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# Calendar of Important Dates

## Fall Semester 2021

*86 Instructional Days including 5 Final Days, plus 3 Flex Days*

<table>
<thead>
<tr>
<th>Month</th>
<th>Date</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>August</td>
<td>16, 17</td>
<td>Flex Day (No Classes)</td>
</tr>
<tr>
<td>August</td>
<td>18</td>
<td>Day and Evening Classes Begin</td>
</tr>
<tr>
<td>August</td>
<td>31</td>
<td>Last Day to Drop Semester Length Classes With Eligibility for Partial Refund</td>
</tr>
<tr>
<td>August</td>
<td>31</td>
<td>Last Day to Add Semester Length Classes</td>
</tr>
<tr>
<td>September</td>
<td>4, 5</td>
<td>Declared Recess</td>
</tr>
<tr>
<td>September</td>
<td>6</td>
<td>Last Day to Drop Semester Length Classes Without Appearing on Record</td>
</tr>
<tr>
<td>September</td>
<td>6</td>
<td>Labor Day (Holiday)</td>
</tr>
<tr>
<td>September</td>
<td>7</td>
<td>Census Day</td>
</tr>
<tr>
<td>October</td>
<td>1</td>
<td>Last Day to Apply for Degree – Certificate</td>
</tr>
<tr>
<td>October</td>
<td>13</td>
<td>Flex Day (No Classes)</td>
</tr>
<tr>
<td>November</td>
<td>12</td>
<td>Veterans' Day (Holiday)</td>
</tr>
<tr>
<td>November</td>
<td>16</td>
<td>Last Day to Withdraw from Semester Length Classes</td>
</tr>
<tr>
<td>November</td>
<td>25</td>
<td>Thanksgiving Day (Holiday)</td>
</tr>
<tr>
<td>November</td>
<td>26 - 28</td>
<td>Declared Recess</td>
</tr>
<tr>
<td>December</td>
<td>12 - 18</td>
<td>Final Examinations (Day and Evening Classes)</td>
</tr>
<tr>
<td>December</td>
<td>18</td>
<td>Day and Evening Classes End</td>
</tr>
<tr>
<td>December</td>
<td>23 – December 31</td>
<td>Winter Recess (Total of Seven District Work Days)</td>
</tr>
</tbody>
</table>

## Spring Semester 2022

*(89 Instructional Days including 5 Final Days, plus 3 Flex Days)*

<table>
<thead>
<tr>
<th>Month</th>
<th>Date</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>January</td>
<td>13, 14</td>
<td>Flex Days (No Classes)</td>
</tr>
<tr>
<td>January</td>
<td>15, 16</td>
<td>Declared Recess</td>
</tr>
<tr>
<td>January</td>
<td>17</td>
<td>Martin Luther King Jr. Day (Holiday)</td>
</tr>
<tr>
<td>January</td>
<td>18</td>
<td><strong>Day and Evening Classes Begin</strong></td>
</tr>
<tr>
<td>January</td>
<td>31</td>
<td>Last Day to Drop Semester Length Classes With Eligibility for Partial Refund</td>
</tr>
<tr>
<td>Month</td>
<td>Date</td>
<td>Description</td>
</tr>
<tr>
<td>---------------</td>
<td>--------</td>
<td>-----------------------------------------------------------------------------</td>
</tr>
<tr>
<td>February</td>
<td>31</td>
<td>Last Day to Add Semester Length Classes</td>
</tr>
<tr>
<td>February</td>
<td>6</td>
<td>Last Day to Drop Semester Length Classes without Appearing on Record</td>
</tr>
<tr>
<td>February</td>
<td>7</td>
<td>Census Day</td>
</tr>
<tr>
<td>February</td>
<td>18</td>
<td>Lincoln’s Birthday (Holiday)</td>
</tr>
<tr>
<td>February</td>
<td>19, 20</td>
<td>Declared Recess</td>
</tr>
<tr>
<td>February</td>
<td>21</td>
<td>Presidents’ Day (Holiday)</td>
</tr>
<tr>
<td>March</td>
<td>4</td>
<td>Last Day to Apply for Degree – Certificate</td>
</tr>
<tr>
<td>March 28 - April 3</td>
<td></td>
<td>Spring Recess</td>
</tr>
<tr>
<td>March</td>
<td>31</td>
<td>Cesar Chavez Day Observed (Holiday)</td>
</tr>
<tr>
<td>April</td>
<td>21</td>
<td>Flex Day (No Classes)</td>
</tr>
<tr>
<td>April</td>
<td>28</td>
<td>Last Day to Withdraw From Semester Length Classes</td>
</tr>
<tr>
<td>May</td>
<td>21-27</td>
<td>Final Examinations (Day and Evening Classes)</td>
</tr>
<tr>
<td>May</td>
<td>27</td>
<td>Day and Evening Classes End</td>
</tr>
<tr>
<td>May</td>
<td>28, 29</td>
<td>Declared Recess</td>
</tr>
<tr>
<td>May</td>
<td>30</td>
<td>Memorial Day (Holiday)</td>
</tr>
<tr>
<td>Summer Session 2022</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Month/Date</td>
<td>Description</td>
<td></td>
</tr>
<tr>
<td>June 13 – July 23</td>
<td>Six Week Session</td>
<td></td>
</tr>
<tr>
<td>June 13 – July 30</td>
<td>Seven Week Session</td>
<td></td>
</tr>
<tr>
<td>June 13 – August 6</td>
<td>Eight Week Session</td>
<td></td>
</tr>
<tr>
<td>June 17</td>
<td>Juneteenth National Independence Day Observed (Holiday)</td>
<td></td>
</tr>
<tr>
<td>July 1</td>
<td>Last Day to Apply for Degree – Certificate</td>
<td></td>
</tr>
<tr>
<td>July 4</td>
<td>Independence Day (Holiday)</td>
<td></td>
</tr>
</tbody>
</table>

