

Prerequisites: FITN 118 or FITN 121

AA/AS Degree Requirements: Area E2; Physical Education

Transfer Credit: CSU (CSU GE Area E2), UC*

FITN 122 TOTAL BODY BURN

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. *Grade Option (Letter Grade or Pass/No Pass). Degree Credit.*

Units: 1

Hours/semester: 48-54 Lab

Recommended: Open Curriculum.

AA/AS Degree Requirements: Area E2; Physical Education

Transfer Credit: CSU (CSU GE Area E2), UC*

FITN 128 GET ON THE BALL EXERCISING

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 types of activity-athletic to everyday movement. *Grade Option (Letter Grade or Pass/No Pass). Degree Credit.*

Units: 1

Hours/semester: 48-54 Lab

Recommended: Open Curriculum.

AA/AS Degree Requirements: Area E2; Physical Education

Transfer Credit: CSU (CSU GE Area E2), UC*

FITN 129 BEGINNING STRENGTH TRAINING ON THE BALL

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. *Grade Option (Letter Grade or Pass/No Pass). Degree Credit.*

Units: 1

Hours/semester: 48-54 Lab

Recommended: Open Curriculum.

AA/AS Degree Requirements: Area E2; Physical Education

Transfer Credit: CSU (CSU GE Area E2), UC*

FITN 151 STEP AEROBICS

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. *Grade Option (Letter Grade or Pass/No Pass). Degree Credit.*

Units: 1

Hours/semester: 48-54 Lab

Recommended: Open Curriculum.

AA/AS Degree Requirements: Area E2; Physical Education

Transfer Credit: CSU (CSU GE Area E2), UC*

FITN 152 BASKETBALL CONDITIONING

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. May be repeated for credit up to 3 times. *Grade Option (Letter Grade or Pass/No Pass). Degree Credit.*

Units: 0.5 or 1.5

Hours/semester: 24-81 Lab

Recommended: Open Curriculum. Demonstrated ability is required.

AA/AS Degree Requirements: Area E2; Physical Education

Transfer Credit: CSU (CSU GE Area E2), UC*

FITN 153 SOCCER CONDITIONING

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. *Grade Option (Letter Grade or Pass/No Pass). Degree Credit.*

Units: 1

Hours/semester: 48-54 Lab

Recommended: Eligibility for READ 836 and ENGL 836; or ENGL 847 or ESL 400.

AA/AS Degree Requirements: Area E2; Physical Education

Transfer Credit: CSU (CSU GE Area E2), UC*



FITN 154 VOLLEYBALL CONDITIONING

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. *Grade Option (Letter Grade or Pass/No Pass). Degree Credit.*

Units: 1

Hours/semester: 48-54 Lab

Recommended: Open Curriculum.

AA/AS Degree Requirements: Area E2; Physical Education

Transfer Credit: CSU (CSU GE Area E2), UC*

FITN 210 VARSITY WEIGHT CONDITIONING

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. May be repeated for credit up to 3 times. *Letter Grade Only. Degree Credit.*

Units: 1

Hours/semester: 48-54 Lab

Recommended: Open Curriculum. Demonstrated skill in athletic competition

AA/AS Degree Requirements: Area E2; Physical Education

Transfer Credit: CSU (CSU GE Area E2), UC*

FITN 227.1 TRX® SUSPENSION TRAINING I

An introductory group exercise class utilizing the TRX® Suspension Trainer. Muscular strength, balance, flexibility, and core stability are trained via leveraging gravity to complete bodyweight exercises in three of the six TRX® foundational movement categories. Topics include proper set-up, safe practices, philosophy of suspension training, and proper exercise technique. *Grade Option (Letter Grade or Pass/No Pass). Degree Credit.*

Units: 1

Hours/semester: 48-54 Lab

Recommended: Eligibility for READ 836 and ENGL 836; or ENGL 847 or ESL 400.

AA/AS Degree Requirements: Area E2; Physical Education

Transfer Credit: CSU (CSU GE Area E2), UC*

FITN 227.2 TRX® SUSPENSION TRAINING II

Continuation of FITN 227.1. Includes a review of proper set-up, safe practices, philosophy of suspension training, and proper exercise technique. The remaining three TRX® foundational movement categories are introduced. *Grade Option (Letter Grade or Pass/No Pass). Degree Credit.*

Units: 1

Hours/semester: 48-54 Lab

Prerequisites: FITN 227.1

AA/AS Degree Requirements: Area E2; Physical Education

Transfer Credit: CSU (CSU GE Area E2), UC*

FITN 227.3 TRX® SUSPENSION TRAINING III

Continuation of FITN 227.2. Includes a review of proper set-up, safe practices, philosophy of suspension training, and proper exercise technique. The TRX® Rip Trainer is introduced as a supplemental tool to incorporate rotational training. *Grade Option (Letter Grade or Pass/No Pass). Degree Credit.*

Units: 1

Hours/semester: 48-54 Lab

Prerequisites: FITN 227.2

AA/AS Degree Requirements: Area E2; Physical Education

Transfer Credit: CSU (CSU GE Area E2), UC*

FITN 227.4 TRX® SUSPENSION TRAINING IV

Continuation of FITN 227.3. Includes a review of proper set-up, safe practices, and proper exercise technique for the TRX® Suspension Trainer and Rip Trainer. The Functional TRX model introduces add-on modalities in the form of smash balls, heavy ropes, kettlebells, and sandbags. *Grade Option (Letter Grade or Pass/No Pass). Degree Credit.*

Units: 1

Hours/semester: 48-54 Lab

Prerequisites: FITN 227.3

AA/AS Degree Requirements: Area E2; Physical Education

Transfer Credit: CSU (CSU GE Area E2), UC*

FITN 235 BOOT CAMP

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. *Grade Option (Letter Grade or Pass/No Pass). Degree Credit.*



Units: 1

Hours/semester: 48-54 Lab

Recommended: Open Curriculum.

AA/AS Degree Requirements: Area E2; Physical Education

Transfer Credit: CSU (CSU GE Area E2), UC*

FITN 304.1 WALKING FITNESS I

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. *Grade Option (Letter Grade or Pass/No Pass). Degree Credit.*

Units: 1

Hours/semester: 48-54 Lab

Recommended: Eligibility for READ 836 and ENGL 836; or ENGL 847 or ESL 400.

AA/AS Degree Requirements: Area E2; Physical Education

Transfer Credit: CSU (CSU GE Area E2), UC*

FITN 304.2 WALKING FITNESS II

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. *Grade Option (Letter Grade or Pass/No Pass). Degree Credit.*

Units: 1

Hours/semester: 48-54 Lab

Prerequisites: FITN 304.1

AA/AS Degree Requirements: Area E2; Physical Education

Transfer Credit: CSU (CSU GE Area E2), UC*

FITN 304.3 WALKING FITNESS III

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. *Grade Option (Letter Grade or Pass/No Pass). Degree Credit.*

Units: 1

Hours/semester: 48-54 Lab

Prerequisites: FITN 304.2

AA/AS Degree Requirements: Area E2; Physical Education

Transfer Credit: CSU (CSU GE Area E2), UC*

FITN 304.4 WALKING FITNESS IV

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. *Grade Option (Letter Grade or Pass/No Pass). Degree Credit.*

Units: 1

Hours/semester: 48-54 Lab

Prerequisites: FITN 304.3

AA/AS Degree Requirements: Area E2; Physical Education

Transfer Credit: CSU (CSU GE Area E2), UC*

FITN 334.1 YOGA I

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. *Grade Option (Letter Grade or Pass/No Pass). Degree Credit.*

Units: 1

Hours/semester: 48-54 Lab

Recommended: Eligibility for READ 836 and ENGL 836; or ENGL 847 or ESL 400.

AA/AS Degree Requirements: Area E2; Physical Education

Transfer Credit: CSU (CSU GE Area E2), UC*

FITN 334.2 YOGA II

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. *Grade Option (Letter Grade or Pass/No Pass). Degree Credit.*

Units: 1

Hours/semester: 48-54 Lab

Prerequisites: FITN 334.1

AA/AS Degree Requirements: Area E2; Physical Education

Transfer Credit: CSU (CSU GE Area E2), UC*

FITN 334.3 YOGA III

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. *Grade Option (Letter Grade or Pass/No Pass). Degree Credit.*

Units: 1

Hours/semester: 48-54 Lab

Prerequisites: FITN 334.2

AA/AS Degree Requirements: Area E2; Physical Education

Transfer Credit: CSU (CSU GE Area E2), UC*

FITN 334.4 YOGA IV

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. *Grade Option (Letter Grade or Pass/No Pass). Degree Credit.*

Units: 1

Hours/semester: 48-54 Lab

Prerequisites: FITN 334.3

AA/AS Degree Requirements: Area E2; Physical Education

Transfer Credit: CSU (CSU GE Area E2), UC*

FITN 335.1 PILATES I

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. *Grade Option (Letter Grade or Pass/No Pass). Degree Credit.*

Units: 1

Hours/semester: 48-54 Lab

Recommended: Eligibility for READ 836 and ENGL 836; or ENGL 847 or ESL 400.

AA/AS Degree Requirements: Area E2; Physical Education

Transfer Credit: CSU (CSU GE Area E2), UC*

FITN 335.2 PILATES II

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. *Grade Option (Letter Grade or Pass/No Pass). Degree Credit.*

Units: 1

Hours/semester: 24-27 Lab

Prerequisites: FITN 335.1

AA/AS Degree Requirements: Area E2; Physical Education

Transfer Credit: CSU (CSU GE Area E2), UC*

FITN 335.3 PILATES III

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. *Grade Option (Letter Grade or Pass/No Pass). Degree Credit.*

Units: 1

Hours/semester: 48-54 Lab

Prerequisites: FITN 335.2

AA/AS Degree Requirements: Area E2; Physical Education

Transfer Credit: CSU (CSU GE Area E2), UC*

FITN 335.4 PILATES IV

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. *Grade Option (Letter Grade or Pass/No Pass). Degree Credit.*

Units: 1

Hours/semester: 24-27 Lab

Prerequisites: FITN 335.3

AA/AS Degree Requirements: Area E2; Physical Education

Transfer Credit: CSU (CSU GE Area E2), UC*

Geography

(See also [Geology](#) and [Oceanography](#))

GEOG 100 PHYSICAL GEOGRAPHY

A study of the Earth and the processes that create and shape its physical features and landforms. Topics include Earth dimensions and motions, seasons, map reading, weather and climate, tectonic and surface process, landforms, and tools used by geographers. Emphasis is placed on recognizing, describing, and interpreting the spatial distribution of Earth features, the processes that form these features, and their relationship to humanity. Field trip may be required. *Grade Option (Letter Grade or Pass/No Pass). Degree Credit.*

Units: 3

Hours/semester: 48-54 Lecture; 96-108 Homework

Recommended: Eligibility for READ 836 and ENGL 836; or ENGL 847 or ESL 400.

AA/AS Degree Requirements: Area B1

Transfer Credit: CSU (CSU GE Area B1), UC (IGETC Area 5A)

C-ID: GEOG 110



GEOG 110 CULTURAL GEOGRAPHY

Cultural geography is the spatial study of human populations, cultural origins, and the diffusion of cultural expression over time. Topics include demography, the influence of environmental factors on human settlement, urbanization and landscape modification, language, religion, political and economic systems, and the role of technology. Emphasis is placed on the spatial interactions amongst nature, society, and culture. *Letter Grade Only. Degree Credit.*

Units: 3

Hours/semester: 48-54 Lecture; 96-108 Homework

Recommended: Eligibility for READ 836 and ENGL 836; or ENGL 847 or ESL 400.

AA/AS Degree Requirements: DSI

Transfer Credit: CSU (CSU GE DSI), UC (IGETC Area 4)

C-ID: GEOG 120

GEOG 150 WORLD REGIONAL GEOGRAPHY

Geographic analysis of the physical, cultural, and population patterns of world regions. A critical examination, with historical context, is also made of the economy and politics, sociocultural issues, environmental issues, and measures of human well-being within each region. This course is aimed at helping students make sense of world events, environments, cultures, conflicts, and lifestyles, and to begin to prepare them for life in an increasingly global community. *Letter Grade Only. Degree Credit.*

Units: 3

Hours/semester: 48-54 Lecture; 96-108 Homework

Recommended: Eligibility for ENGL 100.

AA/AS Degree Requirements: DSI

Transfer Credit: CSU (CSU GE DSI), UC (IGETC Area 4)

C-ID: GEOG 125

GEOG 695 INDEPENDENT STUDY

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 instructor and approved by the division dean using the Independent Study Form. Varying modes of instruction can be used -- laboratory, research, skill development, etc. For each unit earned, students are required to devote three hours per week throughout the semester. Students may take only one Independent Study course within a given discipline. *Grade Option (Letter Grade or Pass/No Pass). Degree Credit.*

Units: 0.5 or 3

Hours/semester: 24-162 Lab

Recommended: Eligibility for READ 836 and ENGL 836; or ENGL 847 or ESL 400.

Transfer Credit: CSU

Geology

(See also [Geography](#) and [Oceanography](#))

GEOLOGY 100 INTRODUCTION TO GEOLOGY

An introduction to Earth materials, landforms, and the processes that shape the Earth. Course includes the study of rocks and minerals, plate tectonics, volcanoes, earthquakes, and surface processes such as landslides, rivers, and glaciers. *Grade Option (Letter Grade or Pass/No Pass). Degree Credit.*

Units: 3

Hours/semester: 48-54 Lecture; 96-108 Homework

Recommended: Eligibility for READ 836 and ENGL 836; or ENGL 847 or ESL 400.

AA/AS Degree Requirements: Area B1

Transfer Credit: CSU (CSU GE Area B1), UC (IGETC Area 5A)

C-ID: GEOL 100; GEOL 101 - GEOL 100 & 101 must be taken

GEOLOGY 101 GEOLOGY LABORATORY

An introduction to earth materials through the identification of minerals and rocks. Interpretation of geologic processes and landforms by analyzing maps and other data. Includes the study of plate tectonics, geologic time, and surface processes such as rivers, groundwater and glaciers. Field trips may be required. *Grade Option (Letter Grade or Pass/No Pass). Degree Credit.*

Units: 1

Hours/semester: 48-54 Lab

Prerequisites: Completion of, or concurrent enrollment in GEOL 100

Recommended: Eligibility for READ 836 and ENGL 836; or ENGL 847 or ESL 400.

AA/AS Degree Requirements: Area B3 - only if GEOL 100 is successfully completed prior to or concurrently with GEOL 101

Transfer Credit: CSU (CSU GE Area B3 - only if GEOL 100 is successfully completed prior to or concurrently with GEOL 101), UC (IGETC Area 5C*)

C-ID: GEOL 100L; GEOL 101 - GEOL 100 & 101 must be taken



GEOL 121 EARTH SCIENCE

An interdisciplinary study of the planet Earth, stressing the interconnectedness of Earth systems. Topics include Earth materials, geologic processes and landforms, atmosphere processes, the hydrosphere, ocean characteristics and processes, Earth/Sun relationships, and the Solar System. A fieldtrip may be required. *Grade Option (Letter Grade or Pass/No Pass). Degree Credit.*

Units: 4

Hours/semester: 48-54 Lecture; 48-54 Lab; 96-108 Homework

Recommended: Eligibility for ENGL 100.

AA/AS Degree Requirements: Area B1, B2, B3

Transfer Credit: CSU (CSU GE Area B1, B2, B3), UC (IGETC Area 5A, 5C)

C-ID: GEOL 121

GEOL 695 INDEPENDENT STUDY

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 instructor and approved by the division dean using the Independent Study Form. Varying modes of instruction can be used -- laboratory, research, skill development, etc. For each unit earned, students are required to devote three hours per week throughout the semester. Students may take only one Independent Study course within a given discipline. *Grade Option (Letter Grade or Pass/No Pass). Degree Credit.*

Units: 0.5 or 3

Hours/semester: 24-162 Lab

Recommended: Eligibility for READ 836 and ENGL 836; or ENGL 847 or ESL 400.

Transfer Credit: CSU

Health Science**HSCI 100 GENERAL HEALTH SCIENCE**

Analysis of contemporary health issues with a focus on health literacy, patient engagement and disease prevention. Social factors influencing the health outcomes of individuals throughout the lifespan are considered. *Letter Grade Only. Degree Credit.*

Units: 3

Hours/semester: 48-54 Lecture; 96-108 Homework

Recommended: Eligibility for READ 836 and ENGL 836; or ENGL 847 or ESL 400.

AA/AS Degree Requirements: Area E1

Transfer Credit: CSU (CSU GE Area E1), UC

HSCI 116 WOMEN'S HEALTH ISSUES

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 effect of diet, physical fitness and disease on the physical and mental well-being of women are also considered. *Letter Grade Only. Degree Credit.*

Units: 3

Hours/semester: 48-54 Lecture; 96-108 Homework

Recommended: Eligibility for READ 836 and ENGL 836; or ENGL 847 or ESL 400. Eligibility for MATH 110 or 111.

AA/AS Degree Requirements: Area E1

Transfer Credit: CSU (CSU GE Area E1), UC

History**HIST 100 HISTORY OF WESTERN CIVILIZATION I**

This course surveys the civilizations of Europe and the Mediterranean Region in the ancient, medieval and early modern eras. Topics include: Mesopotamia, 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. *Grade Option (Letter Grade or Pass/No Pass). Degree Credit.*

Units: 3

Hours/semester: 48-54 Lecture; 96-108 Homework

Recommended: Eligibility for ENGL 110.

AA/AS Degree Requirements: Area C2; DSI

Transfer Credit: CSU (CSU GE Area C2; DSI), UC (IGETC Area 3B; Area 4)

C-ID: HIST 170

HIST 101 HISTORY OF WESTERN CIVILIZATION II

This course 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 will be integrated throughout the course. *Grade Option (Letter Grade or Pass/No Pass). Degree Credit.*

Units: 3

Hours/semester: 48-54 Lecture; 96-108 Homework

Recommended: Eligibility for ENGL 110.

AA/AS Degree Requirements: Area C2; DSI

Transfer Credit: CSU (CSU GE Area C2; DSI), UC (IGETC Area 3B; Area 4)

C-ID: HIST 180

HIST 104 WORLD HISTORY I

This course 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. *Grade Option (Letter Grade or Pass/No Pass). Degree Credit.*

Units: 3

Hours/semester: 48-54 Lecture; 96-108 Homework

Recommended: Eligibility for ENGL 110.

AA/AS Degree Requirements: Area C2; DSI

Transfer Credit: CSU (CSU GE Area C2; DSI), UC (IGETC Area 3B; Area 4)

C-ID: HIST 150

HIST 106 WORLD HISTORY II

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. *Grade Option (Letter Grade or Pass/No Pass). Degree Credit.*

Units: 3

Hours/semester: 48-54 Lecture; 96-108 Homework

Recommended: Eligibility for ENGL 110.

AA/AS Degree Requirements: Area C2; DSI

Transfer Credit: CSU (CSU GE Area C2; DSI), UC (IGETC Area 3B; Area 4)

C-ID: HIST 160

HIST 201 U.S. HISTORY THROUGH 1877

This course 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. *Grade Option (Letter Grade or Pass/No Pass). Degree Credit.*

Units: 3

Hours/semester: 48-54 Lecture; 96-108 Homework

Recommended: Eligibility for ENGL 110.

AA/AS Degree Requirements: Area C2, D US-1, D US-2; DSI

Transfer Credit: CSU (CSU GE Area C2; DSI, D US-1, D US-2), UC (IGETC Area 3B; Area 4)

C-ID: HIST 130

HIST 202 U.S. HISTORY FROM 1877 TO THE PRESENT

This course 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. *Grade Option (Letter Grade or Pass/No Pass). Degree Credit.*

Units: 3

Hours/semester: 48-54 Lecture; 96-108 Homework

Recommended: Eligibility for ENGL 110.

AA/AS Degree Requirements: Area C2, D US-1, D US-2; DSI

Transfer Credit: CSU (CSU GE Area C2; DSI, D US-1, D US-2), UC (IGETC Area 3B; Area 4)

C-ID: HIST 140

HIST 242 AFRICAN-AMERICAN HISTORY

Explores and analyzes the experiences of African Americans in U.S. history. Subjects include: African societies, the slave trade, the evolution of a race-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. *Grade Option (Letter Grade or Pass/No Pass). Degree Credit.*

Units: 3

Hours/semester: 48-54 Lecture; 96-108 Homework

Recommended: Eligibility for ENGL 100.