**PLEASE NOTE:** Information within this catalog can change throughout the 2021-2022 academic year. To see the list of changes and compare to the first publication, please visit: canadacollege.edu/catalogschedule/catalogarchive.php
Welcome from the President

From here, you can go anywhere!

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

For more than 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 am honored to be a part of the caring Cañada community 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!

Sincerely,

Kim Lopez
Interim 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 aquí para ayudarle a adquirir conocimientos habilidades, experiencia, y determinación para descubrir lo que desee realizar y alcanzar.

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

Nuestros mejores deseos para su éxito en Cañada College.
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.

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 gender-based 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, Cañada 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, and the Spanish word “cañada” means a small canyon, glen or ravine. It is pronounced “cahn-YAH-duh”. Cañada College 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.

Connect with Cañada College

• Online: canadacollege.edu, and view our online catalog at catalog.canadacollege.edu/current/
• In Person: 4200 Farm Hill Blvd., Redwood City, CA 94061
• By Phone: (650) 306-3100

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 by the College Planning & Budgeting Council or the Academic Senate which operates through a Governing Council (elected by 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, the learning processes, and in the general campus environment as full voting members of the various committees which provide guidance & 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 all students have equitable opportunities to achieve their transfer, career education, and lifelong learning educational goals. The college cultivates in its students the ability to think critically and creatively, communicate effectively, reason quantitatively, 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
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 & its Colleges are governed by a six-member Board of Trustees, five elected at large for 4-year terms by county voters and one elected by students in the District for a 1-year term.

Thomas A. Nuris, President Richard Holober, Vice President-Clerk Maurice Goodman, Trustee Lisa Petrides, Trustee John Pimentel, Trustee Jade Shonet, Student Trustee 2021-2022 Michael Claire, District Chancellor

Cañada College Administration

Office of the President
President: Jamillah Moore, Ed.D.
Executive Assistant: Linda Bertellotti
Office: Building 8, Room 206
Phone: (650) 306-3239
Web: canadacollege.edu/officethepresident
Email: canpresident@smccd.edu

Programs:
• Marketing
• Planning, Research, Innovation, and Effectiveness

Office of Instruction
Vice President of Instruction: Tammy Robinson, Ed.D.
Executive Assistant: Alessandra Zanassi
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:
• Articulation
• Athletics
• Dance
• Fitness
• Honors Transfer Program
• Individual Sports
• Kinesiology
• Team Sports

Office of Student Services
Vice President of Student Services: Manuel Perez, Ed.D
Executive Assistant: Debbie Joy

Office: Building 8, Room 209
Phone: (650) 306-3318
Web: canadacollege.edu/studentservices
Email: joyd@smccd.edu

Programs and Services:
• Admissions and Records
• ¡ESO! Adelante Program
• Financial Aid
• Health Services
• International Student Center
• Outreach
• SparkPoint
• TRIO Student Support Services
• TRIO Upward Bound
• Veteran Services

Office of Administrative Services
Vice President of Administrative Services: Graciano Mendoza
College Business Officer: Mary Chries Concha Thia
Business Operations Analyst: Chantal Sosa
Office: Building 8, Room 116
Phone: (650) 306-3274
Web: canadacollege.edu/adminservices
Email: mendozag@smccd.edu