AA/AS Degree Requirements: DSI; Ethnic Studies

Transfer Credit: CSU (CSU GE DSI), UC (IGETC Area 3B; Area 4)

HIST 243 AFRICAN HISTORY

This course explores the history of Africa from the origins of humankind to the present day. The focus of this class is on the social, political, economic, environmental, and cultural forces that have shaped the diverse societies of the African continent. Themes include: patterns of settlement, interaction and trade, the rise of ancient civilizations, colonialism, slavery, nationalism, independence and globalization. *Grade Option (Letter Grade or Pass/No Pass). Degree Credit.*

Units: 3

Hours/semester: 48-54 Lecture; 96-108 Homework

Recommended: Eligibility for ENGL 100.

AA/AS Degree Requirements: Area C2; DSI

Transfer Credit: CSU (CSU GE Area C2; DSI), UC (IGETC Area 3B; Area 4)

HIST 245 RACE, ETHNICITY AND IMMIGRATION IN THE U.S.

This course explores the meaning and historical significance of race and ethnicity, and the experiences of diverse racial, ethnic, and immigrant groups in U.S. history. Native Americans, European Americans, African Americans, Latinos, Asian Americans, Pacific Islanders and others are all considered. Themes include: the history of race as an idea; the intersections of race, class and gender; interethnic relations; changing immigration patterns and policies; struggles for equality, and current issues. *Grade Option (Letter Grade or Pass/No Pass). Degree Credit.*

Units: 3

Hours/semester: 48-54 Lecture; 96-108 Homework

Recommended: Eligibility for ENGL 100.

AA/AS Degree Requirements: Area C2; DSI; Ethnic Studies

Transfer Credit: CSU (CSU GE Area C2; DSI), UC (IGETC Area 3B; Area 4)

HIST 246 HISTORY OF LATINOS IN THE U.S.

Explores the history of Latinos in the United States from the pre-Columbian heritage to the present. Topics include, the formation of Latino/a communities and identities, including Mexican American, Puerto Rican, Cuban, Central American and other communities; racial, gender and class differences; U.S. foreign and domestic policies and their impacts; the struggle for civil rights; Latino/a contributions to the development of the U.S.; and current issues. *Grade Option (Letter Grade or Pass/No Pass). Degree Credit.*

Units: 3

Hours/semester: 48-54 Lecture; 96-108 Homework

Recommended: Eligibility for ENGL 100.

AA/AS Degree Requirements: Area C2; DSI; Ethnic Studies

Transfer Credit: CSU (CSU GE Area C2; DSI), UC (IGETC Area 3B; Area 4)

HIST 247 WOMEN IN U.S. HISTORY

Explores and analyzes the experiences of women in U.S. history. Topics include: women's rights, feminism, and the struggle to achieve equality; women's contributions to the social, political, economic, and cultural development of the United States; the impacts of race, ethnicity, class, and sexuality on women's lives and identities; and current issues. *Grade Option (Letter Grade or Pass/No Pass). Degree Credit.*

Units: 3

Hours/semester: 48-54 Lecture; 96-108 Homework

Recommended: Eligibility for ENGL 100.

AA/AS Degree Requirements: Area C2; DSI; Ethnic Studies

Transfer Credit: CSU (CSU GE Area C2; DSI), UC (IGETC Area 3B; Area 4)

HIST 422 MODERN LATIN AMERICA

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. *Grade Option (Letter Grade or Pass/No Pass). Degree Credit.*

Units: 3

Hours/semester: 48-54 Lecture; 96-108 Homework

Recommended: Eligibility for ENGL 110.

AA/AS Degree Requirements: DSI; Ethnic Studies



Transfer Credit: CSU (CSU GE DSI), UC (IGETC Area 3B; Area 4)

HIST 451 FAR EASTERN CIVILIZATION AND HERITAGE I

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. *Grade Option (Letter Grade or Pass/No Pass). Degree Credit.*

Units: 3

Hours/semester: 48-54 Lecture; 96-108 Homework

Recommended: Eligibility for ENGL 110.

AA/AS Degree Requirements: Area C2; DSI; Ethnic Studies

Transfer Credit: CSU (CSU GE Area C2; DSI), UC (IGETC Area 3B; Area 4)

HIST 452 FAR EASTERN CIVILIZATION AND HERITAGE II

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. *Grade Option (Letter Grade or Pass/No Pass). Degree Credit.*

Units: 3

Hours/semester: 48-54 Lecture; 96-108 Homework

Recommended: Eligibility for ENGL 110.

AA/AS Degree Requirements: Area C2; DSI; Ethnic Studies

Transfer Credit: CSU (CSU GE Area C2; DSI), UC (IGETC Area 3B; Area 4)

HIST 455 MIDDLE EASTERN HISTORY

Explores and analyzes the history of the Middle East beginning with ancient civilizations, with a focus on the period between 600 CE and the present. Topics include: Golden Age of Islam, Ottoman Empire, Middle East since WWI, nationalism, regional differences, conflict, oil, economics, religion, gender, culture, and current events. *Grade Option (Letter Grade or Pass/No Pass). Degree Credit.*

Units: 3

Hours/semester: 48-54 Lecture; 96-108 Homework

Recommended: Eligibility for ENGL 100.

AA/AS Degree Requirements: Area C2; DSI

Transfer Credit: CSU (CSU GE Area C2; DSI), UC (IGETC Area 3B; Area 4)

HIST 695 INDEPENDENT STUDY

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 instructor and approved by the division dean using the Independent Study Form. Varying modes of instruction can be used -- laboratory, research, skill development, etc. For each unit earned, students are required to devote three hours per week throughout the semester. Students may take only one Independent Study course within a given discipline. *Grade Option (Letter Grade or Pass/No Pass). Degree Credit.*

Units: 0.5 or 3

Hours/semester: 24-162 Lab

Recommended: Eligibility for READ 836 and ENGL 836; or ENGL 847 or ESL 400.

Transfer Credit: CSU

Human Services

HMSV 100 INTRODUCTION TO HUMAN SERVICES

An introductory course for students interested in a career in Human Services. The Human Services field provides services to those in need thus meeting the challenges of social issues and concerns locally and statewide. 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 Services workers. *Letter Grade Only. Degree Credit.*

Units: 3

Hours/semester: 48-54 Lecture; 96-108 Homework

Recommended: Eligibility for READ 836 and ENGL 836; or ENGL 847 or ESL 400.

Transfer Credit: CSU

HMSV 110 INTRODUCTION TO COUNSELING AND INTERVIEWING

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. *Letter Grade Only. Degree Credit.*

Units: 3

Hours/semester: 48-54 Lecture; 96-108 Homework

Recommended: Eligibility for READ 836 and ENGL 836; or ENGL 847 or ESL 400.

Transfer Credit: CSU

HMSV 115 INTRODUCTION TO CASE MANAGEMENT

An introductory course that familiarizes students with the basic concepts and skills of case management. Course covers philosophy, ethics, concepts, assessment, documentation, recordkeeping, plan development, linking to community agencies, services monitoring, and an overview of benefits programs. Designed to provide students with knowledge and skills that can be applied to a variety of Human Services settings. *Letter Grade Only. Degree Credit.*

Units: 3

Hours/semester: 48-54 Lecture; 96-108 Homework

Recommended: Eligibility for READ 836 and ENGL 836; or ENGL 847 or ESL 400.

Transfer Credit: CSU

HMSV 120 PUBLIC ASSISTANCE AND BENEFITS PROGRAM

Provides an overview of our major federal, state and local public benefit programs. The class examines public assistance programs like TANF (Temporary Aid to Needy Families) and SSI (Supplemental Security Income); disability programs like SSDI (Social Security Disability Insurance) and health insurance programs like Medi-Cal, Medicare and the new Affordable Care Act. Students gain a working knowledge of eligibility requirements, program rules and recipient responsibilities including the goal of self-sufficiency. *Letter Grade Only. Degree Credit.*

Units: 1

Hours/semester: 16-18 Lecture; 32-36 Homework

Recommended: Eligibility for READ 836 and ENGL 836; or ENGL 847 or ESL 400.

Transfer Credit: CSU

HMSV 160 SERVING DIVERSE POPULATIONS

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. *Letter Grade Only. Degree Credit.*

Units: 3

Hours/semester: 48-54 Lecture; 96-108 Homework

Recommended: Eligibility for READ 836 and ENGL 836; or ENGL 847 or ESL 400.

Transfer Credit: CSU

HMSV 161 INFORMATION AND REFERRAL: UNDERSTANDING COMMUNITY RESOURCES

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. *Letter Grade Only. Degree Credit.*

Units: 1

Hours/semester: 16-18 Lecture; 32-36 Homework

Recommended: Eligibility for READ 836 and ENGL 836; or ENGL 847 or ESL 400.

Transfer Credit: CSU

HMSV 262 INTRODUCTION TO FAMILY SUPPORT: BUILDING RESPECTFUL PARTNERSHIPS

Equivalent to ECE. 262. 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. *Letter Grade Only. Degree Credit.*

Units: 3

Hours/semester: 48-54 Lecture; 96-108 Homework

Recommended: Eligibility for READ 836 and ENGL 836; or ENGL 847 or ESL 400.

Transfer Credit: CSU

HMSV 264 THE LIFE CYCLE OF THE FAMILY

Equivalent to ECE. 264. Overview of the life cycle of the family. It bridges 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. *Letter Grade Only. Degree Credit.*

Units: 3

Hours/semester: 48-54 Lecture; 96-108 Homework

Recommended: Eligibility for READ 836 and ENGL 836; or ENGL 847 or ESL 400.

AA/AS Degree Requirements: DSI

Transfer Credit: CSU (CSU GE DSI)

HMSV 265 FAMILY DEVELOPMENT PORTFOLIO, PART I

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. *Letter Grade Only. Degree Credit.*

Units: 1.5

Hours/semester: 24-27 Lecture; 48-54 Homework

Recommended: Eligibility for READ 836 and ENGL 836; or ENGL 847 or ESL 400. To be taken in conjunction with HMSV 262.

Transfer Credit: CSU

HMSV 266 FAMILY DEVELOPMENT PORTFOLIO, PART II

Create a portfolio demonstrating skills in the following areas: ongoing assessment, home visiting, helping families access specialized services, facilitating family conferences, support groups, and collaborating in community meetings. *Letter Grade Only. Degree Credit.*

Units: 1.5

Hours/semester: 24-27 Lecture; 48-54 Homework

Recommended: Eligibility for READ 836 and ENGL 836; or ENGL 847 or ESL 400. To be taken in conjunction with HMSV 264.,

Transfer Credit: CSU

HMSV 672 COOPERATIVE EDUCATION: INTERNSHIP

Supervised internship in cooperation with private or public sector employers. Designed to apply knowledge and learn new skills, directly related to the student's program of study, outside of the normal classroom environment. Students must attend one orientation which is offered the first three weeks of each semester. Each unit requires 60 hours per unit for unpaid work or 75 hours per unit for paid work during the semester. May be repeated for credit up to

16 units. The unit limitation applies to any Cooperative Education Work Experience (any combination of 670, 671 and/or 672 courses) offered within the SMCCCD. *Grade Option (Letter Grade or Pass/No Pass). Degree Credit.*

Units: 1 or 3

Hours/semester: 60-180 Work Experience

Prerequisites: A minimum of 12 completed units in the occupational discipline.

Recommended: Eligibility for READ 836 and ENGL 836; or ENGL 847 or ESL 400.

Transfer Credit: CSU

HMSV 695 INDEPENDENT STUDY

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 instructor and approved by the division dean using the Independent Study Form. Varying modes of instruction can be used -- laboratory, research, skill development, etc. For each unit earned, students are required to devote three hours per week throughout the semester. Students may take only one Independent Study course within a given discipline. *Grade Option (Letter Grade or Pass/No Pass). Degree Credit.*

Units: 0.5 or 3

Hours/semester: 24-162 Lab

Recommended: Eligibility for READ 836 and ENGL 836; or ENGL 847 or ESL 400.

Transfer Credit: CSU

Humanities

HUM. 650 STUDY ABROAD LIFE AND CULTURE, A HUMANITIES PERSPECTIVE

Explore the cultural elements, including literature, art, art history, drama, music and theater and philosophical movements of a foreign country as part of the Study Abroad Program. Students gain skills in cross-cultural competency as well as specific knowledge and understanding about the host country as they attend lectures, interact with local experts, participate in field trips and take part in cultural events. Students must be enrolled in the Semester Abroad Program. *Grade Option (Letter Grade or Pass/No Pass). Degree Credit.*

Units: 3

Hours/semester: 48-54 Lecture; 96-108 Homework

Recommended: Eligibility for ENGL 100.

Transfer Credit: CSU



Individual Sports

(See also [Dance](#), [Fitness](#), [Kinesiology](#), [Team Sports](#) and [Varsity Sports](#))

(See [repeatability statement](#) listed at the beginning of the [Kinesiology](#), [Athletics](#) and [Dance](#) section)

INDV 160.1 GOLF I

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. *Grade Option (Letter Grade or Pass/No Pass). Degree Credit.*

Units: 1

Hours/semester: 48-54 Lab

Recommended: Eligibility for READ 836 and ENGL 836; or ENGL 847 or ESL 400.

AA/AS Degree Requirements: Area E2; Physical Education

Transfer Credit: CSU (CSU GE Area E2), UC*

INDV 160.2 GOLF II

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. *Grade Option (Letter Grade or Pass/No Pass). Degree Credit.*

Units: 1

Hours/semester: 48-54 Lab

Prerequisites: INDV 160.1

AA/AS Degree Requirements: Area E2; Physical Education

Transfer Credit: CSU (CSU GE Area E2), UC*

INDV 160.3 GOLF III

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. *Grade Option (Letter Grade or Pass/No Pass). Degree Credit.*

Units: 1

Hours/semester: 48-54 Lab

Prerequisites: INDV 160.2

AA/AS Degree Requirements: Area E2; Physical Education

Transfer Credit: CSU (CSU GE Area E2), UC*

INDV 160.4 GOLF IV

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. *Grade Option (Letter Grade or Pass/No Pass). Degree Credit.*

Units: 1

Hours/semester: 48-54 Lab

Prerequisites: INDV 160.3

AA/AS Degree Requirements: Area E2; Physical Education

Transfer Credit: CSU (CSU GE Area E2), UC*

INDV 251.1 TENNIS I

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. *Grade Option (Letter Grade or Pass/No Pass). Degree Credit.*

Units: 1

Hours/semester: 48-54 Lab

Recommended: Eligibility for READ 836 and ENGL 836; or ENGL 847 or ESL 400.

AA/AS Degree Requirements: Area E2; Physical Education

Transfer Credit: CSU (CSU GE Area E2), UC*

INDV 251.2 TENNIS II

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. *Grade Option (Letter Grade or Pass/No Pass). Degree Credit.*

Units: 1

Hours/semester: 48-54 Lab

Prerequisites: INDV 251.1

AA/AS Degree Requirements: Area E2; Physical Education

Transfer Credit: CSU (CSU GE Area E2), UC*

INDV 251.3 TENNIS III

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 will be taught. Competition includes singles and doubles tournaments in class. *Grade Option (Letter Grade or Pass/No Pass). Degree Credit.*



Units: 1

Hours/semester: 48-54 Lab

Prerequisites: INDV 251.2

AA/AS Degree Requirements: Area E2; Physical Education

Transfer Credit: CSU (CSU GE Area E2), UC*

INDV 251.4 TENNIS IV

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. *Grade Option (Letter Grade or Pass/No Pass). Degree Credit.*

Units: 1

Hours/semester: 48-54 Lab

Prerequisites: INDV 251.3

AA/AS Degree Requirements: Area E2; Physical Education

Transfer Credit: CSU (CSU GE Area E2), UC*

Interior Design

(See also [Architecture](#))

INTD 115 INTRODUCTION TO INTERIOR DESIGN

Examination of the interior built environment with emphasis on residential design. The elements and principles of design along with historical and cultural influences 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. *Grade Option (Letter Grade or Pass/No Pass). Degree Credit.*

Units: 3

Hours/semester: 48-54 Lecture; 96-108 Homework

Recommended: Eligibility for READ 836 and ENGL 836; or ENGL 847 or ESL 400.

Transfer Credit: CSU

INTD 126 CRITICAL THINKING FOR INTERIOR DESIGNERS

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. *Grade Option (Letter Grade or Pass/No Pass). Degree Credit.*

Units: 3

Hours/semester: 48-54 Lecture; 96-108 Homework

Recommended: Eligibility for READ 836 and ENGL 836; or ENGL 847 or ESL 400.

Transfer Credit: CSU

INTD 128 PRESENTATION TECHNIQUES

Learn the necessary oral and visual presentation skills needed in the interior design profession. Students explore two-dimensional design techniques, including basic and quick sketch; one-, two-, and three-point perspectives. Development of a professional portfolio looking at the importance of social media to promote work is expected. *Grade Option (Letter Grade or Pass/No Pass). Degree Credit.*

Units: 3

Hours/semester: 48-54 Lecture; 96-108 Homework

Prerequisites: ARCH 110

Recommended: Eligibility for READ 836 and ENGL 836; or ENGL 847 or ESL 400.

Transfer Credit: CSU

INTD 148 COLOR AND DESIGN

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. *Grade Option (Letter Grade or Pass/No Pass). Degree Credit.*

Units: 3

Hours/semester: 48-54 Lecture; 96-108 Homework

Recommended: Eligibility for READ 836 and ENGL 836; or ENGL 847 or ESL 400.

Transfer Credit: CSU, UC

INTD 150 HISTORY OF INTERIORS I

Examination of the history and design of architecture, interiors, and furniture from ancient Egypt to the 19th Century. Other topics include the influence of historical periods on today's design. *Grade Option (Letter Grade or Pass/No Pass). Degree Credit.*

Units: 3

Hours/semester: 48-54 Lecture; 96-108 Homework

Recommended: Eligibility for READ 836 and ENGL 836; or ENGL 847 or ESL 400.

AA/AS Degree Requirements: Area C1



Transfer Credit: CSU (CSU GE Area C1), UC

INTD 151 HISTORY OF INTERIORS II

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. *Grade Option (Letter Grade or Pass/No Pass). Degree Credit.*

Units: 3

Hours/semester: 48-54 Lecture; 96-108 Homework

Prerequisites: INTD 150

Recommended: Eligibility for READ 836 and ENGL 836; or ENGL 847 or ESL 400.

AA/AS Degree Requirements: Area C1

Transfer Credit: CSU (CSU GE Area C1), UC

INTD 175 SPACE PLANNING AND DESIGN

Introduction to the concept of Inclusive Design as applied to space planning. Emphasis is in creating spaces in the built environment that are responsive, adaptable, accessible, and secure to everyone through the Design Process. Students learn about products and various environments through practical projects for residential spaces while applying codes and sustainable principles of design. Space planning for commercial environments is explored. *Grade Option (Letter Grade or Pass/No Pass). Degree Credit.*

Units: 3

Hours/semester: 48-54 Lecture; 96-108 Homework

Prerequisites: ARCH 110 and INTD 115

Recommended: Eligibility for READ 836 and ENGL 836; or ENGL 847 or ESL 400.

Transfer Credit: CSU

INTD 250 PROFESSIONAL PRACTICES FOR INTERIOR DESIGNERS

This course focuses on professionalism in interior design business ethics and working relationships with related professionals. Business practices and 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. *Grade Option (Letter Grade or Pass/No Pass). Degree Credit.*

Units: 3

Hours/semester: 48-54 Lecture; 96-108 Homework

Prerequisites: INTD 115

Recommended: Eligibility for READ 836 and ENGL 836; or ENGL 847 or ESL 400.

Transfer Credit: CSU

INTD 260 OVERVIEW OF LIGHTING DESIGN

Overview of the 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. *Grade Option (Letter Grade or Pass/No Pass). Degree Credit.*

Units: 3

Hours/semester: 48-54 Lecture; 96-108 Homework

Prerequisites: ARCH 110

Recommended: Eligibility for READ 836 and ENGL 836; or ENGL 847 or ESL 400.

Transfer Credit: CSU

INTD 272 KITCHEN AND BATH DESIGN

Overview of the basic principles of kitchen and bath design and space layout, including drawing floor plans and elevations to scale using hand drafting and/or Computer-aided Design (CAD) software. 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 kitchens and baths are covered. *Grade Option (Letter Grade or Pass/No Pass). Degree Credit.*

Units: 3

Hours/semester: 48-54 Lecture; 96-108 Homework

Prerequisites: ARCH 110 and INTD 175

Recommended: Eligibility for READ 836 and ENGL 836; or ENGL 847 or ESL 400.

Transfer Credit: CSU

INTD 276 ADVANCED KITCHEN AND BATH DESIGN

Codes and industry standards such as the International Residential Code (IRC); National Kitchen and Bath Association (NKBA), Planning Guidelines, and Inclusive and Sustainable design practices are used to redesign kitchen and bath spaces. Students prepare construction documents required for the design and submittal, through NKBA, of plans for proposed kitchen and bath projects using Computer-Aided Design (CAD), software. *Grade Option (Letter Grade or Pass/No Pass). Degree Credit.*

Units: 2

Hours/semester: 32-36 Lecture; 64-72 Homework

Prerequisites: INTD 272 and INTD 360



Recommended: Eligibility for READ 836 and ENGL 836; or ENGL 847 or ESL 400.

Transfer Credit: CSU

INTD 357 KITCHEN AND BATH SYSTEMS

Overview of the household systems that support kitchen and bath design such as: plumbing, HVAC, and lighting. Codes and Title 24 related to building systems are reviewed. Drawings include typical installation details specifying current products and systems based on code and green building initiatives. *Grade Option (Letter Grade or Pass/No Pass). Degree Credit.*

Units: 3

Hours/semester: 48-54 Lecture; 96-108 Homework

Prerequisites: ARCH 110

Recommended: Eligibility for READ 836 and ENGL 836; or ENGL 847 or ESL 400.

Transfer Credit: CSU

INTD 360 CAD APPLICATIONS FOR INTERIOR DESIGNERS

AutoCAD software is used to develop skills for completing drawings such as floor plans and elevations used by interior designers in accordance with industry standards, principles, and techniques. *Grade Option (Letter Grade or Pass/No Pass). Degree Credit.*

Units: 3

Hours/semester: 32-36 Lecture; 48-54 Lab; 64-72 Homework

Prerequisites: ARCH 110

Recommended: Eligibility for READ 836 and ENGL 836; or ENGL 847 or ESL 400.

Transfer Credit: CSU

INTD 367 3D MODELING SKETCHUP FOR INTERIOR DESIGNERS

Learn how to produce a set of drawings that show 3D models of structures, interiors, and construction details for residential and commercial spaces. Portfolio preparation is included. *Grade Option (Letter Grade or Pass/No Pass). Degree Credit.*

Units: 3

Hours/semester: 32-36 Lecture; 48-54 Lab; 64-72 Homework

Prerequisites: INTD 360

Recommended: Eligibility for READ 836 and ENGL 836; or ENGL 847 or ESL 400.

Transfer Credit: CSU

INTD 400 PRINCIPLES OF SUSTAINABLE DESIGN

Overview of the principles of sustainable design. Issues affecting homes and lifestyles as applied to residential interiors. Home energy assessment in existing residential structures using diagnostic tools such as infrared camera, moisture meters, and video cameras, among others. Local and state government policies. Field trips required. *Grade Option (Letter Grade or Pass/No Pass). Degree Credit.*

Units: 3

Hours/semester: 48-54 Lecture; 96-108 Homework

Recommended: Eligibility for READ 836 and ENGL 836; or ENGL 847 or ESL 400.

Transfer Credit: CSU, UC

INTD 450 MATERIALS AND FINISHES

Guidelines for selecting interior finish materials and fabrics for appropriateness, quality, performance, and cost for residential and non-residential applications. Knowledge of and exposure to properties, uses, applicable laws and codes, environmental and sustainability requirements are also included. *Grade Option (Letter Grade or Pass/No Pass). Degree Credit.*

Units: 3

Hours/semester: 48-54 Lecture; 96-108 Homework

Recommended: Eligibility for READ 836 and ENGL 836; or ENGL 847 or ESL 400.

Transfer Credit: CSU

INTD 672 COOPERATIVE EDUCATION: INTERNSHIP

Supervised internship in cooperation with private or public sector employers. Designed to apply knowledge and learn new skills, directly related to the student's program of study, outside of the normal classroom environment. Students must attend one orientation which is offered the first three weeks of each semester. Each unit requires 60 hours per unit for unpaid work or 75 hours per unit for paid work during the semester. May be repeated for credit up to 16 units. The unit limitation applies to any Cooperative Education Work Experience (any combination of 670, 671 and/or 672 courses) offered within the SMCCCD. *Grade Option (Letter Grade or Pass/No Pass). Degree Credit.*

Units: 1 or 3

Hours/semester: 60-180 Work Experience

Prerequisites: A minimum of 12 completed units in the occupational discipline.



Recommended: Eligibility for READ 836 and ENGL 836; or ENGL 847 or ESL 400.

Transfer Credit: CSU

INTD 695 INDEPENDENT STUDY

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 instructor and approved by the division dean using the Independent Study Form. Varying modes of instruction can be used -- laboratory, research, skill development, etc. For each unit earned, students are required to devote three hours per week throughout the semester. Students may take only one Independent Study course within a given discipline. *Grade Option (Letter Grade or Pass/No Pass). Degree Credit.*

Units: 0.5 or 3

Hours/semester: 24-162 Lab

Recommended: Eligibility for READ 836 and ENGL 836; or ENGL 847 or ESL 400.

Transfer Credit: CSU

Kinesiology, Athletics, and Dance

(See also [Dance, Fitness, Individual Sports, Team Sports](#) and [Varsity Sports](#))

(View [List Of Kinesiology Families](#) Across The District)

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 the 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.

Kinesiology

(See repeatability statement in the beginning of the Kinesiology, Athletics, and Dance section)

(See also [Dance, Fitness, Individual Sports, Team Sports](#) and [Varsity Sports](#))

(View [List Of Kinesiology Families](#) Across The District)

KINE 101 INTRODUCTION TO KINESIOLOGY

Explores the broad spectrum of kinesiology as an academic discipline, fundamental concepts and meaning of movement/physical activity, diversity of humans as moving beings, professional/career options, current/social issues, personal characteristics and professional responsibilities. *Letter Grade Only. Degree Credit.*

Units: 3

Hours/semester: 48-54 Lecture; 96-108 Homework

Recommended: Eligibility for ENGL 100.

AA/AS Degree Requirements: Area E1

Transfer Credit: CSU (CSU GE Area E1)

C-ID: KIN 100

KINE 105 STRESS MANAGEMENT

The stress process and its relation to health and disease, lifestyle, and the sociocultural environment. Analysis of physiological, psychological, sociological, and environmental parameters of stress, emphasizing development of personalized stress management strategies to enhance academic, personal, and social development across the lifespan. *Grade Option (Letter Grade or Pass/No Pass). Degree Credit.*

Units: 3

Hours/semester: 48-54 Lecture; 96-108 Homework

Recommended: Eligibility for ENGL 100.

AA/AS Degree Requirements: Area E1

Transfer Credit: CSU (CSU GE Area E1), UC



KINE 109 LIFETIME FITNESS AND NUTRITION

This course is designed to help students identify the complex relationships between diet, physical fitness, and disease. The course includes a review of physical fitness guidelines and basic nutritional guidelines for optimum health and wellness throughout various stages of the lifespan. *Grade Option (Letter Grade or Pass/No Pass). Degree Credit.*

Units: 3

Hours/semester: 48-54 Lecture; 96-108 Homework

Recommended: Eligibility for ENGL 100. Eligibility for MATH 110 or 111.

Transfer Credit: CSU, UC*

KINE 137 STUDENT ATHLETE SKILLS FOR SUCCESS, FIRST YEAR

Designed to introduce the first year student athletes to the demands of collegiate academics. This course aids in the introduction to the common challenges of students participating in competitive collegiate sports; including student athlete schedule management, and teacher-player communication. Student athletes participate in athletic planning, and academic monitoring. Along with California Community College Athletic Association eligibility requirements. Note: This course is not activity-based and is not applicable to the specific area requirement in Physical Education for the Associate Degree. *Grade Option (Letter Grade or Pass/No Pass). Degree Credit.*

Units: 1

Hours/semester: Lecture; 48-54 Lab

Recommended: Eligibility for READ 836 and ENGL 836; or ENGL 847 or ESL 400.

Transfer Credit: CSU

KINE 138 STUDENT ATHLETE SKILLS FOR SUCCESS, SECOND YEAR

Designed for the second year student athletes with an emphasis on athletic and academic transfer requirements. This course aids in further exploration of the common challenges of students participating in competitive collegiate sports during their second year of competition; including student athlete schedule management, teacher-player communication, Leadership, and athletic transfer requirements in congruence with California Community College Athletic Association, National Association Intercollegiate Athletics, and National Collegiate Athletics Association bylaws and guidelines. Student athletes participate in athletic planning, and academic monitoring. Note: This course is not activity-based and is not applicable to the specific area requirement in Physical Education for

the Associate Degree. *Grade Option (Letter Grade or Pass/No Pass). Units do not apply toward AA/AS degree.*

Units: 1

Hours/semester: Lecture; 48-54 Lab

Prerequisites: KINE 137

Transfer Credit: CSU

Learning Center

The Learning Center offers self-paced courses and integrates technological resources and learning assistance services in the Tutorial Center, the Computer Center, the Math, Writing and ESL Multi-Media Skills Center, the MESA program and the Learning Achievement Center. The self-paced courses, many of which utilize computer-assisted and individualized instruction, focus on the improvement of specific skills, and can be completed whenever the Center is open. For more information, please visit the Learning Center in Building 9, on the second floor, or call (650) 306-3348.

LCTR 100 EFFECTIVE TUTORING AND PRACTICUM

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. *Grade Option (Letter Grade or Pass/No Pass). Degree Credit.*

Units: 1

Hours/semester: 8-9 Lecture; 24-27 Lab; 16-18 Homework

Recommended: Eligibility for READ 836 and ENGL 836; or ENGL 847 or ESL 400. Eligibility for MATH 110 or 111.

Transfer Credit: CSU

LCTR 139 THE RESEARCH PAPER FROM A TO Z

This course guides students through the entire process of researching and writing a research paper. The course takes the student through the stages of the writing process 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. *Letter Grade Only. Degree Credit.*

Units: 2

Hours/semester: 96-108 Lab

Recommended: Eligibility for READ 836 and ENGL 836; or ENGL 847 or ESL 400.



Transfer Credit: CSU

LCTR 140 PROFESSIONAL WRITING

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. *Letter Grade Only. Degree Credit.*

Units: 2

Hours/semester: 96-108 Lab

Recommended: Eligibility for ENGL 100.

Transfer Credit: CSU

LCTR 151 HEALTH SCIENCE VOCABULARY

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. *Letter Grade Only. Degree Credit.*

Units: 1

Hours/semester: 48-54 Lab

Recommended: Eligibility for READ 836 and ENGL 836; or ENGL 847 or ESL 400.

Transfer Credit: CSU

LCTR 810 STUDY SKILLS

Designed to prepare students for academic success in college. The course teaches student success basics through a variety of activities and assignments that encourage promote academic success strategies. 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. *Pass/No Pass Only. Units do not apply toward AA/AS degree.*

Units: 1

Hours/semester: 48-54 Lab

Recommended: Open Curriculum.

LCTR 822 GRAMMAR TROUBLE SPOTS I

This self-paced course helps students to improve their grammar skills through carefully constructed exercises and practice. Students will be able to learn the grammar that

they need to read and communicate effectively. *Pass/No Pass Only. Units do not apply toward AA/AS degree.*

Units: 1

Hours/semester: 48-54 Lab

Recommended: Open Curriculum.

LCTR 823 GRAMMAR TROUBLE SPOTS II

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. *Pass/No Pass Only. Units do not apply toward AA/AS degree.*

Units: 1

Hours/semester: 48-54 Lab

Prerequisites: LCTR 822 or equivalent

LCTR 840 VOCABULARY IMPROVEMENT I

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. *Pass/No Pass Only. Units do not apply toward AA/AS degree.*

Units: 1

Hours/semester: 48-54 Lab

Recommended: Open Curriculum.

LCTR 841 VOCABULARY IMPROVEMENT II

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. *Pass/No Pass Only. Units do not apply toward AA/AS degree.*

Units: 1

Hours/semester: 48-54 Lab

Recommended: Open Curriculum.



LCTR 842 VOCABULARY IMPROVEMENT III

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. *Pass/No Pass Only. Units do not apply toward AA/AS degree.*

Units: 1

Hours/semester: 48-54 Lab

Recommended: Open Curriculum.

LCTR 843 VOCABULARY IMPROVEMENT IV

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. *Pass/No Pass Only. Units do not apply toward AA/AS degree.*

Units: 1

Hours/semester: 48-54 Lab

Recommended: Open Curriculum.

Library Science

LIBR 100 INTRODUCTION TO INFORMATION RESEARCH

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. *Grade Option (Letter Grade or Pass/No Pass). Degree Credit.*

Units: 1

Hours/semester: 16-18 Lecture; 32-36 Homework

Recommended: Eligibility for READ 836 and ENGL 836; or ENGL 847 or ESL 400.

Transfer Credit: CSU, UC*

Linguistics

LING 200 INTRODUCTION TO LINGUISTICS: A SURVEY OF LANGUAGE

Equivalent to ENGL 200. 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. *Grade Option (Letter Grade or Pass/No Pass). Degree Credit.*

Units: 3

Hours/semester: 48-54 Lecture; 96-108 Homework

Recommended: Eligibility for READ 836 and ENGL 836; or ENGL 847 or ESL 400.

AA/AS Degree Requirements: DSI

Transfer Credit: CSU (CSU GE DSI), UC (IGETC Area 4)

Literature

(See also [English](#), [English as a Second Language](#), [Learning Center](#), and [Reading](#))

Most English, Literature and Reading courses have prerequisites that are listed as part of the course description. You can meet the prerequisite by taking the designated class or by achieving a certain score on the English placement test. If it is unclear that you have met the prerequisite for the class in which you wish to enroll you might be blocked by the system. For more information about how prerequisites work please visit us at the college website: <http://canadacollege.edu/registration/>

To inquire about placement tests and the assessment process please visit us here: <http://canadacollege.edu/assessment/index.php> You may also contact the Cañada College Counseling Office (located in Building 9, Room 139) at (650) 306-3452 for assistance.

LIT. 151 INTRODUCTION TO SHAKESPEARE I

Equivalent to DRAM 151. Study of a chronological sequence of Shakespeare's plays, including works in different genres, and a selection of his sonnets and longer poetry. Reading, discussion, critical papers. The course also covers Shakespeare's role in the development of English language and literature, and his connection to contemporary political and social issues. *Letter Grade Only. Degree Credit.*

Units: 3

Hours/semester: 48-54 Lecture; 96-108 Homework

Prerequisites: ENGL 100



AA/AS Degree Requirements: Area C2

Transfer Credit: CSU (CSU GE Area C2), UC (IGETC Area 3B)

LIT. 200 AMERICAN LITERATURE

This course is a survey of the literature by and about Americans inside and outside of America and their relationship to major literary and intellectual movements. The course focus is to examine fiction and nonfiction that shapes a multidimensional 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 from the second half of the nineteenth century to the present. *Letter Grade Only. Degree Credit.*

Units: 3

Hours/semester: 48-54 Lecture; 96-108 Homework

Prerequisites: ENGL 836 and READ 836 or ENGL 847 or ESL 400 or Eligibility for ENGL 100 on approved college English Placement Test and other measures as necessary.

AA/AS Degree Requirements: Area C2; Ethnic Studies

Transfer Credit: CSU (CSU GE Area C2), UC (IGETC Area 3B)

C-ID: ENGL 135

LIT. 205 NEW VOICES IN WORLD LITERATURE

This course is a comparative study of selected works, in translation and in English, of literature around the world, including Europe, the Middle East, Asia, and other areas, from the mid or late seventeenth century to the present. *Letter Grade Only. Degree Credit.*

Units: 3

Hours/semester: 48-54 Lecture; 96-108 Homework

Prerequisites: ENGL 836 and READ 836 or ENGL 847 or ESL 400 or eligibility for ENGL 100 on approved college English Placement Test and other measures as necessary

AA/AS Degree Requirements: Area C2

Transfer Credit: CSU (CSU GE Area C2), UC (IGETC Area 3B)

C-ID: ENGL 145

LIT. 231 SURVEY OF ENGLISH LITERATURE I

Surveys the literature written in the British Isles up to the last quarter of the 18th century. *Grade Option (Letter Grade or Pass/No Pass). Degree Credit.*

Units: 3

Hours/semester: 48-54 Lecture; 96-108 Homework

Prerequisites: ENGL 100

AA/AS Degree Requirements: Area C2

Transfer Credit: CSU (CSU GE Area C2), UC (IGETC Area 3B)

C-ID: ENGL 160

LIT. 232 SURVEY OF ENGLISH LITERATURE II

Survey of major English writers from the late eighteenth century to contemporary British and post-colonial periods. Acquaints students with the most important literary genres practiced in these eras, and students read and discuss a variety of texts that reveal cultural and political issues of the time, such as the rise of feminism, the issue of slavery, and the rise of British colonialism. *Letter Grade Only. Degree Credit.*

Units: 3

Hours/semester: 48-54 Lecture; 96-108 Homework

Prerequisites: ENGL 100

AA/AS Degree Requirements: Area C2

Transfer Credit: CSU (CSU GE Area C2), UC (IGETC Area 3B)

C-ID: ENGL 165

LIT. 252 WOMEN WRITERS: MULTICULTURAL PERSPECTIVES

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. *Grade Option (Letter Grade or Pass/No Pass). Degree Credit.*

Units: 3

Hours/semester: 48-54 Lecture; 96-108 Homework

Prerequisites: ENGL 836 and READ 836 or ENGL 847 or ESL 400 or Eligibility for ENGL 100 on approved college English Placement Test and other measures as necessary.

AA/AS Degree Requirements: Area C2; Ethnic Studies

Transfer Credit: CSU (CSU GE Area C2), UC (IGETC Area 3B)

LIT. 266 BLACK LITERATURE

A survey of Black American literature from mid 18th century to the present. The literature sampled 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. *Grade Option (Letter Grade or Pass/No Pass). Degree Credit.*

Units: 3



Hours/semester: 48-54 Lecture; 96-108 Homework

Prerequisites: ENGL 836 and READ 836 or ENGL 847 or ESL 400 or eligibility for ENGL 100 on approved college English Placement Test or other measures as necessary.

AA/AS Degree Requirements: Area C2; Ethnic Studies

Transfer Credit: CSU (CSU GE Area C2), UC (IGETC Area 3B)

LIT. 371 MEXICAN-AMERICAN LITERATURE

Study the historical origins and evolving nature of Mexican-American Literature. Examine what diverse authors who identify as Mexican, Mexican-American or Chicano have to say about the history, culture and socio-political issues of Mexican-Americans. Literature of more recent immigrants from Mexico will also give us an opportunity to analyze the ever-changing themes and characters in Mexican-American Literature. *Grade Option (Letter Grade or Pass/No Pass). Degree Credit.*

Units: 3

Hours/semester: 48-54 Lecture; 96-108 Homework

Prerequisites: ENGL 836 and READ 836 or ENGL 847 or ESL 400 or eligibility for ENGL 100 on approved college English Placement Test or other measures as necessary.

AA/AS Degree Requirements: Area C2; Ethnic Studies

Transfer Credit: CSU (CSU GE Area C2), UC (IGETC Area 3B)

LIT. 372 MYTH AND FOLKLORE OF LA RAZA

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. *Grade Option (Letter Grade or Pass/No Pass). Degree Credit.*

Units: 3

Hours/semester: 48-54 Lecture; 96-108 Homework

Prerequisites: ENGL 836 and READ 836 or ENGL 847 or ESL 400 or eligibility for ENGL 100 on approved college English Placement Test or other measures as necessary.

AA/AS Degree Requirements: Area C2; Ethnic Studies

Transfer Credit: CSU (CSU GE Area C2), UC (IGETC Area 3B)

LIT. 373 LATIN AMERICAN LITERATURE IN TRANSLATION

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. *Grade Option (Letter Grade or Pass/No Pass). Degree Credit.*

Units: 3

Hours/semester: 48-54 Lecture; 96-108 Homework

Prerequisites: ENGL 836 and READ 836 or ENGL 847 or ESL 400 or eligibility for ENGL 100 on approved college English Placement Test or other measures as necessary.

AA/AS Degree Requirements: Area C2; Ethnic Studies

Transfer Credit: CSU (CSU GE Area C2), UC (IGETC Area 3B)

LIT. 375 NATIVE-AMERICAN LITERATURE

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. *Grade Option (Letter Grade or Pass/No Pass). Degree Credit.*

Units: 3

Hours/semester: 48-54 Lecture; 96-108 Homework

Prerequisites: ENGL 836 and READ 836; or, ENGL 847 or ESL 400, or eligibility for ENGL 100 on approved college English Placement Test and other measures as necessary.

AA/AS Degree Requirements: Area C2; Ethnic Studies

Transfer Credit: CSU (CSU GE Area C2), UC (IGETC Area 3B)

LIT. 441 SURVEY OF FILM

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. *Grade Option (Letter Grade or Pass/No Pass). Degree Credit.*

Units: 3

Hours/semester: 48-54 Lecture; 96-108 Homework

Recommended: Eligibility for READ 836 and ENGL 836; or ENGL 847 or ESL 400.