Departments and Services:
• Budget/Operations Office
• Business Office
• Cashier’s
• Facilities
• Grants Development & Management
• Mailroom
• Payroll
• Safety

Planning, Research, Innovation, and Effectiveness (PRIE)
Dean: Karen Engel, Ph.D.
Office: Building 5, Room 108
Phone: (650) 306-3145
Web: canadacollege.edu/prie

Instructional Divisions

Athletics, Kinesiology and Dance
Interim Dean: Matthew Lee
Interim Division Assistant: Jonna Pounds
Office: Building 1, Room 195
Phone: (650) 306-3341
Web: canadacollege.edu/kad
Email: kinesiologyathleticsdance@smccd.edu
Courses and Programs:
- Athletic Trainer
- Baseball
- Men's Basketball
- Community of Learning Through Sports (COLTS)
- Dance
- Fitness Center
- Women's Golf
- Kinesiology
- Men's Soccer
- Women's Soccer
- Women's Tennis
- Volleyball

**Academic Support and Learning Technologies**
Dean: David Reed
Division Assistant: Jacky Ip
Office: Building 9, Room 345
Phone: (650) 306-3377
Email: canaslt@smccd.edu
Web: canadacollege.edu/aslt

Courses and Programs:
- Academic Committee for Equity & Success (ACES)
- Adult Education College and Career Educational Leadership (ACCEL)
- Distance Education
- Learning Center
- Library
- Middle College
- Professional Development

**Business, Design and Workforce**
Dean: Hyla Lacefield
Division Assistant: Jonna Pounds
Office: Building 22, Room 114
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
- Social Work and Human Services
- Interior Design
- Medical Assisting
- Paralegal
- Small Business and Entrepreneurship

**Humanities and Social Sciences**
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 (CWA)
- Communication Studies
- English
- English as a Second Language
- Ethnic Studies
- Foreign Languages
- History
- Music
- Philosophy
- Political Science
- Psychology
- Social Science
- Sociology
- Theatre Arts

**Science and Technology**
Dean: Ameer Thompson, Ph.D.
Division Assistant: Krystal Martinez
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**
Dean: Max Hartman
Division Assistant: Serina Garcia
Office: Building 9, Room 135
Phone: (650) 306-3479
Web: canadacollege.edu/counselingcenter

Programs and Services:
- Career Services
- Center for Student Life and Leadership Development
- Cooperative Agencies Resources for Education (CARE)
- Counseling
- Disability Resource Center
- Extended Opportunity Programs & Services (EOPS)
- Orientation
- Personal Counseling Center
- Placement Services
- Student Success
- Transfer Program and Services
- Welcome Center

Enrollment Services and Support Programs Division

Enrollment Services and Support Programs

Dean: Wissem Bennani, Ed.D
Division Assistant: Serina Garcia
Office: Building 9, Room 139
Phone: (650) 306-3118
Web: canadacollege.edu/essp/

Programs and Services:
- Admission & Records
- Dream Center
- Financial Aid
- Health Center
- SparkPoint
- Veterans Resource and Opportunity Center (VROC)
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 canadacollege.edu/admissions

Note: In Accordance with The Higher Education Act of 1965 and the State Authorization Reciprocity Agreement (SARA), San Mateo County Community College District (SMCCCD) is prohibited from recruiting and enrolling students residing in other States.

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: Certain non-residents may be exempted from paying non-resident tuition if they meet the following conditions:

• Attended a combination of California high school, adult school, and community college for the equivalent of three (3) years or more OR have three (3) or more years of California high school coursework and attended a combination of California elementary, secondary, and high school of three (3) years or more, AND received a California high school diploma or its equivalent, such as a GED or passing the California High School Proficiency Exam (CHSPE) OR have completed an Associate’s Degree from a California Community College OR have completed the minimum requirements at a California Community College for transfer to a State University or the University of California. If you are qualified, please complete the AB540 form and submit it by fax (650) 306-3113, by mail, or in-person to the Admissions and Records Office. Obtain the form from
our website: canadacollege.edu/forms/residency.php or from the Admissions and Records office.

- This law does not apply to non-immigrant students such as F, H, or J, visa holders.
- This law does not change or grant residency status; it exempts students from non-resident tuition.
- There is no time limit on how far in the past the student might have attended and graduated from a California high school.

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: 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 canadacollege.edu/admissions/apply.php.