AA/AS Degree Requirements: Area C1, C2

Transfer Credit: CSU (CSU GE Area C1, C2), UC (IGETC Area 3A)



LIT. 442 FILM STUDY AND APPRECIATION

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.

Grade Option (Letter Grade or Pass/No Pass). Degree Credit.

Units: 3

Hours/semester: 48-54 Lecture; 96-108 Homework

Recommended: Eligibility for READ 836 and ENGL 836; or ENGL 847 or ESL 400.

AA/AS Degree Requirements: Area C1, C2

Transfer Credit: CSU (CSU GE Area C1, C2), UC (IGETC Area 3A)

LIT. 695 INDEPENDENT STUDY

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 instructor and approved by the division dean using the Independent Study Form. Varying modes of instruction can be used -- laboratory, research, skill development, etc. For each unit earned, students are required to devote three hours per week throughout the semester. Students may take only one Independent Study course within a given discipline. *Grade Option (Letter Grade or Pass/No Pass). Degree Credit.*

Units: 0.5 or 3

Hours/semester: 24-162 Lab

Recommended: Eligibility for READ 836 and ENGL 836; or ENGL 847 or ESL 400.

Transfer Credit: CSU

Management**MGMT 100 INTRODUCTION TO BUSINESS MANAGEMENT**

Introduction to the principles and functions of contemporary business management. Topics include: planning, organizing, staffing, controlling and decision-making. *Grade Option (Letter Grade or Pass/No Pass). Degree Credit.*

Units: 3

Hours/semester: 48-54 Lecture; 96-108 Homework

Recommended: Eligibility for READ 836 and ENGL 836; or ENGL 847 or ESL 400.

Transfer Credit: CSU

Mathematics

Most Mathematics courses have prerequisites that are listed as part of the course description. You can meet the prerequisite by taking the designated class or by achieving a certain score on the math placement test. If it is unclear that you have met the prerequisite for the class in which you wish to enroll you might be blocked by the system. For more information about how prerequisites work please visit us at the college website: <http://canadacollege.edu/registration/>

To inquire about placement tests and the assessment process please visit us here: <http://canadacollege.edu/assessment/index.php> You may also contact the Cañada College Counseling Office (located in Building 9, Room 139) at (650) 306-3452) for assistance.

MATH 110 ELEMENTARY ALGEBRA

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. *Letter Grade Only. Units do not apply toward AA/AS degree.*

Units: 5

Hours/semester: 80-90 Lecture; 160-180 Homework

Prerequisites: MATH 811 or appropriate score on District math placement test and other measures as appropriate.

Recommended: Eligibility for READ 836 and ENGL 836; or ENGL 847 or ESL 400.

MATH 120 INTERMEDIATE ALGEBRA

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. *Letter Grade Only. Degree Credit.*

Units: 5

Hours/semester: 80-90 Lecture; 160-180 Homework

Prerequisites: MATH 110 or MATH 112 (offered at CSM or Skyline) or appropriate score on District math placement test and other measures as appropriate.

Recommended: Eligibility for READ 836 and ENGL 836; or ENGL 847 or ESL 400.



MATH 125 ELEMENTARY FINITE MATHEMATICS

Topics include linear functions, system of linear equations, inequalities, matrices, mathematics of finance, linear programming, set theory, counting theory, and probability. *Letter Grade Only. Degree Credit.*

Units: 3

Hours/semester: 48-54 Lecture; 96-108 Homework

Prerequisites: MATH 120 or MATH 123 (offered at CSM or Skyline) or appropriate score on District Math Placement Test and other measures as appropriate.

Recommended: Eligibility for READ 836 and ENGL 836; or ENGL 847 or ESL 400.

AA/AS Degree Requirements: Area A3

Transfer Credit: CSU (CSU GE Area B4), UC (IGETC Area 2A)

C-ID: MATH 130

MATH 130 ANALYTICAL TRIGONOMETRY

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. *Letter Grade Only. Degree Credit.*

Units: 4

Hours/semester: 64-72 Lecture; 128-144 Homework

Prerequisites: MATH 120 or MATH 123 (offered at CSM or Skyline) or appropriate score on District math placement test and other measures as appropriate

Recommended: Eligibility for READ 836 and ENGL 836; or ENGL 847 or ESL 400.

AA/AS Degree Requirements: Area A3

Transfer Credit: CSU (CSU GE Area B4)

C-ID: MATH 851

MATH 150 MATHEMATICS FOR ELEMENTARY SCHOOL TEACHERS

Intended for future elementary school teachers. Topics covered include elementary set theory, numeration, number systems and operations, and elementary number theory, with emphasis on problem solving. This is the first of a two- or three-course math content sequence that most universities now require for teachers. *Letter Grade Only. Degree Credit.*

Units: 3

Hours/semester: 48-54 Lecture; 96-108 Homework

Prerequisites: MATH 120 or MATH 123 (offered at CSM or Skyline) or appropriate score in District math placement test and other measures as appropriate.

Recommended: Eligibility for ENGL 110.

AA/AS Degree Requirements: Area A3

Transfer Credit: CSU (CSU GE Area B4), UC

MATH 190 PATH TO STATISTICS

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, or business. *Letter Grade Only. Degree Credit.*

Units: 6

Hours/semester: 96-108 Lecture; 192-216 Homework

Prerequisites: MATH 811 or appropriate score on District math placement test and other measures as appropriate.

Recommended: Eligibility for READ 836 and ENGL 836; or ENGL 847 or ESL 400.

MATH 200 ELEMENTARY PROBABILITY AND STATISTICS

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. *Letter Grade Only. Degree Credit.*

Units: 4

Hours/semester: 64-72 Lecture; 128-144 Homework

Prerequisites: MATH 120 or MATH 123 (offered at CSM or Skyline) or, MATH 190 or appropriate score on the District math placement test and other measures as appropriate.

AA/AS Degree Requirements: Area A3

Transfer Credit: CSU (CSU GE Area B4), UC (IGETC Area 2A)

C-ID: MATH 110



MATH 222 PRE-CALCULUS COLLEGE ALGEBRA/TRIGONOMETRY

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. *Letter Grade Only. Degree Credit.*

Units: 5

Hours/semester: 80-90 Lecture; 160-180 Homework

Prerequisites: MATH 130 or appropriate placement on the District math placement test or other measures as appropriate.

AA/AS Degree Requirements: Area A3

Transfer Credit: CSU (CSU GE Area B4), UC (IGETC Area 2A)

C-ID: MATH 155

MATH 225 PATH TO CALCULUS

Equivalent to MATH 130 and 222. This course combines the topics of Trigonometry and Pre-Calculus and is designed to fulfill the requirements of both courses in a single course. Topics include a study of functions, function families, their properties and transformations, compositions, inverses and combinations, complex numbers, and vectors. Function families include linear, trigonometric, logarithmic, exponential, polynomial, power, and rational. Multiple representations of functions are emphasized. *Letter Grade Only. Degree Credit.*

Units: 6

Hours/semester: 80-90 Lecture; 48-54 Lab; 160-180 Homework

Prerequisites: MATH 120 or MATH 123 (offered at CSM or Skyline) or appropriate score on the District math placement test and other measures as appropriate.

Recommended: Eligibility for READ 836 and ENGL 836; or ENGL 847 or ESL 400.

AA/AS Degree Requirements: Area A3

Transfer Credit: CSU (CSU GE Area B4), UC (IGETC Area 2A)

MATH 241 APPLIED CALCULUS I

The first class in a two semester calculus sequence designed for business and social science majors. Topics include a review of functions, the derivative, applications of the derivative, and an introduction to the integral. *Letter Grade Only. Degree Credit.*

Units: 5

Hours/semester: 80-90 Lecture; 160-180 Homework

Prerequisites: MATH 120 or MATH 123 (offered at CSM or Skyline) or satisfactory score on District math placement test and other measures as appropriate.

Recommended: Eligibility for ENGL 100.

AA/AS Degree Requirements: Area A3

Transfer Credit: CSU (CSU GE Area B4), UC* (IGETC Area 2A)

C-ID: MATH 140

MATH 243 BUSINESS CALCULUS II WITH TRIGONOMETRY

The second half of a two-semester calculus sequence designed for business majors. Topics include the integral, techniques of integration, an introduction to trigonometry, multivariable calculus, and differential equations. Equivalent to MATH 242. *Letter Grade Only. Degree Credit.*

Units: 4

Hours/semester: 64-72 Lecture; 128-144 Homework

Prerequisites: MATH 241

Recommended: Eligibility for ENGL 100.

AA/AS Degree Requirements: Area A3

Transfer Credit: CSU (CSU GE Area B4), UC* (IGETC Area 2A)

MATH 251 ANALYTICAL GEOMETRY AND CALCULUS I

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. *Letter Grade Only. Degree Credit.*

Units: 5

Hours/semester: 80-90 Lecture; 160-180 Homework

Prerequisites: MATH 222 or MATH 225 or appropriate score on District math placement test and other measures as appropriate.

Recommended: Eligibility for READ 836 and ENGL 836; or ENGL 847 or ESL 400.

AA/AS Degree Requirements: Area A3

Transfer Credit: CSU (CSU GE Area B4), UC* (IGETC Area 2A)

C-ID: MATH 210; MATH 900S (both MATH 251 + 252)

MATH 252 ANALYTICAL GEOMETRY AND CALCULUS II

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. *Letter Grade Only. Degree Credit.*

Units: 5

Hours/semester: 80-90 Lecture; 160-180 Homework

Prerequisites: MATH 251

Recommended: Eligibility for ENGL 100.

AA/AS Degree Requirements: Area A3

Transfer Credit: CSU (CSU GE Area B4), UC* (IGETC Area 2A)

C-ID: MATH 220; MATH 900S (both MATH 251 + 252)

MATH 253 ANALYTIC GEOMETRY AND CALCULUS III

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. *Letter Grade Only. Degree Credit.*

Units: 5

Hours/semester: 80-90 Lecture; 160-180 Homework

Prerequisites: MATH 252

Recommended: Eligibility for ENGL 100.

AA/AS Degree Requirements: Area A3

Transfer Credit: CSU (CSU GE Area B4), UC (IGETC Area 2A)

C-ID: MATH 230

MATH 270 LINEAR ALGEBRA

Application of vectors and matrices to systems of linear equations, linear transformations, eigenvectors and eigenvalues, vector spaces and inner products. *Letter Grade Only. Degree Credit.*

Units: 3

Hours/semester: 48-54 Lecture; 96-108 Homework

Prerequisites: MATH 252

Recommended: Eligibility for ENGL 100.

AA/AS Degree Requirements: Area A3

Transfer Credit: CSU (CSU GE Area B4), UC (IGETC Area 2A)

C-ID: MATH 250; MATH 910S (both MATH 270 + 275)

MATH 275 ORDINARY DIFFERENTIAL EQUATIONS

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. *Letter Grade Only. Degree Credit.*

Units: 3

Hours/semester: 48-54 Lecture; 96-108 Homework

Prerequisites: MATH 252

Recommended: Eligibility for ENGL 100.

AA/AS Degree Requirements: Area A3

Transfer Credit: CSU (CSU GE Area B4), UC (IGETC Area 2A)

C-ID: MATH 240; MATH 910S (both MATH 270 + 275)

MATH 695 INDEPENDENT STUDY

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 instructor and approved by the division dean using the Independent Study Form. Varying modes of instruction can be used -- laboratory, research, skill development, etc. For each unit earned, students are required to devote three hours per week throughout the semester. Students may take only one Independent Study course within a given discipline. *Grade Option (Letter Grade or Pass/No Pass). Degree Credit.*

Units: 0.5 or 3

Hours/semester: 24-162 Lab

Recommended: Eligibility for READ 836 and ENGL 836; or ENGL 847 or ESL 400.

Transfer Credit: CSU

MATH 811 PRE-ALGEBRA

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. *Grade Option (Letter Grade or Pass/No Pass). Units do not apply toward AA/AS degree.*

Units: 3

Hours/semester: 32-36 Lecture; 48-54 Lab; 64-72 Homework

Recommended: Open Curriculum.

MATH 818 BASIC MATHEMATICS FOR HEALTH SCIENCE

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.



Grade Option (Letter Grade or Pass/No Pass). Units do not apply toward AA/AS degree.

Units: 1

Hours/semester: 16-18 Lecture; 32-36 Homework

Recommended: Open Curriculum.

To view the Math classes sequence chart, please visit:

canadacollege.edu/catalogschedule/images/math-sequence.jpg

Medical Assisting

MEDA 100 INTRODUCTION TO MEDICAL ASSISTING

Duties and responsibilities of a medical assistant, medical administrative assistant, 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. *Letter Grade Only. Degree Credit.*

Units: 3

Hours/semester: 48-54 Lecture; 96-108 Homework

Prerequisites: ENGL 836 or ENGL 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.

Transfer Credit: CSU

MEDA 110 MEDICAL TERMINOLOGY

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, diagnosis, disease process, pathology and their interrelationship with body systems. *Letter Grade Only. Degree Credit.*

Units: 3

Hours/semester: 48-54 Lecture; 96-108 Homework

Prerequisites: ENGL 836 or ENGL 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 or eligibility for 400-level Reading courses on approved college Reading Placement Test and other measures as necessary.

Transfer Credit: CSU

MEDA 115 INTRODUCTION TO ELECTRONIC HEALTH RECORD

Introduction to electronic health record and learning the skills required of medical scribes and editors. Electronic entering of medical letters, reports and forms. *Letter Grade Only. Degree Credit.*

Units: 3

Hours/semester: 48-54 Lecture; 96-108 Homework

Prerequisites: CBOT 415 or equivalent skill level; ENGL 836 and READ 836 or ENGL 847 or ESL 400 or eligibility for ENGL 100 on approved college English Placement Test or other measures as necessary

Transfer Credit: CSU

MEDA 120 CLINICAL PROCEDURES I

Patient intake, examination room techniques and patient preparation, asepsis and sterilization procedures, laboratory procedures and specimen collection, vital signs, and electrocardiograms (Extra supplies may be required). *Letter Grade Only. Degree Credit.*

Units: 4

Hours/semester: 48-54 Lecture; 48-54 Lab; 96-108 Homework

Prerequisites: BIOL 130, MEDA 100, MEDA 110 and MEDA 140

Transfer Credit: CSU

MEDA 121 CLINICAL PROCEDURES II

Dosage calculation, exposure control, disposal of biohazard waste, administering medications, injections, microbiology, venipuncture, and emergency medical procedures. (Extra supplies may be required). *Letter Grade Only. Degree Credit.*

Units: 4

Hours/semester: 48-54 Lecture; 48-54 Lab; 96-108 Homework

Prerequisites: MEDA 120 and MEDA 190

Transfer Credit: CSU

MEDA 140 IMPLEMENTATION OF ELECTRONIC HEALTH RECORD

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. *Letter Grade Only. Degree Credit.*



Units: 3

Hours/semester: 48-54 Lecture; 96-108 Homework

Prerequisites: MEDA 110 and MEDA 115 or equivalent

Transfer Credit: CSU

MEDA 150 MEDICAL OFFICE PROCEDURES

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. *Letter Grade Only. Degree Credit.*

Units: 3

Hours/semester: 48-54 Lecture; 96-108 Homework

Prerequisites: MEDA 100 Completion of or concurrent enrollment and MEDA 110 completion of or concurrent enrollment

Transfer Credit: CSU

MEDA 160 MEDICAL INSURANCE PROCEDURES

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. *Letter Grade Only. Degree Credit.*

Units: 3

Hours/semester: 48-54 Lecture; 96-108 Homework

Prerequisites: CBOT 415 or equivalent

Recommended: Eligibility for READ 836 and ENGL 836; or ENGL 847 or ESL 400.

Transfer Credit: CSU

MEDA 164 CPT (CURRENT PROCEDURAL TERMINOLOGY) BEGINNING CODING

Basic coding principles of medical procedures according to Current Procedural Terminology (CPT). Use of CPT, modifiers, appendices, and preparation of documents. *Grade Option (Letter Grade or Pass/No Pass). Degree Credit.*

Units: 1

Hours/semester: 16-18 Lecture; 32-36 Homework

Recommended: Eligibility for READ 836 and ENGL 836; or ENGL 847 or ESL 400.

Transfer Credit: CSU

MEDA 165 CPT (CURRENT PROCEDURAL TERMINOLOGY) INTERMEDIATE CODING

Continuation of MEDA 164. Intermediate principles and philosophy of coding logic according to CPT (Current

Procedural Terminology). Emphasizes the understanding of terms and processes. *Grade Option (Letter Grade or Pass/No Pass). Degree Credit.*

Units: 1

Hours/semester: 16-18 Lecture; 32-36 Homework

Prerequisites: Completion of, or current enrollment in, MEDA 164

Recommended: Eligibility for READ 836 and ENGL 836; or ENGL 847 or ESL 400.

Transfer Credit: CSU

MEDA 166 CPT (CURRENT PROCEDURAL TERMINOLOGY) ADVANCED CODING

Continuation of MEDA 165. Advanced principles and philosophy of coding logic according to CPT (Current Procedural terminology). Emphasizes the understanding of terms and process. *Grade Option (Letter Grade or Pass/No Pass). Degree Credit.*

Units: 1

Hours/semester: 16-18 Lecture; 32-36 Homework

Prerequisites: Completion of, or concurrent enrollment in, MEDA 165

Transfer Credit: CSU

MEDA 167 ICD (INTERNATIONAL CLASSIFICATION OF DISEASES)-10-CM (CLINICAL MODIFICATION) BEGINNING CODING

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. *Grade Option (Letter Grade or Pass/No Pass). Degree Credit.*

Units: 1

Hours/semester: 16-18 Lecture; 32-36 Homework

Transfer Credit: CSU

MEDA 168 ICD (INTERNATIONAL CLASSIFICATION OF DISEASES)-10-CM (CLINICAL MODIFICATION) INTERMEDIATE CODING

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. *Grade Option (Letter Grade or Pass/No Pass). Degree Credit.*

Units: 1



Hours/semester: 16-18 Lecture; 32-36 Homework

Prerequisites: Completion of, or concurrent enrollment in MEDA 167

Transfer Credit: CSU

MEDA 169 ICD (INTERNATIONAL CLASSIFICATION OF DISEASES)-10-CM (CLINICAL MODIFICATION) ADVANCED CODING

Advanced principles and philosophy of coding logic according to ICD-10-CM. Emphasizes diseases by body systems, complications, injuries, and adverse effects of drugs. *Grade Option (Letter Grade or Pass/No Pass). Degree Credit.*

Units: 1

Hours/semester: 16-18 Lecture; 32-36 Homework

Prerequisites: MEDA 168 Completion of, or concurrent enrollment

Transfer Credit: CSU

MEDA 190 INTRODUCTION TO PHARMACOLOGY

Designed for medical assistants, medical scribes 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). *Letter Grade Only. Degree Credit.*

Units: 3

Hours/semester: 48-54 Lecture; 96-108 Homework

Prerequisites: MATH 811 or MATH 818 or appropriate score on District math placement test and other measures as appropriate

Recommended: Eligibility for READ 836 and ENGL 836; or ENGL 847 or ESL 400.

Transfer Credit: CSU

MEDA 672 COOPERATIVE EDUCATION: INTERNSHIP

Supervised internship in cooperation with private or public sector employers. Designed to apply knowledge and learn new skills, directly related to the student's program of study, outside of the normal classroom environment. Students must attend one orientation which is offered the first three weeks of each semester. Each unit requires 60 hours per unit for unpaid work or 75 hours per unit for paid work during the semester. May be repeated for credit up to 16 units. The unit limitation applies to any Cooperative Education Work Experience (any combination of 670, 671

and/or 672 courses) offered within the SMCCCD. *Grade Option (Letter Grade or Pass/No Pass). Degree Credit.*

Units: 1 or 3

Hours/semester: 60-180 Work Experience

Prerequisites: A minimum of 12 completed units in the occupational discipline.

Recommended: Eligibility for READ 836 and ENGL 836; or ENGL 847 or ESL 400.

Transfer Credit: CSU

MEDA 695 INDEPENDENT STUDY

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 instructor and approved by the division dean using the Independent Study Form. Varying modes of instruction can be used -- laboratory, research, skill development, etc. For each unit earned, students are required to devote three hours per week throughout the semester. Students may take only one Independent Study course within a given discipline. *Grade Option (Letter Grade or Pass/No Pass). Degree Credit.*

Units: 0.5 or 3

Hours/semester: 24-162 Lab

Recommended: Eligibility for READ 836 and ENGL 836; or ENGL 847 or ESL 400.

Transfer Credit: CSU

MEDA 801 COMPUTERIZED MEDICAL BILLING/ MEDICAL ASSISTING EXAM PREPARATION

Medisoft, or UB 04, or Preparation for Medical Assisting certification testing offered by various organizations. *Grade Option (Letter Grade or Pass/No Pass). Degree Credit.*

Units: 1

Hours/semester: 48-54 Lab

Recommended: Eligibility for READ 836 and ENGL 836; or ENGL 847 or ESL 400.

Meteorology

METE 100 METEOROLOGY - WEATHER AND CLIMATE

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.
Grade Option (Letter Grade or Pass/No Pass). Degree Credit.

Units: 3

Hours/semester: 48-54 Lecture; 96-108 Homework

Recommended: Eligibility for READ 836 and ENGL 836; or ENGL 847 or ESL 400. Eligibility for MATH 110 or 111.

AA/AS Degree Requirements: Area B1

Transfer Credit: CSU (CSU GE Area B1), UC (IGETC Area 5A)

C-ID: GEOG 130

Multimedia, Art, and Technology

(See [Digital Art & Animation](#))

Music

(View [List of Music Families](#))

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.

MUS. 100 FUNDAMENTALS OF MUSIC

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. *Grade Option (Letter Grade or Pass/No Pass). Degree Credit.*

Units: 3

Hours/semester: 48-54 Lecture; 96-108 Homework

Recommended: Eligibility for READ 836 and ENGL 836; or ENGL 847 or ESL 400.

AA/AS Degree Requirements: Area C1

Transfer Credit: CSU (CSU GE Area C1), UC (IGETC Area 3A)

C-ID: MUS 110

MUS. 115 ART, MUSIC AND IDEAS

Equivalent to ART 115. An introduction to the understanding and appreciation of the parallels of art and music throughout history. An investigation into the elements of art and music equip the student to see and hear with greater discrimination, as well as recognize the importance of the sociological, political, and philosophical ideas as they are reflected in the arts. Lectures are illustrated with slides, recordings, and films. Attendance at a live performance and a museum visit are required *Grade Option (Letter Grade or Pass/No Pass). Degree Credit.*

Units: 3

Hours/semester: 48-54 Lecture; 96-108 Homework

Recommended: Eligibility for ENGL 110.

AA/AS Degree Requirements: Area C1

Transfer Credit: CSU (CSU GE Area C1), UC (IGETC Area 3A)

MUS. 120 SONGWRITING WORKSHOP I

This course 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. *Grade Option (Letter Grade or Pass/No Pass). Degree Credit.*

Units: 3

Hours/semester: 40-45 Lecture; 24-27 Lab; 80-90 Homework

Recommended: Eligibility for MATH 110 or 111. Eligibility for ENGL 100.

Transfer Credit: CSU

MUS. 202 MUSIC APPRECIATION

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. *Grade Option (Letter Grade or Pass/No Pass). Degree Credit.*

Units: 3

Hours/semester: 48-54 Lecture; 96-108 Homework

Recommended: Eligibility for READ 836 and ENGL 836; or ENGL 847 or ESL 400.

AA/AS Degree Requirements: Area C1

Transfer Credit: CSU (CSU GE Area C1), UC (IGETC Area 3A)



C-ID: MUS 100

MUS. 210 HISTORIES OF POPULAR MUSIC AND ROCK

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. *Grade Option (Letter Grade or Pass/No Pass). Degree Credit.*

Units: 3**Hours/semester:** 48-54 Lecture; 96-108 Homework**Recommended:** Eligibility for ENGL 100.**AA/AS Degree Requirements:** Area C1**Transfer Credit:** CSU (CSU GE Area C1), UC (IGETC Area 3A)**MUS. 230 BEETHOVEN**

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. *Grade Option (Letter Grade or Pass/No Pass). Degree Credit.*

Units: 3**Hours/semester:** 48-54 Lecture; 96-108 Homework**Recommended:** Eligibility for ENGL 110.**AA/AS Degree Requirements:** Area C1**Transfer Credit:** CSU (CSU GE Area C1), UC (IGETC Area 3A)**MUS. 240 MUSIC OF THE AMERICAS**

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. *Letter Grade Only. Degree Credit.*

Units: 3**Hours/semester:** 48-54 Lecture; 96-108 Homework**Recommended:** Eligibility for READ 836 and ENGL 836; or ENGL 847 or ESL 400.**AA/AS Degree Requirements:** Area C1**Transfer Credit:** CSU (CSU GE Area C1), UC (IGETC Area 3A)**MUS. 250 WORLD MUSIC**

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. *Letter Grade Only. Degree Credit.*

Units: 3**Hours/semester:** 48-54 Lecture; 96-108 Homework**Recommended:** Eligibility for READ 836 and ENGL 836; or ENGL 847 or ESL 400.**AA/AS Degree Requirements:** Area C1**Transfer Credit:** CSU (CSU GE Area C1), UC (IGETC Area 3A)**MUS. 260 MUSIC IN FILM, TELEVISION AND MULTIMEDIA**

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. *Grade Option (Letter Grade or Pass/No Pass). Degree Credit.*

Units: 3**Hours/semester:** 48-54 Lecture; 96-108 Homework**Recommended:** Eligibility for ENGL 100.**AA/AS Degree Requirements:** Area C1**Transfer Credit:** CSU (CSU GE Area C1)**MUS. 271 OPERA AND MUSICAL THEATER HISTORY**

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. *Grade Option (Letter Grade or Pass/No Pass). Degree Credit.*

Units: 3**Hours/semester:** 48-54 Lecture; 96-108 Homework**Recommended:** Eligibility for ENGL 100.**AA/AS Degree Requirements:** Area C1**Transfer Credit:** CSU (CSU GE Area C1), UC (IGETC Area 3A)**MUS. 275 HISTORY OF JAZZ**

Understanding and enjoying music by studying the historical development of jazz from a musical and sociological perspective. Topics include discussion of



musical elements, vocal and instrumental ensembles, artistic values, and the role of jazz in our culture. *Grade Option (Letter Grade or Pass/No Pass). Degree Credit.*

Units: 3

Hours/semester: 48-54 Lecture; 96-108 Homework

Recommended: Eligibility for ENGL 100.

Transfer Credit: CSU

MUS. 290 INTRODUCTION TO MUSIC AND COMPUTERS

This course is an 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. *Grade Option (Letter Grade or Pass/No Pass). Degree Credit.*

Units: 3

Hours/semester: 32-36 Lecture; 48-54 Lab; 64-72 Homework

Recommended: Eligibility for ENGL 100. Eligibility for MATH 110 or 111.

Transfer Credit: CSU

MUS. 301 PIANO I

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. *Grade Option (Letter Grade or Pass/No Pass). Degree Credit.*

Units: 2

Hours/semester: 24-27 Lecture; 24-27 Lab; 48-54 Homework

Recommended: Eligibility for READ 836 and ENGL 836; or ENGL 847 or ESL 400.

Transfer Credit: CSU, UC

MUS. 302 PIANO II

Continuation of MUS 301. This course in applied music stresses basics of piano playing at an advanced beginner level. Students develop further the foundations of piano technique, the ability to play musically, and their repertoire. *Grade Option (Letter Grade or Pass/No Pass). Degree Credit.*

Units: 2

Hours/semester: 24-27 Lecture; 24-27 Lab; 48-54 Homework

Prerequisites: MUS. 301 or equivalent.

Transfer Credit: CSU, UC

MUS. 303 PIANO III

Continuation of MUS 302. This course in applied music emphasizes the basics of piano playing at an advanced beginner or intermediate level. Students develop further the foundations of piano technique and the ability to play musically, which were begun in Piano I and II, and expand their repertoire. *Grade Option (Letter Grade or Pass/No Pass). Degree Credit.*

Units: 2

Hours/semester: 24-27 Lecture; 24-27 Lab; 48-54 Homework

Prerequisites: MUS. 302 or equivalent.

Transfer Credit: CSU, UC

MUS. 304 PIANO IV

Continuation of MUS 303. This course in applied music emphasizes the basics of piano playing at an intermediate or advanced level. Students develop further the foundations of piano technique, the ability to play musically, and their repertoire. *Grade Option (Letter Grade or Pass/No Pass). Degree Credit.*

Units: 2

Hours/semester: 24-27 Lecture; 24-27 Lab; 48-54 Homework

Prerequisites: MUS. 303 or equivalent.

Transfer Credit: CSU, UC

MUS. 371 GUITAR I

Techniques of guitar performance and reading music to enable students to play compositions written for the guitar. Students must supply their own instruments. *Grade Option (Letter Grade or Pass/No Pass). Degree Credit.*

Units: 2

Hours/semester: 24-27 Lecture; 24-27 Lab; 48-54 Homework

Recommended: Eligibility for READ 836 and ENGL 836; or ENGL 847 or ESL 400.

Transfer Credit: CSU, UC

MUS. 372 GUITAR II

Continuation of MUS. 371. This course covers the techniques of playing the guitar and making music at the intermediate/advanced level. Students must supply their own instruments. *Grade Option (Letter Grade or Pass/No Pass). Degree Credit.*

Units: 2



Hours/semester: 24-27 Lecture; 24-27 Lab; 48-54 Homework

Prerequisites: MUS. 371

Transfer Credit: CSU, UC

MUS. 373 GUITAR III

Continuation of MUS. 372. Intermediate/advanced guitar instruction. Further study of moveable chord and scale structure (CAGED), advanced strumming and fingerpicking patterns, advanced theory (scale, secondary dominants, and motif development), improvisation, arpeggios and reading music. Emphasis on American music literature. Both individual and group instruction. *Grade Option (Letter Grade or Pass/No Pass). Degree Credit.*

Units: 2

Hours/semester: 24-27 Lecture; 24-27 Lab; 48-54 Homework

Prerequisites: MUS. 372

Transfer Credit: CSU, UC

MUS. 374 GUITAR IV

Continuation of MUS. 373. Covers the techniques of playing the guitar at advanced levels. Group and individual attention are included. Students must supply their own instruments. *Grade Option (Letter Grade or Pass/No Pass). Degree Credit.*

Units: 2

Hours/semester: 24-27 Lecture; 24-27 Lab; 48-54 Homework

Prerequisites: MUS. 373

Transfer Credit: CSU, UC

MUS. 401 VOICE I

This class offers training in vocal technique, musical expression and performance skills for the beginning singer. Content includes posture, breathing, tone production, music fundamentals, English diction, and performance preparation techniques. *Grade Option (Letter Grade or Pass/No Pass). Degree Credit.*

Units: 2

Hours/semester: 24-27 Lecture; 24-27 Lab; 48-54 Homework

Recommended: Eligibility for READ 836 and ENGL 836; or ENGL 847 or ESL 400. or equivalent.

Transfer Credit: CSU, UC

MUS. 470.1 CHOIR I

Performance of choral music for accompanied and/or unaccompanied choir at the beginning level. The choir may perform alone or in conjunction with other musical organizations on and off campus. Performance is required. *Grade Option (Letter Grade or Pass/No Pass). Degree Credit.*

Units: 1

Hours/semester: 48-54 Lab

Recommended: Eligibility for READ 836 and ENGL 836; or ENGL 847 or ESL 400. MUS. 100 or equivalent.

Transfer Credit: CSU, UC

MUS. 695 INDEPENDENT STUDY

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 instructor and approved by the division dean using the Independent Study Form. Varying modes of instruction can be used -- laboratory, research, skill development, etc. For each unit earned, students are required to devote three hours per week throughout the semester. Students may take only one Independent Study course within a given discipline. *Grade Option (Letter Grade or Pass/No Pass). Degree Credit.*

Units: 0.5 or 3

Hours/semester: 24-162 Lab

Recommended: Eligibility for READ 836 and ENGL 836; or ENGL 847 or ESL 400.

Transfer Credit: CSU

Oceanography

(See also [Geography](#) and [Geology](#))

OCEN 100 OCEANOGRAPHY

A study of the physical, chemical, geological, and biological aspects of oceans with an emphasis on the methods of scientific investigation. Topics include the origin and evolution of oceans, plate tectonics, currents, waves, tides coastal processes and landforms, ocean life and ecology, and recent discoveries. Fieldtrips may be required. *Grade Option (Letter Grade or Pass/No Pass). Degree Credit.*

Units: 3

Hours/semester: 48-54 Lecture; 96-108 Homework

Recommended: Eligibility for READ 836 and ENGL 836; or ENGL 847 or ESL 400.

AA/AS Degree Requirements: Area B1, B2



Transfer Credit: CSU (CSU GE Area B1, B2), UC (IGETC Area 5A, 5B)

OCEN 101 OCEANOGRAPHY LAB

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. *Letter Grade Only. Degree Credit.*

Units: 1

Hours/semester: 48-54 Lab

Corequisites: Completion of, or concurrent enrollment in OCEN 100.

AA/AS Degree Requirements: Area B3 - only if OCEN 100 is successfully completed prior to or concurrently with OCEN 101

Transfer Credit: CSU (CSU GE Area B3 - only if OCEN 100 is successfully completed prior to or concurrently with OCEN 101), UC (IGETC Area 5C*)

Paralegal Studies

LEGL 249 INTRODUCTION TO THE LEGAL SYSTEM

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. *Letter Grade Only. Degree Credit.*

Units: 3

Hours/semester: 48-54 Lecture; 96-108 Homework

Recommended: Eligibility for ENGL 100.

Transfer Credit: CSU

LEGL 250 LEGAL RESEARCH AND WRITING

Introduction to reading and briefing legal cases and the principles of legal writing. Also learn the differences between primary and secondary sources of law, utilizing state and law libraries and other research resources. *Letter Grade Only. Degree Credit.*

Units: 3

Hours/semester: 48-54 Lecture; 96-108 Homework

Prerequisites: Completion of, or concurrent enrollment in LEGL 249

Recommended: Eligibility for ENGL 110.

Transfer Credit: CSU

LEGL 251 TORTS

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. *Grade Option (Letter Grade or Pass/No Pass). Degree Credit.*

Units: 3

Hours/semester: 48-54 Lecture; 96-108 Homework

Prerequisites: LEGL 249

Recommended: Eligibility for ENGL 100.

Transfer Credit: CSU

LEGL 252 CIVIL LITIGATION AND TRIAL PREPARATION

Introduction to the basics of trial practice and civil litigation procedures. Students learn how to conduct client intake, evaluate cases, conduct informal investigation and discovery, prepare pleadings and motions, complete discovery and fact investigations, engage in pretrial alternative dispute resolution procedures, identify pretrial considerations, preserve facts and prepare for trial, and complete post-trial motions and appeals. *Letter Grade Only. Degree Credit.*

Units: 3

Hours/semester: 48-54 Lecture; 96-108 Homework

Prerequisites: LEGL 249

Transfer Credit: CSU

LEGL 254 FAMILY LAW

Learn 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. *Grade Option (Letter Grade or Pass/No Pass). Degree Credit.*

Units: 3

Hours/semester: 48-54 Lecture; 96-108 Homework

Prerequisites: Completion of, or concurrent enrollment in LEGL 249, or equivalent.

Recommended: Eligibility for ENGL 100.

Transfer Credit: CSU

LEGL 260 ADVANCE LEGAL RESEARCH AND WRITING

Develop and refine legal research and writing skills by preparing a series of project including drafting legal



documents. Included is the efficient use of law libraries and legal databases. *Grade Option (Letter Grade or Pass/No Pass). Degree Credit.*

Units: 3

Hours/semester: 48-54 Lecture; 96-108 Homework

Prerequisites: LEGL 249 and LEGL 250

Recommended: Eligibility for ENGL 110.

Transfer Credit: CSU

LEGL 262 PARALEGALISM AND STUDY OF LEGAL ETHICS

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. *Letter Grade Only. Degree Credit.*

Units: 3

Hours/semester: 48-54 Lecture; 96-108 Homework

Recommended: Eligibility for ENGL 110.

Transfer Credit: CSU

LEGL 264 CONTRACTS

Study of the theory and practice of contract law. Students learn to create contracts and identify contract breaches provided for by law. *Grade Option (Letter Grade or Pass/No Pass). Degree Credit.*

Units: 3

Hours/semester: 48-54 Lecture; 96-108 Homework

Prerequisites: LEGL 249

Recommended: Eligibility for ENGL 100.

Transfer Credit: CSU

LEGL 272 IMMIGRATION LAW

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. *Letter Grade Only. Degree Credit.*

Units: 3

Hours/semester: 48-54 Lecture; 96-108 Homework

Recommended: Eligibility for ENGL 100.

Transfer Credit: CSU

LEGL 276 ELECTRONIC LITIGATION

Learn how to use PC/Windows based computers, peripherals, software and the Internet in a law office environment. Also, learn about the power of the Internet, (troubleshooting, backup programs, online filing, e-filing, legal research, etc.), and using the Internet in litigation (investigation, evidence gathering, accessing the courts, e-filing, etc.); learn how to use Public Access to Court Electronic Records (PACER). *Grade Option (Letter Grade or Pass/No Pass). Degree Credit.*

Units: 2

Hours/semester: 32-36 Lecture; 64-72 Homework

Recommended: Eligibility for ENGL 100.

Transfer Credit: CSU

LEGL 672 COOPERATIVE EDUCATION: INTERNSHIP

Supervised internship in cooperation with private or public sector employers. Designed to apply knowledge and learn new skills, directly related to the student's program of study, outside of the normal classroom environment. Students must attend one orientation which is offered the first three weeks of each semester. Each unit requires 60 hours per unit for unpaid work or 75 hours per unit for paid work during the semester. May be repeated for credit up to 16 units. The unit limitation applies to any Cooperative Education Work Experience (any combination of 670, 671 and/or 672 courses) offered within the SMCCCD. *Grade Option (Letter Grade or Pass/No Pass). Degree Credit.*

Units: 1 or 3

Hours/semester: 60-180 Work Experience

Prerequisites: A minimum of 12 completed units in the occupational discipline.

Recommended: Eligibility for READ 836 and ENGL 836; or ENGL 847 or ESL 400.

Transfer Credit: CSU

LEGL 695 INDEPENDENT STUDY

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 instructor and approved by the division dean using the Independent Study Form. Varying modes of instruction can be used -- laboratory, research, skill development, etc. For each unit earned, students are required to devote three hours per week throughout the semester. Students may take only one Independent Study course within a given discipline. *Grade Option (Letter Grade or Pass/No Pass). Degree Credit.*

Units: 0.5 or 3



Hours/semester: 24-162 Lab

Recommended: Eligibility for READ 836 and ENGL 836; or ENGL 847 or ESL 400.

Transfer Credit: CSU

Philosophy

PHIL 100 INTRODUCTION TO PHILOSOPHY

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. *Grade Option (Letter Grade or Pass/No Pass). Degree Credit.*

Units: 3

Hours/semester: 48-54 Lecture; 96-108 Homework

Recommended: Eligibility for ENGL 100.

AA/AS Degree Requirements: Area C2

Transfer Credit: CSU (CSU GE Area C2), UC (IGETC Area 3B)

C-ID: PHIL 100

PHIL 103 CRITICAL THINKING

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. *Grade Option (Letter Grade or Pass/No Pass). Degree Credit.*

Units: 3

Hours/semester: 48-54 Lecture; 96-108 Homework

Recommended: Eligibility for ENGL 100.

AA/AS Degree Requirements: Area A3

Transfer Credit: CSU (CSU GE Area A3), UC

PHIL 160 HISTORY OF PHILOSOPHY: ANCIENT AND MEDIEVAL

An introduction to the history of Western philosophy from pre-Socratic to Renaissance. Selections from representative philosophers and/or schools - 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. *Grade Option (Letter Grade or Pass/No Pass). Degree Credit.*

Units: 3

Hours/semester: 48-54 Lecture; 96-108 Homework

Recommended: Eligibility for READ 836 and ENGL 836; or ENGL 847 or ESL 400.

AA/AS Degree Requirements: Area C2

Transfer Credit: CSU (CSU GE Area C2), UC (IGETC Area 3B)

C-ID: PHIL 130

PHIL 175 MODERN PHILOSOPHY

This course addresses 16th through 18th century philosophy with emphasis on the broad epistemological and metaphysical developments of empiricism and rationalism in philosophical thought from Descartes to Kant. Special topics include the foundation of knowledge, the nature of the human mind, free will, and the foundation of morality. *Letter Grade Only. Degree Credit.*

Units: 3

Hours/semester: 48-54 Lecture; 96-108 Homework

Recommended: Eligibility for ENGL 100.

Transfer Credit: CSU

PHIL 190 CONTEMPORARY PHILOSOPHY

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. *Grade Option (Letter Grade or Pass/No Pass). Degree Credit.*

Units: 3

Hours/semester: 48-54 Lecture; 96-108 Homework

Recommended: Eligibility for ENGL 100.