Cost for concurrent enrollment:

- Enrollment fees are waived for students in California high schools if they are registered in 11 or less units. If the student exceeds 11 units they are required to pay all fees for all units in which they are enrolled.
- Non-resident fees are waived for all high school students with 11 or less units. If the student exceeds 11 units they are required to pay all fees for all units in which they are enrolled. Student body fees are optional for California high school students.
- 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 call (650) 306-3452 to make an appointment to see a college counselor.

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 an assigned date to register via WebSMART (https://phx-ban-ssb8.smccd.edu/), 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. ABS40 students who are unable to complete the FAFSA should apply for state aid using the California Dream Application at https://dream.csac.ca.gov. Have the results sent to Cañada College (school code 006973).

Step #3 - Attend New Student Orientation

Orientation provides an overview of Cañada's programs and services.

To register for Orientation, call (650) 306-3452

If you are unable to attend in person orientation, we now have available an Online Orientation option you can access from WebSmart. Visit https://canadacollege.edu/orientation/schedule.php once you are a registered student and have your G-number to view instructions for your Orientation session.

If you are one of the categories below, you can skip this step!

- Taking Classes for Job Training/Personal Enrichment
- Taking Classes to Fulfill Another College's Requirements
- Student that has earned an Associates or higher degree from an accredited institution

Step #4 - Complete Placement

We look forward to helping you succeed in your academic career by helping you find the English, Math, and English as a Second Language (ESL) courses that will maximize your success.

As a California Community College student, you have the right to begin your education in transfer-level English and math courses, which will allow you to finish these courses within a year and graduate faster.

Here's how we help you find the right courses:

1. We will use the information you entered into CCCApply when you applied to Cañada. This typically includes your overall High School Grade Point Average (GPA) and which English and Math courses you took in high school.
2. If you did not submit this information in CCCApply, you can submit it (or update it) any time in WebSMART:
   - Go to www.websmart.smccd.edu
   - Go to the top of the page and Click on the "Student" tab, and under the "Student Services" section, select the link for "Student Records"
   - In the "Student Records" page, select "High School Transcript Information"
   - Fill out the appropriate fields in this section.
3. You can also send us an email that includes your G Number, High School GPA, and High School Math and English course titles and grades along with your unofficial High School Transcripts. Please send your email to: canadaplacement@smccd.edu

www.canadacollege.edu
4. You can also submit electronic copies of the following documents when you meet with an academic counselor:
   - AP Scores (Results may not be conditional)
   - Unofficial Transcripts from another College or University

If you are one of the categories below, you can skip this step!
- Taking Classes for Job Training/Personal Enrichment
- Taking Classes to Fulfill Another College’s Requirements
- Student that has earned an Associates or higher degree from an accredited institution

### English Recommended Placement Based on High School Achievement

<table>
<thead>
<tr>
<th>Group</th>
<th>H.S. GPA</th>
<th>Recommended Placement</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>≥ 2.6</td>
<td>ENGL 100</td>
</tr>
<tr>
<td>2</td>
<td>1.9 to 2.6</td>
<td>ENGL 105 (Including additional academic and concurrent support)</td>
</tr>
<tr>
<td>3</td>
<td>&lt; 1.9</td>
<td>ENGL 105 (Including additional academic and concurrent support)</td>
</tr>
</tbody>
</table>

### Statistics for Liberal Arts Recommended Placement Based on High School Achievement

<table>
<thead>
<tr>
<th>Group</th>
<th>H.S. GPA</th>
<th>Recommended Placement</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>≥ 3.0</td>
<td>MATH 145, 200, 201</td>
</tr>
<tr>
<td>2</td>
<td>2.3 to 2.9</td>
<td>MATH 200 + 800 (Including additional academic and concurrent support)</td>
</tr>
</tbody>
</table>

### Business or STEM (Science, Technology, Engineering, Math) Recommended Placement Based on High School Achievement

<table>
<thead>
<tr>
<th>Group</th>
<th>H.S. GPA</th>
<th>Recommended Placement</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>≥ 3.4 or… ≥ 2.6 &amp; previously enrolled in a HS Calculus course</td>
<td>MATH 125, 130, 150, 225, 241</td>
</tr>
<tr>
<td>2</td>
<td>≥ 2.6 or… previously enrolled in a HS Pre-Calculus course</td>
<td>MATH 130 + 830, MATH 225 + 825, MATH 241 + 841 (Including additional academic and concurrent support)</td>
</tr>
<tr>
<td>3</td>
<td>≤ 2.6 and no previous Pre-Calculus</td>
<td>Same as Group 2, above</td>
</tr>
</tbody>
</table>

### Step #5 - Attend a Counseling Session

To schedule your own virtual counseling appointment, click on your student success link in your OneLogin student portal account. Or you can schedule a counseling appointment by contacting the Welcome Center by calling (650) 306-3452 or emailing canadawelcomecenter@smccd.edu.