AA/AS Degree Requirements: Area C2

Transfer Credit: CSU (CSU GE Area C2), UC (IGETC Area 3B)

PHIL 200 INTRODUCTION TO LOGIC

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. *Letter Grade Only. Degree Credit.*

Units: 3

Hours/semester: 48-54 Lecture; 96-108 Homework

Recommended: Eligibility for READ 836 and ENGL 836; or ENGL 847 or ESL 400.

AA/AS Degree Requirements: Area A3

Transfer Credit: CSU (CSU GE Area A3), UC

C-ID: PHIL 110

PHIL 240 INTRODUCTION TO ETHICS

Discusses the major ethical principles and theories in the world. How these principles apply to one's ethical decision making and moral reasoning and moral problems is examined. Classical and contemporary deontological and teleological theories and existential theory and others are critically analyzed. Contemporary ethical issues, abortion, euthanasia, homosexuality, feminism, and terrorism are also examined. *Letter Grade Only. Degree Credit.*

Units: 3

Hours/semester: 48-54 Lecture; 96-108 Homework

Recommended: Eligibility for READ 836 and ENGL 836; or ENGL 847 or ESL 400.

AA/AS Degree Requirements: Area C2

Transfer Credit: CSU (CSU GE Area C2), UC (IGETC Area 3B)

C-ID: PHIL 120

PHIL 300 INTRODUCTION TO WORLD RELIGIONS

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 on culture; and finally their influence on the meaningfulness of human existence and their meaning in relation to the Transcendent. *Grade Option (Letter Grade or Pass/No Pass). Degree Credit.*

Units: 3

Hours/semester: 48-54 Lecture; 96-108 Homework

Recommended: Eligibility for ENGL 100.

AA/AS Degree Requirements: Area C2

Transfer Credit: CSU (CSU GE Area C2), UC (IGETC Area 3B)

PHIL 312 INTRODUCTION TO PHILOSOPHY OF RELIGION

An introduction to philosophical thinking about religion, with an emphasis on issues central to traditional monotheism. This course teaches how to critically examine

arguments concerning the origin of religion, the existence of God, the historicity of miracles, the veridicality of religious and mystical experience, the existence of spirits or souls, the possibility of life after death, the equal validity of all religions, and other topics. *Grade Option (Letter Grade or Pass/No Pass). Degree Credit.*

Units: 3

Hours/semester: 48-54 Lecture; 96-108 Homework

Recommended: Eligibility for ENGL 100.

Transfer Credit: CSU

PHIL 695 INDEPENDENT STUDY

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 instructor and approved by the division dean using the Independent Study Form. Varying modes of instruction can be used -- laboratory, research, skill development, etc. For each unit earned, students are required to devote three hours per week throughout the semester. Students may take only one Independent Study course within a given discipline. *Grade Option (Letter Grade or Pass/No Pass). Degree Credit.*

Units: 0.5 or 3

Hours/semester: 24-162 Lab

Recommended: Eligibility for READ 836 and ENGL 836; or ENGL 847 or ESL 400.

Transfer Credit: CSU

Photography

(See courses under [Art and Digital Art & Animation](#))

Physical Education Theory

(See also [Dance](#), [Fitness](#), [Individual Sports](#), [Kinesiology](#), [Team Sports](#), and [Varsity Sports](#))

(See [repeatability statement](#) listed at the beginning of the [Kinesiology, Athletics and Dance](#) section)

P.E. 695 INDEPENDENT STUDY

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 instructor and approved by the division dean using the Independent Study Form. Varying modes of instruction can be used -- laboratory, research, skill development, etc. For each unit earned, students are required to devote three hours per week throughout the semester. Students may take only one Independent Study course within a



given discipline. *Grade Option (Letter Grade or Pass/No Pass). Degree Credit.*

Units: 0.5 or 3

Hours/semester: 24-162 Lab

Recommended: Eligibility for READ 836 and ENGL 836; or ENGL 847 or ESL 400.

Transfer Credit: CSU

Physics

(See also [Astronomy](#))

PHYS 114 SURVEY OF CHEMISTRY AND PHYSICS

Equivalent to CHEM 114. A conceptual survey of physical science (physics and chemistry) intended for non-science majors at the General Education level. A general discussion of the scientific method and techniques are followed by physics, chemistry, and integrated topics. The laboratory portion covers a hands-on exploration of phenomena discussed in lecture. The physics component of the course discusses motion, force, energy, electricity and magnetism, waves and light. The chemistry component of the course focuses on chemicals and reactions common in everyday life. Concepts relating to the nature and interactions of atoms, ions, and molecules are presented. Students also learn to use and evaluate information presented on product labels, in advertisement, and available through the internet. *Letter Grade Only. Degree Credit.*

Units: 4

Hours/semester: 48-54 Lecture; 48-54 Lab; 96-108 Homework

Prerequisites: MATH 110 or MATH 111 and MATH 112, or equivalent.

Recommended: Eligibility for READ 836 and ENGL 836; or ENGL 847 or ESL 400.

Transfer Credit: CSU, UC*

C-ID: PHYS 140

PHYS 210 GENERAL PHYSICS I

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. This course meets general education education requirements for many majors in the life sciences. *Letter Grade Only. Degree Credit.*

Units: 4

Hours/semester: 48-54 Lecture; 48-54 Lab; 96-108 Homework

Prerequisites: MATH 130 or equivalent

Recommended: Eligibility for READ 836 and ENGL 836; or ENGL 847 or ESL 400.

AA/AS Degree Requirements: Area B1, B3

Transfer Credit: CSU (CSU GE Area B1, B3), UC* (IGETC Area 5A, 5C)

C-ID: PHYS 105; PHYS 100S (requires PHYS 210 & 220)

PHYS 211 GENERAL PHYSICS I - CALCULUS SUPPLEMENT

Application of Calculus to selected topics in PHYS 210. Primarily intended for majors requiring one year calculus based physics. *Letter Grade Only. Degree Credit.*

Units: 1

Hours/semester: 16-18 Lecture; 32-36 Homework

Prerequisites: Completion of, or concurrent enrollment in, MATH 242 (offered at CSM or Skyline) or MATH 243 or MATH 252 and Completion of, or concurrent enrollment in, PHYS 210

Transfer Credit: CSU, UC

PHYS 220 GENERAL PHYSICS II

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. *Letter Grade Only. Degree Credit.*

Units: 4

Hours/semester: 48-54 Lecture; 48-54 Lab; 96-108 Homework

Prerequisites: PHYS 210

Recommended: Eligibility for READ 836 and ENGL 836; or ENGL 847 or ESL 400.

AA/AS Degree Requirements: Area B1, B3

Transfer Credit: CSU (CSU GE Area B1, B3), UC* (IGETC Area 5A, 5C)

C-ID: PHYS 110; PHYS 100S (requires PHYS 210 & 220)

PHYS 221 GENERAL PHYSICS II - CALCULUS SUPPLEMENT

Application of calculus to selected topics in PHYS 220. Primarily intended for majors requiring one year of calculus based physics. *Letter Grade Only. Degree Credit.*

Units: 1

Hours/semester: 16-18 Lecture; 32-36 Homework

Prerequisites: Completion of, or concurrent enrollment in, MATH 242 (offered at CSM or Skyline), or MATH 243 or MATH 252 and PHYS 220



Transfer Credit: CSU, UC

PHYS 250 PHYSICS WITH CALCULUS I

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. *Letter Grade Only. Degree Credit.*

Units: 4

Hours/semester: 48-54 Lecture; 48-54 Lab; 96-108 Homework

Prerequisites: Completion of, or concurrent enrollment in, MATH 252

Recommended: Eligibility for READ 836 and ENGL 836; or ENGL 847 or ESL 400.

AA/AS Degree Requirements: Area B1, B3

Transfer Credit: CSU (CSU GE Area B1, B3), UC* (IGETC Area 5A, 5C)

C-ID: PHYS 205; PHYS 200S (requires PHYS 250, 260 & 270)

PHYS 260 PHYSICS WITH CALCULUS II

This course is the second in a three-semester series designed to provide a thorough foundation in the fundamentals of physics to students majoring in engineering or the physical sciences. Topics include electricity, magnetism and electro-magnetic waves. *Letter Grade Only. Degree Credit.*

Units: 4

Hours/semester: 48-54 Lecture; 48-54 Lab; 96-108 Homework

Prerequisites: PHYS 250 and Completion of, or concurrent enrollment in, MATH 253

Recommended: Eligibility for READ 836 and ENGL 836; or ENGL 847 or ESL 400.

AA/AS Degree Requirements: Area B1, B3

Transfer Credit: CSU (CSU GE Area B1, B3), UC* (IGETC Area 5A, 5C)

C-ID: PHYS 210; PHYS 200S (requires PHYS 250, 260 & 270)

PHYS 270 PHYSICS WITH CALCULUS III

This course is the third in a three-semester series designed to provide a thorough foundation in the fundamentals of physics to students majoring in engineering or the physical sciences. Topics include Thermodynamics, geometrical and physical optics, and modern physics. *Letter Grade Only. Degree Credit.*

Units: 4

Hours/semester: 48-54 Lecture; 48-54 Lab; 96-108 Homework

Prerequisites: PHYS 250 and completion of, or concurrent enrollment in MATH 253

AA/AS Degree Requirements: Area B1, B3

Transfer Credit: CSU (CSU GE Area B1, B3), UC* (IGETC Area 5A, 5C)

C-ID: PHYS 215; PHYS 200S (requires PHYS 250, 260 & 270)

PHYS 405 APPLIED RADIOGRAPHIC PHYSICS

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. *Letter Grade Only. Degree Credit.*

Units: 3

Hours/semester: 48-54 Lecture; 96-108 Homework

Prerequisites: MATH 110 or equivalent and An introductory course in Physical Science such as CHEM 192, 410 or equivalent

Recommended: Eligibility for ENGL 100.

AA/AS Degree Requirements: Area B1

Transfer Credit: CSU (CSU GE Area B1)

Political Science

PLSC 103 CRITICAL THINKING ABOUT WORLD POLITICS

This introductory course is designed to improve the student's ability to think clearly about world politics problems and their social, political, and economic implications. Reasoning skills will be applied when evaluating and constructing convincing arguments about current world political controversies. *Grade Option (Letter Grade or Pass/No Pass). Degree Credit.*

Units: 3

Hours/semester: 48-54 Lecture; 96-108 Homework

Recommended: Eligibility for READ 836 and ENGL 836; or ENGL 847 or ESL 400.

AA/AS Degree Requirements: Area A3

Transfer Credit: CSU (CSU GE Area A3), UC



PLSC 130 INTRODUCTION TO INTERNATIONAL RELATIONS

Introductory survey of world conflicts that have contributed to a global quilt work of international relations. An explanation of international relations theory with an examination of nation, international, transnational, and sub-national actors and their institutions, interactions and processes as they relate to global issues. *Letter Grade Only. Degree Credit.*

Units: 3

Hours/semester: 48-54 Lecture; 96-108 Homework

Recommended: Eligibility for READ 836 and ENGL 836; or ENGL 847 or ESL 400.

AA/AS Degree Requirements: DSI

Transfer Credit: CSU (CSU GE DSI), UC (IGETC Area 4)

C-ID: POLS 140

PLSC 150 INTRODUCTION TO POLITICAL THEORY

This class provides the foundation for the study of political science, politics and the nature of government. Examination of various fundamental theoretical approaches to politics and of basic political problems, as well as proposed solutions found in an evolving liberal social contract and other proposed solutions. Analysis of selected political theories and of the relevance of theory to contemporary problems. Critically thinking about the role of morality, power leadership, religion, government, civic culture and class are the framework. *Letter Grade Only. Degree Credit.*

Units: 3

Hours/semester: 48-54 Lecture; 96-108 Homework

Recommended: Eligibility for ENGL 100.

AA/AS Degree Requirements: DSI

Transfer Credit: CSU (CSU GE DSI), UC (IGETC Area 4)

C-ID: POLS 120

PLSC 170 INTRODUCTION TO COMPARATIVE POLITICS

This course introduces students to the technique of comparing nation-states using different approaches to study multiple government types including their history, political institutions, processes and policies, the environments in which they occur as well as their consequences. Political cultures are compared in order to critically analyze the viability of particular governments on a global scale. Topics include: regime change, civic culture, group politics, functionalism, dependency, legitimacy and leadership. *Letter Grade Only. Degree Credit.*

Units: 3

Hours/semester: 48-54 Lecture; 96-108 Homework

Recommended: Eligibility for READ 836 and ENGL 836; or ENGL 847 or ESL 400.

AA/AS Degree Requirements: DSI

Transfer Credit: CSU (CSU GE DSI), UC (IGETC Area 4)

C-ID: POLS 130

PLSC 210 AMERICAN POLITICS

An introduction to United States and California government and politics, including their constitutions, political institutions and processes as well as political actors with foci on the political philosophies of its framers and the inter-related functions of the three branches of the federal government. Examination of political behavior, political issues and public policy as well as contemporary relationships between federal, state and local governments are consistently explored. *Letter Grade Only. Degree Credit.*

Units: 3

Hours/semester: 48-54 Lecture; 96-108 Homework

Recommended: Eligibility for READ 836 and ENGL 836; or ENGL 847 or ESL 400.

AA/AS Degree Requirements: D US-2, D US-3; DSI; Ethnic Studies

Transfer Credit: CSU (CSU GE DSI, D US-2, D US-3), UC (IGETC Area 4)

C-ID: POLS 110

PLSC 310 CALIFORNIA STATE AND LOCAL GOVERNMENT

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. *Grade Option (Letter Grade or Pass/No Pass). Degree Credit.*

Units: 3

Hours/semester: 48-54 Lecture; 96-108 Homework

Recommended: Eligibility for READ 836 and ENGL 836; or ENGL 847 or ESL 400.

AA/AS Degree Requirements: D US-3; DSI; Ethnic Studies



Transfer Credit: CSU (CSU GE DSI, D US-3), UC (IGETC Area 4)

PLSC 320 LATIN AMERICAN POLITICS

Latin American Politics 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. *Grade Option (Letter Grade or Pass/No Pass). Degree Credit.*

Units: 3

Hours/semester: 48-54 Lecture; 96-108 Homework

Recommended: Eligibility for READ 836 and ENGL 836; or ENGL 847 or ESL 400.

AA/AS Degree Requirements: DSI

Transfer Credit: CSU (CSU GE DSI), UC (IGETC Area 4)

PLSC 325 HONORS COLLOQUIUM IN POLITICAL SCIENCE: POLITICS AND RELIGION

Explores Christianity within the realm of American politics by looking at the effects 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. *Letter Grade Only. Degree Credit.*

Units: 1

Hours/semester: 16-18 Lecture; 32-36 Homework

Prerequisites: ENGL 100

Corequisites: Completion of, or concurrent enrollment in one of the following:, ECON 100 or PHIL 100 or PLSC 150 or PLSC 210 or PSYC 106 or SOCI 100

Transfer Credit: CSU, UC

Psychology

PSYC 100 GENERAL PSYCHOLOGY

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. *Grade Option (Letter Grade or Pass/No Pass). Degree Credit.*

Units: 3

Hours/semester: 48-54 Lecture; 96-108 Homework

Recommended: Eligibility for READ 836 and ENGL 836; or ENGL 847 or ESL 400.

AA/AS Degree Requirements: DSI

Transfer Credit: CSU (CSU GE DSI), UC (IGETC Area 4)

C-ID: PSY 110

PSYC 106 PSYCHOLOGY OF PREJUDICE AND DISCRIMINATION

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. *Grade Option (Letter Grade or Pass/No Pass). Degree Credit.*

Units: 3

Hours/semester: 48-54 Lecture; 96-108 Homework

Recommended: Eligibility for READ 836 and ENGL 836; or ENGL 847 or ESL 400.

AA/AS Degree Requirements: DSI; Ethnic Studies

Transfer Credit: CSU (CSU GE DSI), UC (IGETC Area 4)

PSYC 200 DEVELOPMENTAL PSYCHOLOGY

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. *Grade Option (Letter Grade or Pass/No Pass). Degree Credit.*

Units: 3

Hours/semester: 48-54 Lecture; 96-108 Homework

Prerequisites: PSYC 100

Recommended: Eligibility for ENGL 100.

AA/AS Degree Requirements: DSI; Area E1

Transfer Credit: CSU (CSU GE Area E1DSI), UC (IGETC Area 4)

C-ID: PSY 180

PSYC 205 SOCIAL SCIENCE RESEARCH METHODS

Equivalent to SOCI 205. This course is 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. *Letter Grade Only. Degree Credit.*

Units: 3

Hours/semester: 48-54 Lecture; 96-108 Homework

Prerequisites: MATH 200 and PSYC 100

Recommended: Eligibility for ENGL 110.

AA/AS Degree Requirements: DSI

Transfer Credit: CSU (CSU GE DSI), UC (IGETC Area 4)

C-ID: PSY 200

PSYC 300 SOCIAL PSYCHOLOGY

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. *Grade Option (Letter Grade or Pass/No Pass). Degree Credit.*

Units: 3

Hours/semester: 48-54 Lecture; 96-108 Homework

Recommended: Eligibility for ENGL 100.

AA/AS Degree Requirements: DSI

Transfer Credit: CSU (CSU GE DSI), UC (IGETC Area 4)

C-ID: PSY 170

PSYC 340 INTRODUCTION TO HUMAN SEXUALITY

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. *Grade Option (Letter Grade or Pass/No Pass). Degree Credit.*

Units: 3

Hours/semester: 48-54 Lecture; 96-108 Homework

Recommended: Eligibility for READ 836 and ENGL 836; or ENGL 847 or ESL 400.

AA/AS Degree Requirements: DSI; Area E1

Transfer Credit: CSU (CSU GE Area E1DSI), UC (IGETC Area 4)

C-ID: PSY 130

PSYC 410 ABNORMAL PSYCHOLOGY

Introduces the scientific study of psychopathology and atypical behaviors, broadly defined. Students investigate abnormal behavior from a variety of perspectives including biological, psychological, and sociocultural approaches. An integrative survey of theory and research in abnormal behavior, and intervention and prevention strategies for psychological disorders are also introduced. *Grade Option (Letter Grade or Pass/No Pass). Degree Credit.*

Units: 3

Hours/semester: 48-54 Lecture; 96-108 Homework

Recommended: Eligibility for ENGL 100.

AA/AS Degree Requirements: DSI

Transfer Credit: CSU (CSU GE DSI), UC (IGETC Area 4)

C-ID: PSY 120

PSYC 695 INDEPENDENT STUDY

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 instructor and approved by the division dean using the Independent Study Form. Varying modes of instruction



can be used -- laboratory, research, skill development, etc. For each unit earned, students are required to devote three hours per week throughout the semester. Students may take only one Independent Study course within a given discipline. *Grade Option (Letter Grade or Pass/No Pass). Degree Credit.*

Units: 0.5 or 3

Hours/semester: 24-162 Lab

Recommended: Eligibility for READ 836 and ENGL 836; or ENGL 847 or ESL 400.

Transfer Credit: CSU

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

This course is an orientation to Radiologic Technology including organization of medical practice, the socio-economic, ethical, political and legal aspects of health care with special emphasis on radiology. Included will be an introduction to radiation protection and the provisions of the California Administrative Code, Title XVII. Radiation Control Regulations. *Letter Grade Only. Degree Credit.*

Units: 2

Hours/semester: 32-36 Lecture; 64-72 Homework

Prerequisites: ENGL 100

Transfer Credit: CSU

RADT 408 PERSPECTIVES IN RADIOLOGY

This course is designed for the person who has been accepted to the Radiologic Technology Program. The course provides an introduction to various hospital policies, including code of conduct, radiation protection policies, ethics, medical asepsis, patient care and confidentiality issues. *Letter Grade Only. Degree Credit.*

Units: 1.5

Hours/semester: 24-27 Lecture; 48-54 Homework

Prerequisites: Acceptance to the Radiologic Technology Program.

Transfer Credit: CSU

RADT 410 RADIOGRAPHIC POSITIONING

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. *Letter Grade Only. Degree Credit.*

Units: 4

Hours/semester: 48-54 Lecture; 48-54 Lab; 96-108 Homework

Prerequisites: Acceptance in the Radiologic Technology Program.

Transfer Credit: CSU

RADT 415 RADIATION PROTECTION AND BIOLOGY

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. *Letter Grade Only. Degree Credit.*

Units: 3

Hours/semester: 48-54 Lecture; 96-108 Homework

Prerequisites: PHYS 405

Transfer Credit: CSU

RADT 418 CLINICAL EDUCATION I

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. *Letter Grade Only. Degree Credit.*

Units: 4.5

Hours/semester: 224-243 Field Experience

Prerequisites: Acceptance into the Radiologic Technology Program.



Corequisites: Concurrent enrollment in RADT 410.

Transfer Credit: CSU

RADT 420 RADIOGRAPHIC POSITIONING II

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. *Letter Grade Only. Degree Credit.*

Units: 4

Hours/semester: 48-54 Lecture; 48-54 Lab; 96-108 Homework

Prerequisites: RADT 410

Corequisites: Concurrent enrollment in RADT 428

Recommended: Eligibility for ENGL 110.

Transfer Credit: CSU

RADT 428 CLINICAL EDUCATION II

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. *Letter Grade Only. Degree Credit.*

Units: 6.5

Hours/semester: 320-351 Field Experience

Prerequisites: RADT 418

Corequisites: Concurrent enrollment in, RADT 420

Transfer Credit: CSU

RADT 430 PRINCIPLES OF RADIOGRAPHIC FILM PRODUCTION

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. *Letter Grade Only. Degree Credit.*

Units: 3.5

Hours/semester: 48-54 Lecture; 24-27 Lab; 96-108 Homework

Prerequisites: PHYS 405

Transfer Credit: CSU

RADT 435 IMAGING EQUIPMENT AND QUALITY CONTROL

This course provides the student with an introduction to the various types of equipment and tests required to organize and implement a program of quality control in diagnostic imaging. Traditional and innovative imaging equipment requiring quality control programs are discussed. *Letter Grade Only. Degree Credit.*

Units: 1.5

Hours/semester: 16-18 Lecture; 24-27 Lab; 32-36 Homework

Prerequisites: RADT 430 or licensed radiologic technologist

Transfer Credit: CSU

RADT 438 CLINICAL EDUCATION III

Designed for the third semester radiologic technology student. It is the third segment of the first rotation. Students continue to build their skills. *Letter Grade Only. Degree Credit.*

Units: 4.5

Hours/semester: 224-243 Field Experience

Prerequisites: RADT 428

Transfer Credit: CSU

RADT 440 ADVANCED IMAGING MODALITIES & SPECIALIZED PROCEDURES

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. *Letter Grade Only. Degree Credit.*

Units: 4

Hours/semester: 64-72 Lecture; 128-144 Homework

Prerequisites: RADT 415, RADT 420, RADT 430 or certification as a Radiologic Technologist.

Transfer Credit: CSU

RADT 441 SECTIONAL ANATOMY

The course provides an introduction to the basic principles of sectional anatomy as related to imaging modalities such as Computerized Tomography (CT) and Magnetic Resonance



Imaging (MRI). This information is required for Radiologic Technology students. *Letter Grade Only. Degree Credit.*

Units: 1.5

Hours/semester: 24-27 Lecture; 48-54 Homework

Transfer Credit: CSU

RADT 442 RADIOGRAPHIC PATHOLOGY

Disease processes commonly encountered by the Radiographer are presented in this course. Students will study Radiographic CT and MRI images of skeletal, neurologic, gastro intestinal, respiratory, circulatory and reproductive systems. Required for R.T. students. *Letter Grade Only. Degree Credit.*

Units: 1.5

Hours/semester: 24-27 Lecture; 48-54 Homework

Prerequisites: BIOL 260, or certified x-ray technologists.

Transfer Credit: CSU

RADT 448 CLINICAL EDUCATION IV

Designed for the fourth semester radiologic technology student. Students continue to build the skills obtained in previous clinical education experiences. *Letter Grade Only. Degree Credit.*

Units: 9.5

Hours/semester: 464-513 Field Experience

Prerequisites: RADT 438

Transfer Credit: CSU

RADT 450 REGISTRY REVIEW

This course is designed to prepare the student for board examination through lecture review and preparatory testing. This course is required for the graduating Radiologic Technology student. *Letter Grade Only. Degree Credit.*

Units: 1.5

Hours/semester: 24-27 Lecture; 48-54 Homework

Prerequisites: Successful completion of, or enrollment in an approved Radiologic Technology program.

RADT 458 CLINICAL EDUCATION V

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. *Letter Grade Only. Degree Credit.*

Units: 9

Hours/semester: 448-486 Field Experience

Prerequisites: RADT 448

Transfer Credit: CSU

RADT 468 CLINICAL EDUCATION VI

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. *Letter Grade Only. Degree Credit.*

Units: 4.5

Hours/semester: 232-243 Field Experience

Prerequisites: RADT 458

Transfer Credit: CSU

RADT 470 SPECIALIZED TECHNIQUES: MAMMOGRAPHY

This course covers the curriculum mandated by the California Department of Public Health, Radiologic Health Branch, which includes: breast anatomy, physiology, instrumentation, technical factors, mammography positioning, pathology, risk factors, and detection techniques. It satisfies the requirements of California's qualifications for the mammography examination. *Letter Grade Only. Degree Credit.*

Units: 2

Hours/semester: 24-27 Lecture; 24-27 Lab; 48-54 Homework

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

Transfer Credit: CSU

RADT 471 SPECIALIZED TECHNIQUES: FLUOROSCOPY

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. *Grade Option (Letter Grade or Pass/No Pass). Degree Credit.*

Units: 2.5

Hours/semester: 32-36 Lecture; 24-27 Lab; 64-72 Homework

Transfer Credit: CSU



RADT 474 VENIPUNCTURE FOR CONTRAST MEDIA ADMINISTRATION

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. *Letter Grade Only. Degree Credit.*

Units: 1

Hours/semester: 8-9 Lecture; 24-27 Lab; 16-18 Homework

Prerequisites: California full certification as a radiologic technologist or enrollment as a second year student in a two year radiologic technology program. Current CPR and Basic Life Support for health care provider approved by the AHA .

Transfer Credit: CSU

RADT 695 INDEPENDENT STUDY

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 instructor and approved by the division dean using the Independent Study Form. Varying modes of instruction can be used -- laboratory, research, skill development, etc. For each unit earned, students are required to devote three hours per week throughout the semester. Students may take only one Independent Study course within a given discipline. *Grade Option (Letter Grade or Pass/No Pass). Degree Credit.*

Units: 0.5 or 3

Hours/semester: 24-162 Lab

Recommended: Eligibility for READ 836 and ENGL 836; or ENGL 847 or ESL 400.

Transfer Credit: CSU

Reading

(See also [English](#), [English as a Second Language](#), [Learning Center](#), and [Literature](#))

Most English, Literature and Reading courses have prerequisites that are listed as part of the course description. You can meet the prerequisite by taking the designated class or by achieving a certain score on the English placement test. If it is unclear that you have met the prerequisite for the class in which you wish to enroll you might be blocked by the system. For more information

about how prerequisites work please visit us at the college website: <http://canadacollege.edu/registration/>

To inquire about placement tests and the assessment process please visit us here: <http://canadacollege.edu/assessment/index.php> You may also contact the Cañada College Counseling Office (located in Building 9, Room 139) at (650) 306-3452 for assistance.

READ 826 READING IMPROVEMENT

This course teaches efficient reading strategies and study techniques to improve word analysis, vocabulary, reading comprehension and study skills. Recommendation via College Placement Test. *Grade Option (Letter Grade or Pass/No Pass). Units do not apply toward AA/AS degree.*

Units: 5

Hours/semester: 80-90 Lecture; 160-180 Homework

Recommended: Open Curriculum.

READ 836 ACADEMIC READING STRATEGIES

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. *Grade Option (Letter Grade or Pass/No Pass). Degree Credit.*

Units: 3

Hours/semester: 48-54 Lecture; 96-108 Homework

Prerequisites: ENGL 827 or READ 826 or ESL 914 or eligibility for READ 836 on approved college Reading Placement Test and other measures as necessary.

Secretarial-Office Skills-Word Processing

(See [Computer Business Office Technology - CBOT](#))

Social Sciences

SOSC 650 STUDY ABROAD LIFE AND CULTURE, A SOCIAL SCIENCES PERSPECTIVE

This course introduces students to the daily life, history, economy, politics, social structures and culture of a foreign country as part of the Study Abroad Program. Students gain skills in cross-cultural competency as well as specific knowledge and understanding of a wide range of topics in the social sciences as they attend lectures, interact with local experts, and participate in field trips and hands-on activities. Students must be accepted into the Semester



Abroad Program. *Grade Option (Letter Grade or Pass/No Pass). Degree Credit.*

Units: 3

Hours/semester: 48-54 Lecture; 96-108 Homework

Recommended: Eligibility for ENGL 100.

Transfer Credit: CSU

Sociology

SOCI 100 INTRODUCTION TO SOCIOLOGY

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. *Grade Option (Letter Grade or Pass/No Pass). Degree Credit.*

Units: 3

Hours/semester: 48-54 Lecture; 96-108 Homework

Recommended: Eligibility for READ 836 and ENGL 836; or ENGL 847 or ESL 400.

AA/AS Degree Requirements: DSI

Transfer Credit: CSU (CSU GE DSI), UC (IGETC Area 4)

C-ID: SOCI 110

SOCI 105 SOCIAL PROBLEMS

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. *Grade Option (Letter Grade or Pass/No Pass). Degree Credit.*

Units: 3

Hours/semester: 48-54 Lecture; 96-108 Homework

Recommended: Eligibility for ENGL 100.

AA/AS Degree Requirements: DSI

Transfer Credit: CSU (CSU GE DSI), UC (IGETC Area 4)

C-ID: SOCI 115

SOCI 141 ETHNICITY AND RACE IN SOCIETY

Examines sociological theories of race, ethnicity, and 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. *Grade Option (Letter Grade or Pass/No Pass). Degree Credit.*

Units: 3

Hours/semester: 48-54 Lecture; 96-108 Homework

Recommended: Eligibility for ENGL 100.

AA/AS Degree Requirements: DSI; Ethnic Studies

Transfer Credit: CSU (CSU GE DSI), UC (IGETC Area 4)

C-ID: SOCI 150

SOCI 205 SOCIAL SCIENCE RESEARCH METHODS

Equivalent to PSYC 205. 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. *Letter Grade Only. Degree Credit.*

Units: 3

Hours/semester: 48-54 Lecture; 96-108 Homework

Prerequisites: MATH 200 and SOCI 100

Recommended: Eligibility for ENGL 110.

AA/AS Degree Requirements: DSI

Transfer Credit: CSU (CSU GE DSI), UC (IGETC Area 4)

C-ID: SOCI 120

SOCI 695 INDEPENDENT STUDY

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 instructor and approved by the division dean using the Independent Study Form. Varying modes of instruction can be used -- laboratory, research, skill development, etc. For each unit earned, students are required to devote three hours per week throughout the semester. Students may take only one Independent Study course within a given discipline. *Grade Option (Letter Grade or Pass/No Pass). Degree Credit.*

Units: 0.5 or 3

Hours/semester: 24-162 Lab

Recommended: Eligibility for READ 836 and ENGL 836; or ENGL 847 or ESL 400.

Transfer Credit: CSU



Spanish

SPAN 110 ELEMENTARY SPANISH

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. *Grade Option (Letter Grade or Pass/No Pass). Degree Credit.*

Units: 5

Hours/semester: 80-90 Lecture; 160-180 Homework

Recommended: Eligibility for READ 836 and ENGL 836; or ENGL 847 or ESL 400.

Transfer Credit: CSU, UC

C-ID: SPAN 100

SPAN 111 ELEMENTARY SPANISH I

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. *Grade Option (Letter Grade or Pass/No Pass). Degree Credit.*

Units: 3

Hours/semester: 48-54 Lecture; 96-108 Homework

Recommended: Eligibility for READ 836 and ENGL 836; or ENGL 847 or ESL 400.

Transfer Credit: CSU, UC*

C-ID: SPAN 100: both SPAN 111 + 112

SPAN 112 ELEMENTARY SPANISH II

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.) *Grade Option (Letter Grade or Pass/No Pass). Degree Credit.*

Units: 3

Hours/semester: 48-54 Lecture; 96-108 Homework

Prerequisites: SPAN 111

Recommended: Eligibility for READ 836 and ENGL 836; or ENGL 847 or ESL 400.

Transfer Credit: CSU, UC*

C-ID: SPAN 100: both SPAN 111 + 112

SPAN 120 ADVANCED ELEMENTARY SPANISH

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. *Grade Option (Letter Grade or Pass/No Pass). Degree Credit.*

Units: 5

Hours/semester: 80-90 Lecture; 160-180 Homework

Prerequisites: SPAN 110 or SPAN 112 or equivalent.

Recommended: Eligibility for ENGL 100.

AA/AS Degree Requirements: Area C2

Transfer Credit: CSU (CSU GE Area C2), UC (IGETC Area 6A)

C-ID: SPAN 110

SPAN 121 ADVANCED ELEMENTARY SPANISH I

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. *Grade Option (Letter Grade or Pass/No Pass). Degree Credit.*

Units: 3

Hours/semester: 48-54 Lecture; 96-108 Homework

Prerequisites: SPAN 110 or SPAN 112 or equivalent.

Recommended: Eligibility for ENGL 100.

AA/AS Degree Requirements: Area C2

Transfer Credit: CSU (CSU GE Area C2), UC*



C-ID: SPAN 110: both SPAN 121 + 122

SPAN 122 ADVANCED ELEMENTARY SPANISH II

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. *Grade Option (Letter Grade or Pass/No Pass). Degree Credit.*

Units: 3

Hours/semester: 48-54 Lecture; 96-108 Homework

Prerequisites: SPAN 121 or equivalent.

Recommended: Eligibility for ENGL 100.

AA/AS Degree Requirements: Area C2

Transfer Credit: CSU (CSU GE Area C2), UC* (IGETC Area 6A)

C-ID: SPAN 110: both SPAN 121 + 122

SPAN 131 INTERMEDIATE SPANISH I

Vocabulary development in topics such as the environment, inventions and innovations, human and civil rights. Preterit and imperfect, present indicative and subjunctive, plans and preferences. Cultural aspects of the Spanish-speaking world presented through literature, songs, art, videos, newspapers, internet. Class is conducted primarily in Spanish. This course is equal to approximately the first half of SPAN 130. *Grade Option (Letter Grade or Pass/No Pass). Degree Credit.*

Units: 3

Hours/semester: 48-54 Lecture; 96-108 Homework

Prerequisites: SPAN 120 or SPAN 122 or equivalent

Recommended: Eligibility for ENGL 100.

AA/AS Degree Requirements: Area C2

Transfer Credit: CSU (CSU GE Area C2), UC* (IGETC Area 3B; Area 6A)

C-ID: SPAN 200: both SPAN 131 + 132

SPAN 132 INTERMEDIATE SPANISH II

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. *Grade Option (Letter Grade or Pass/No Pass). Degree Credit.*

Units: 3

Hours/semester: 48-54 Lecture; 96-108 Homework

Prerequisites: SPAN 131

AA/AS Degree Requirements: Area C2

Transfer Credit: CSU (CSU GE Area C2), UC* (IGETC Area 3B; Area 6A)

C-ID: SPAN 210: both SPAN 132 + 140; SPAN 200: both 131 + 132

SPAN 140 ADVANCED INTERMEDIATE SPANISH

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. *Grade Option (Letter Grade or Pass/No Pass). Degree Credit.*

Units: 3

Hours/semester: 48-54 Lecture; 96-108 Homework

Prerequisites: SPAN 130 or SPAN 132 or equivalent.

Recommended: Eligibility for ENGL 100.

AA/AS Degree Requirements: Area C2

Transfer Credit: CSU (CSU GE Area C2), UC (IGETC Area 3B; Area 6A)

C-ID: SPAN 210: both SPAN 132 + 140

SPAN 145 SPANISH CONVERSATION THROUGH FILM

Thought-provoking films expose students to authentic Spanish language as well as the culture and history of different regions in the Spanish-speaking world. Analysis and discussion of films with the goal of improving accuracy and fluency in Spanish. *Grade Option (Letter Grade or Pass/No Pass). Degree Credit.*

Units: 3

Hours/semester: 48-54 Lecture; 96-108 Homework

Prerequisites: SPAN 130 or SPAN 132

AA/AS Degree Requirements: Area C2

Transfer Credit: CSU (CSU GE Area C2), UC (IGETC Area 3B)



SPAN 150 SPANISH FOR HERITAGE SPEAKERS I

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 in 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. *Grade Option (Letter Grade or Pass/No Pass). Degree Credit.*

Units: 4

Hours/semester: 64-72 Lecture; 128-144 Homework

Recommended: Eligibility for READ 836 and ENGL 836; or ENGL 847 or ESL 400.

AA/AS Degree Requirements: Area C2; Ethnic Studies

Transfer Credit: CSU (CSU GE Area C2), UC (IGETC Area 3B; Area 6A)

C-ID: SPAN 220

SPAN 152 SPANISH FOR HERITAGE SPEAKERS II

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. *Grade Option (Letter Grade or Pass/No Pass). Degree Credit.*

Units: 4

Hours/semester: 64-72 Lecture; 128-144 Homework

Prerequisites: SPAN 150

AA/AS Degree Requirements: Area C2; Ethnic Studies

Transfer Credit: CSU (CSU GE Area C2), UC (IGETC Area 3B; Area 6A)

C-ID: SPAN 230

SPAN 161 LATINO LITERATURE I

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. *Grade Option (Letter Grade or Pass/No Pass). Degree Credit.*

Units: 3

Hours/semester: 48-54 Lecture; 96-96 Homework

Prerequisites: SPAN 140 or SPAN 150 or SPAN 152 or equivalent.

AA/AS Degree Requirements: Area C2; Ethnic Studies

Transfer Credit: CSU (CSU GE Area C2), UC (IGETC Area 3B; Area 6A)

SPAN 162 LATINO LITERATURE II

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. *Grade Option (Letter Grade or Pass/No Pass). Degree Credit.*

Units: 3

Hours/semester: 80-90 Lecture; 160-180 Homework

Prerequisites: SPAN 140 or SPAN 150 or SPAN 152 or equivalent.

Recommended: Eligibility for ENGL 110.

AA/AS Degree Requirements: Area C2; Ethnic Studies

Transfer Credit: CSU (CSU GE Area C2), UC (IGETC Area 3B; Area 6A)

SPAN 695 INDEPENDENT STUDY

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 instructor and approved by the division dean using the Independent Study Form. Varying modes of instruction can be used -- laboratory, research, skill development, etc. For each unit earned, students are required to devote three hours per week throughout the semester. Students may take only one Independent Study course within a given discipline. *Grade Option (Letter Grade or Pass/No Pass). Degree Credit.*

Units: 0.5 or 3

Hours/semester: 24-162 Lab

Recommended: Eligibility for READ 836 and ENGL 836; or ENGL 847 or ESL 400.

Transfer Credit: CSU

Speech Communication

(See [Communication Studies](#))



Team Sports

(See also [Dance](#), [Fitness](#), [Individual Sports](#), [Kinesiology](#), and [Varsity Sports](#))

(See [repeatability statement](#) listed at the beginning of the [Kinesiology, Athletics and Dance](#) section)

TEAM 105 ADVANCED BASEBALL

Focuses on mastering individual skills and team concepts. It is designed to improve the individual technique of students wishing to play intercollegiate community college baseball. Students also participate in numerous competitive drills and baseball conditioning. Demonstrated Ability is required. May be repeated for credit up to 3 times. *Grade Option (Letter Grade or Pass/No Pass). Degree Credit.*

Units: 2

Hours/semester: 96-108 Lab

Recommended: Eligibility for READ 836 and ENGL 836; or ENGL 847 or ESL 400.

AA/AS Degree Requirements: Area E2; Physical Education

Transfer Credit: CSU (CSU GE Area E2), UC*

TEAM 111.1 BASKETBALL I

Instruction at a beginning level in the rules, strategies and skills of basketball. Includes round-robin play during the last half of the semester. *Grade Option (Letter Grade or Pass/No Pass). Degree Credit.*

Units: 1

Hours/semester: 48-54 Lab

Recommended: Eligibility for READ 836 and ENGL 836; or ENGL 847 or ESL 400.

AA/AS Degree Requirements: Area E2; Physical Education

Transfer Credit: CSU (CSU GE Area E2), UC*

TEAM 111.2 BASKETBALL II

Instruction at an intermediate level in the rules, strategies and skills of basketball. Includes round-robin play during the last half of the semester. *Grade Option (Letter Grade or Pass/No Pass). Degree Credit.*

Units: 1

Hours/semester: 48-54 Lab

Prerequisites: TEAM 111 or TEAM 111.1

AA/AS Degree Requirements: Area E2; Physical Education

Transfer Credit: CSU (CSU GE Area E2), UC*

TEAM 111.3 BASKETBALL III

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. *Grade Option (Letter Grade or Pass/No Pass). Degree Credit.*

Units: 1

Hours/semester: 48-54 Lab

Prerequisites: TEAM 111.2

AA/AS Degree Requirements: Area E2; Physical Education

Transfer Credit: CSU (CSU GE Area E2), UC*

TEAM 111.4 BASKETBALL IV

Instruction at an advanced level in the rules, strategies and skills of basketball. Includes round-robin play during the last half of the semester. *Grade Option (Letter Grade or Pass/No Pass). Degree Credit.*

Units: 1

Hours/semester: 48-54 Lab

Prerequisites: TEAM 111.3

AA/AS Degree Requirements: Area E2; Physical Education

Transfer Credit: CSU (CSU GE Area E2), UC*

TEAM 132.1 FLAG FOOTBALL I

This course provides beginning skills in flag football, including catching, running with the ball, strategies, blocking, and rules of the game. Drills and competitions are used. *Grade Option (Letter Grade or Pass/No Pass). Degree Credit.*

Units: 1

Hours/semester: 48-54 Lab

Recommended: Eligibility for READ 836 and ENGL 836; or ENGL 847 or ESL 400.

AA/AS Degree Requirements: Area E2; Physical Education

Transfer Credit: CSU (CSU GE Area E2), UC*

TEAM 132.2 FLAG FOOTBALL II

Continuation of TEAM 132.1. Provides intermediate skills in flag football, including catching, running with the ball, strategies, blocking, and rules of the game. Drills and competitions are used. *Grade Option (Letter Grade or Pass/No Pass). Degree Credit.*

Units: 1

Hours/semester: 48-54 Lab

Prerequisites: TEAM 132.1

AA/AS Degree Requirements: Area E2; Physical Education



Transfer Credit: CSU (CSU GE Area E2), UC*

TEAM 141.1 SOCCER I

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. *Grade Option (Letter Grade or Pass/No Pass). Degree Credit.*

Units: 1

Hours/semester: 48-54 Lab

Recommended: Eligibility for READ 836 and ENGL 836; or ENGL 847 or ESL 400.

AA/AS Degree Requirements: Area E2; Physical Education

Transfer Credit: CSU (CSU GE Area E2), UC*

TEAM 141.2 SOCCER II

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. *Grade Option (Letter Grade or Pass/No Pass). Degree Credit.*

Units: 1

Hours/semester: 48-54 Lab

Prerequisites: TEAM 141 or TEAM 141.1 or demonstrated ability.

AA/AS Degree Requirements: Area E2; Physical Education

Transfer Credit: CSU (CSU GE Area E2), UC*

TEAM 141.3 SOCCER III

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. *Grade Option (Letter Grade or Pass/No Pass). Degree Credit.*

Units: 1

Hours/semester: 48-54 Lab

Prerequisites: TEAM 141.2 or demonstrated ability.

AA/AS Degree Requirements: Area E2

Transfer Credit: CSU (CSU GE Area E2), UC*

TEAM 141.4 SOCCER IV

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. *Grade Option (Letter Grade or Pass/No Pass). Degree Credit.*

Units: 1

Hours/semester: 48-54 Lab

Prerequisites: TEAM 141.3 or demonstrated ability.

AA/AS Degree Requirements: Area E2; Physical Education

Transfer Credit: CSU (CSU GE Area E2), UC*

TEAM 148.1 INDOOR SOCCER I

A course designed to provide instruction and practice at a beginning level in the fundamentals of indoor soccer and Futsal, team competition, specialized tactics and beginning systems of play. Discussion of historical perspectives and social significance of indoor soccer and Futsal. Testing program in skills and laws of the game. *Grade Option (Letter Grade or Pass/No Pass). Degree Credit.*

Units: 1

Hours/semester: 48-54 Lab

Recommended: Eligibility for READ 836 and ENGL 836; or ENGL 847 or ESL 400.

AA/AS Degree Requirements: Area E2; Physical Education

Transfer Credit: CSU (CSU GE Area E2), UC*

TEAM 148.2 INDOOR SOCCER II

Continuation of TEAM 148.1. Provides the intermediate student the opportunity to refine and perfect the basic indoor soccer skills essential to team play. Topics include indoor soccer and Futsal, team competition, specialized tactics and beginning systems of play. Discussion of historical perspectives and social significance of indoor soccer and Futsal. Testing program in skills and laws of the game. *Grade Option (Letter Grade or Pass/No Pass). Degree Credit.*

Units: 1

Hours/semester: 48-54 Lab

Prerequisites: TEAM 148.1

AA/AS Degree Requirements: Area E2; Physical Education

Transfer Credit: CSU (CSU GE Area E2), UC*

TEAM 148.3 INDOOR SOCCER III

Continuation of TEAM 148.2. Provides the intermediate student the opportunity to refine and perfect the indoor soccer skills essential to team play. Topics include indoor



soccer and Futsal, team competition, specialized tactics, and systems of play. Discussion of historical perspectives and social significance of indoor soccer and Futsal. *Grade Option (Letter Grade or Pass/No Pass). Degree Credit.*

Units: 1

Hours/semester: 48-54 Lab

Prerequisites: TEAM 148.2

AA/AS Degree Requirements: Area E2; Physical Education

Transfer Credit: CSU (CSU GE Area E2), UC*

TEAM 148.4 INDOOR SOCCER IV

Continuation of TEAM 148.3. Provides the expert student the opportunity to perfect the indoor soccer skills essential for team play. Topics include indoor soccer and Futsal, team competition, specialized tactics, and systems of play. Discussion of historical perspectives and social significance of indoor soccer and Futsal. *Grade Option (Letter Grade or Pass/No Pass). Degree Credit.*

Units: 1

Hours/semester: 48-54 Lab

Prerequisites: TEAM 148.3

AA/AS Degree Requirements: Area E2; Physical Education

Transfer Credit: CSU (CSU GE Area E2), UC*

TEAM 171.1 VOLLEYBALL I

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. *Grade Option (Letter Grade or Pass/No Pass). Degree Credit.*

Units: 1

Hours/semester: 48-54 Lab

Recommended: Eligibility for READ 836 and ENGL 836; or ENGL 847 or ESL 400.

AA/AS Degree Requirements: Area E2; Physical Education

Transfer Credit: CSU (CSU GE Area E2), UC*

TEAM 171.2 VOLLEYBALL II

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. *Grade Option (Letter Grade or Pass/No Pass). Degree Credit.*

Units: 1

Hours/semester: 48-54 Lab

Prerequisites: TEAM 171.1 or demonstrated skill.

AA/AS Degree Requirements: Area E2

Transfer Credit: CSU (CSU GE Area E2), UC*

TEAM 171.3 VOLLEYBALL III

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. *Grade Option (Letter Grade or Pass/No Pass). Degree Credit.*

Units: 1

Hours/semester: 48-54 Lab

Prerequisites: TEAM 171.2 or demonstrated skill.

AA/AS Degree Requirements: Area E2; Physical Education

Transfer Credit: CSU (CSU GE Area E2), UC*

TEAM 171.4 VOLLEYBALL IV

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. *Grade Option (Letter Grade or Pass/No Pass). Degree Credit.*

Units: 1

Hours/semester: 48-54 Lab

Prerequisites: TEAM 171.3 or demonstrated skill.

AA/AS Degree Requirements: Area E2; Physical Education

Transfer Credit: CSU (CSU GE Area E2), UC*

TEAM 184 SOCCER: SKILL DEVELOPMENT AND CONDITIONING

Focuses on mastering individual skills and team concepts. It is designed to improve the individual technique of students wishing to play intercollegiate community college soccer. Students also participate in numerous competitive drills and soccer conditioning. May be repeated for credit up to 3 times. *Letter Grade Only. Degree Credit.*

Units: 2

Hours/semester: 96-108 Lab

Recommended: Demonstrated ability is required.

AA/AS Degree Requirements: Area E2; Physical Education

Transfer Credit: CSU (CSU GE Area E2), UC*



TEAM 185 EXPERT VOLLEYBALL TRAINING

Focuses on mastering individual skills and team concepts. It is designed to improve the individual technique of students wishing to play intercollegiate community college volleyball. Students also participate in numerous competitive drills and volleyball conditioning. Demonstration of appropriate skill level is required, and monitored by instructor. May be repeated for credit up to 3 times. *Grade Option (Letter Grade or Pass/No Pass). Degree Credit.*

Units: 2

Hours/semester: 96-108 Lab

Recommended: Eligibility for READ 836 and ENGL 836; or ENGL 847 or ESL 400.

AA/AS Degree Requirements: Area E2; Physical Education

Transfer Credit: CSU (CSU GE Area E2), UC*

TEAM 186 BASKETBALL: INDIVIDUAL SKILL DEVELOPMENT

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. May be repeated once for credit. *Grade Option (Letter Grade or Pass/No Pass). Degree Credit.*

Units: 1

Hours/semester: 48-54 Lab

Recommended: Eligibility for READ 836 and ENGL 836; or ENGL 847 or ESL 400. Demonstrated ability is required.

AA/AS Degree Requirements: Area E2; Physical Education

Transfer Credit: CSU (CSU GE Area E2), UC*

TEAM 187 TENNIS: SKILL DEVELOPMENT AND CONDITIONING

Focuses on mastering individual skills and doubles team concepts. It is designed to improve the individual techniques of students wishing to play intercollegiate community college tennis. Students also participate in numerous competitive drills and tennis conditioning. May be repeated for credit up to 3 times. *Letter Grade Only. Degree Credit.*

Units: 2

Hours/semester: 96-108 Lab

Recommended: Demonstrated ability is required.

AA/AS Degree Requirements: Area E2; Physical Education

Transfer Credit: CSU (CSU GE Area E2), UC*

Theatre Arts

(View [List of Theatre Arts Families](#))

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.

DRAM 140 INTRODUCTION TO THE THEATRE

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. *Grade Option (Letter Grade or Pass/No Pass). Degree Credit.*

Units: 3

Hours/semester: 48-54 Lecture; 96-108 Homework

Recommended: Eligibility for ENGL 100.

AA/AS Degree Requirements: Area C1

Transfer Credit: CSU (CSU GE Area C1), UC (IGETC Area 3A)

C-ID: THTR 111

DRAM 150 SCRIPT ANALYSIS

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. *Grade Option (Letter Grade or Pass/No Pass). Degree Credit.*

Units: 3

Hours/semester: 48-54 Lecture; 96-108 Homework

Recommended: Eligibility for ENGL 110.

Transfer Credit: CSU, UC

C-ID: THTR 114

DRAM 151 INTRODUCTION TO SHAKESPEARE I

Equivalent to LIT. 151. Study of a chronological sequence of Shakespeare's plays, including works in different genres, and a selection of his sonnets and longer poetry. Reading, discussion, critical papers. The course also covers Shakespeare's role in the development of English language and literature, and his connection to contemporary political and social issues. *Letter Grade Only. Degree Credit.*

Units: 3

Hours/semester: 48-54 Lecture; 96-108 Homework

Prerequisites: ENGL 100

AA/AS Degree Requirements: Area C2

Transfer Credit: CSU (CSU GE Area C2), UC (IGETC Area 3B)

DRAM 160 LATIN AMERICAN THEATRE

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. *Grade Option (Letter Grade or Pass/No Pass). Degree Credit.*

Units: 3

Hours/semester: 48-54 Lecture; 96-108 Homework

Recommended: Eligibility for ENGL 100.

AA/AS Degree Requirements: Area C1; Ethnic Studies

Transfer Credit: CSU (CSU GE Area C1), UC (IGETC Area 3A)

DRAM 200 ACTING I

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. *Grade Option (Letter Grade or Pass/No Pass). Degree Credit.*

Units: 3

Hours/semester: 48-54 Lecture; 96-108 Homework

Recommended: Eligibility for READ 836 and ENGL 836; or ENGL 847 or ESL 400.

AA/AS Degree Requirements: Area C1

Transfer Credit: CSU (CSU GE Area C1), UC (IGETC Area 3A)

C-ID: THTR 151

DRAM 201 ACTING II

Continue developing performance skills through methods and techniques explored in DRAM 200. Take on longer and more challenging monologues and scenes, including non-realistic and classical texts, and ten-minute plays. Deepen emotional authenticity and refine creative expression. Develop more thorough text-based critical analysis. *Grade Option (Letter Grade or Pass/No Pass). Degree Credit.*

Units: 3

Hours/semester: 48-54 Lecture; 96-108 Homework

Prerequisites: DRAM 200

Recommended: Eligibility for READ 836 and ENGL 836; or ENGL 847 or ESL 400.

Transfer Credit: CSU, UC

C-ID: THTR 152

DRAM 201.3 ACTING LAB III

Continue developing performance skills through methods and techniques explored in DRAM 200 or 201. 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. *Grade Option (Letter Grade or Pass/No Pass). Degree Credit.*

Units: 1

Hours/semester: 48-54 Lab

Prerequisites: DRAM 200 or DRAM 201 or DRAM 201.2 or DRAM 202

Recommended: Eligibility for READ 836 and ENGL 836; or ENGL 847 or ESL 400.

Transfer Credit: CSU, UC

DRAM 201.4 ACTING LAB IV

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. *Grade Option (Letter Grade or Pass/No Pass). Degree Credit.*

Units: 1

Hours/semester: 48-54 Lab

Prerequisites: DRAM 201.3 or DRAM 203

Recommended: Eligibility for READ 836 and ENGL 836; or ENGL 847 or ESL 400.

Transfer Credit: CSU, UC

DRAM 221 STAGE MOVEMENT

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. *Grade Option (Letter Grade or Pass/No Pass). Degree Credit.*

Units: 3

Hours/semester: 48-54 Lecture; 96-108 Homework

Recommended: Eligibility for READ 836 and ENGL 836; or ENGL 847 or ESL 400.

Transfer Credit: CSU, UC

DRAM 233 INTRODUCTION TO NEW PLAY DEVELOPMENT

Learn about ensemble based theatre: its history, how it's done, and what makes it so unique and exciting. Engage in the theatrical disciplines of playwriting, acting, and directing. Analyze, improvise, and experiment with new play scripts. Write, direct and perform student-written plays in the end-of-semester Student One Act Festival. *Grade Option (Letter Grade or Pass/No Pass). Degree Credit.*

Units: 3

Hours/semester: 40-45 Lecture; 24-27 Lab; 80-90 Homework

Recommended: Eligibility for READ 836 and ENGL 836; or ENGL 847 or ESL 400.

Transfer Credit: CSU, UC

DRAM 300.1 REHEARSAL AND PERFORMANCE I

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. *Grade Option (Letter Grade or Pass/No Pass). Degree Credit.*

Units: 3

Hours/semester: 24-27 Lecture; 72-81 Lab; 48-54 Homework

Recommended: Eligibility for READ 836 and ENGL 836; or ENGL 847 or ESL 400.

Transfer Credit: CSU, UC

C-ID: THTR 191

DRAM 300.2 REHEARSAL AND PERFORMANCE II

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. *Grade Option (Letter Grade or Pass/No Pass). Degree Credit.*

Units: 3

Hours/semester: 24-27 Lecture; 72-81 Lab; 48-54 Homework

Prerequisites: DRAM 300 or DRAM 300.1

Recommended: Eligibility for READ 836 and ENGL 836; or ENGL 847 or ESL 400.

Transfer Credit: CSU, UC

DRAM 300.3 REHEARSAL AND PERFORMANCE III

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. *Grade Option (Letter Grade or Pass/No Pass). Degree Credit.*

Units: 3

Hours/semester: 24-27 Lecture; 72-81 Lab; 48-54 Homework

Prerequisites: DRAM 300.2

Recommended: Eligibility for READ 836 and ENGL 836; or ENGL 847 or ESL 400.

Transfer Credit: CSU, UC

DRAM 300.4 REHEARSAL AND PERFORMANCE IV

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. *Grade Option (Letter Grade or Pass/No Pass). Degree Credit.*

Units: 3

Hours/semester: 24-27 Lecture; 72-81 Lab; 48-54 Homework

Prerequisites: DRAM 300.3

Recommended: Eligibility for READ 836 and ENGL 836; or ENGL 847 or ESL 400.

AA/AS Degree Requirements: Area C1

Transfer Credit: CSU (CSU GE Area C1), UC

DRAM 305 TECHNICAL PRODUCTION I

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. *Letter Grade Only. Degree Credit.*

Units: 3

Hours/semester: 32-36 Lecture; 48-54 Lab; 64-72 Homework

Recommended: Eligibility for READ 836 and ENGL 836; or ENGL 847 or ESL 400.

Transfer Credit: CSU, UC

C-ID: THTR 192

DRAM 695 INDEPENDENT STUDY

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 instructor and approved by the division dean using the Independent Study Form. Varying modes of instruction can be used -- laboratory, research, skill development, etc. For each unit earned, students are required to devote three hours per week throughout the semester. Students may take only one Independent Study course within a given discipline. *Grade Option (Letter Grade or Pass/No Pass). Degree Credit.*

Units: 0.5 or 3

Hours/semester: 24-162 Lab

Recommended: Eligibility for READ 836 and ENGL 836; or ENGL 847 or ESL 400.

Transfer Credit: CSU

Varsity Sports

(See also [Dance](#), [Fitness](#), [Individual Sports](#), [Kinesiology](#), and [Team Sports](#))

(See [repeatability statement listed at the beginning of the Kinesiology, Athletics and Dance section](#))

VARS 104 VARSITY BASEBALL

Consists of intercollegiate competition in the Coast Conference. The team also participates in regional tournaments, the Northern California playoffs and the state championships when qualified. May be repeated for credit up to 3 times. *Letter Grade Only. Degree Credit.*

Units: 3

Hours/semester: 144-162 Lab

Prerequisites: Demonstrated ability. Student-athletes must be enrolled in 12 units.

Recommended: Eligibility for READ 836 and ENGL 836; or ENGL 847 or ESL 400.

AA/AS Degree Requirements: Area E2; Physical Education

Transfer Credit: CSU (CSU GE Area E2), UC*

VARS 114 VARSITY BASKETBALL

Consists of intercollegiate competition in the Coast Conference. The team also participates in regional tournaments, the Northern California playoffs and the state championships when qualified. May be repeated for credit up to 3 times. *Letter Grade Only. Degree Credit.*

Units: 1.5

Hours/semester: 72-81 Lab

Prerequisites: Demonstrated ability. Student-athletes must be enrolled in 12 units.

Recommended: Eligibility for READ 836 and ENGL 836; or ENGL 847 or ESL 400.

AA/AS Degree Requirements: Area E2; Physical Education

Transfer Credit: CSU (CSU GE Area E2), UC*

VARS 140 VARSITY GOLF

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 championships when qualified. May be repeated for credit up to 3 times. *Letter Grade Only. Degree Credit.*

Units: 3

Hours/semester: 144-162 Lab



Prerequisites: Demonstrated ability. Student-athletes must be enrolled in 12 units.

Recommended: Eligibility for READ 836 and ENGL 836; or ENGL 847 or ESL 400.

AA/AS Degree Requirements: Area E2; Physical Education

Transfer Credit: CSU (CSU GE Area E2), UC*

VAR 154 VARSITY SOCCER

Consists of intercollegiate competition in the Coast Conference. The team will also participate in regional tournaments, the Northern California playoffs and the state championships when qualified. May be repeated for credit up to 3 times. *Letter Grade Only. Degree Credit.*

Units: 3

Hours/semester: 144-162 Lab

Prerequisites: Demonstrated ability. Student athletes must be enrolled in 12 units.

Recommended: Eligibility for READ 836 and ENGL 836; or ENGL 847 or ESL 400.

AA/AS Degree Requirements: Area E2; Physical Education

Transfer Credit: CSU (CSU GE Area E2), UC*

VAR 170 VARSITY TENNIS

Consists of intercollegiate competition in the Coast Conference. The team also participates in dual matches, invitationals, the Northern California playoffs and the state championships when qualified. May be repeated for credit up to 3 times. *Letter Grade Only. Degree Credit.*

Units: 3

Hours/semester: 144-162 Lab

Prerequisites: Demonstrated ability. Student-athletes must be enrolled in 12 units.

Recommended: Eligibility for READ 836 and ENGL 836; or ENGL 847 or ESL 400.

AA/AS Degree Requirements: Area E2; Physical Education

Transfer Credit: CSU (CSU GE Area E2), UC*

VAR 340 VARSITY WOMEN'S VOLLEYBALL

Consists of intercollegiate competition in the Coast Conference. The team also participates in regional tournaments, Northern California playoffs and state championships when qualified. May be repeated for credit up to 3 times. *Letter Grade Only. Degree Credit.*

Units: 3

Hours/semester: 144-162 Lab

Prerequisites: Demonstrated ability. Athlete must be enrolled in 12 units.

Recommended: Eligibility for READ 836 and ENGL 836; or ENGL 847 or ESL 400.

AA/AS Degree Requirements: Area E2; Physical Education

Transfer Credit: CSU (CSU GE Area E2), UC*

Word Processing

(See [Computer Business Office Technology](#))



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