If you are one of the categories below, you can skip this step!
- Taking Classes for Job Training/Personal Enrichment
- Taking Classes to Fulfill Another College’s Requirements
- Student that has earned an Associates or higher degree from an accredited institution

Please note: A Counseling appointment will be required to clear pre-requisites.

### Submit Transcripts from other Colleges

Submit transcripts from other colleges (if any) to Admissions & Records, otherwise go to Step 5. Speak to a Counselor about the Transcript Evaluation Service.
Step #6 - 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 an 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 a current Student Educational Plan, completing the Student Success steps, 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 the California College Promise Grant (CCPG) Fee Waiver Petition” (canadacollege.edu/forms).

Completed petition needs to be turned into the Admissions & Records office.

Step #7 - Pay Fees (required)
Students are required to pay registration fees at time of registration, or have other sources (financial aid, California College Promise Grant (CCPG) Fee Waiver, Third Party Payer or Payment Plan.) Students will be dropped for non-payment of fees, after seven business days, or less, depending on when classes begin. Please see website for most up-to-date information on fee deadlines. Students will not be permitted to register with an outstanding balance.

Step #8 - Arrange Transportation and Parking
See additional sections on Parking in this catalog.

Step #9 - Purchase or Rent Books; Pick up your Student Body Card
See additional section on the 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 #10 - Attend Classes
Students are expected to attend classes regularly. See Attendance Regulations section in this catalog.

Get Involved with Campus Clubs and Take Advantage of Support Services!
Make time to join campus clubs and take advantage of student support services. There are many support services and campus activities for just right for you. Please visit https://canadacollege.edu/studentservices/ or the Student Services section of this Catalog (https://catalog.canadacollege.edu/current/services-programs/).

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/catalogschedule.

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 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—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.

*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, and for summer session, a full time load is considered 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. 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 included 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 2017. In Fall 2020 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 2021 with documentation of the residency requirement.)
- **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 if 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.

International Student 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.”)

Education Code section 68075.6 grants an immediate nonresident tuition fee exemption to eligible Special Immigrant Visa (SIV) holders and refugee students who settled in California upon entering the United States. This exemption is granted for one year from the date the student settled in California upon entering the United States.

This exemption applies to the following:

- Iraqi citizens or nationals (and their spouses and children) who were employed by or on behalf of the United States Government in Iraq (Pub.L. No. 110-181, § 1244)
- Afghan and Iraqi translators (and their spouses and children) who worked directly with the United States Armed Forces (Pub.L. No. 109-163, § 1059)
- Afghanistan nationals who were employed by or on behalf of the U.S. government or in the International Security Assistance Force (ISAF) in Afghanistan (Pub.L. No. 111-8, § 602)
- Refugee students admitted to the United States under Section 1157 of Title 8 of the United States Code

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 (https://canadacollege.edu/catalogschedule/) or the Fees link on the Cañada College Admission/Registration Steps to Success Web page at https://canadacollege.edu/admissions/steps-to-success.php 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 and/or International students will pay nonresident tuition of $307 plus $2 per unit capital 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, see the "Health Services Fee" Section of this Catalog.

Student Representation Fee

The Student Representation Fee of $2 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 College Promise Grant 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.

**Health Services Fee**

All students, except high school students or those registering exclusively for Saturday, Sunday, or off-campus courses, are required to pay a $21 Health Services Fee each semester for day or evening classes, or $18 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 receive a California College Promise Grant will automatically be exempt from the health fee. Students who depend exclusively upon prayer for healing in accordance with the teachings of a bona fide religious sect, denomination, or organization may petition to be exempted from paying the health services fee. Please go to the SMCCCD Student Forms link (https://smccd.edu/studentforms/) to find the Extenuating Circumstance(s) Form and return the complete form to Admissions and Records.

**International Student Health Insurance Fee**

F-1 International students will be charged a mandatory health insurance fee each semester. The health insurance fee cannot be waived.

The Health Services Fees are as follows:
- $1,734 Full Year (Paid by semester)
- $722.50 Fall
- $1,011.50 Spring and Summer

**Addendum to Board Policy**

The San Mateo County Community College Board of Trustees has temporarily suspended Board Policy 8.74, section 2c, for Spring term 2021 through May 2021. Students enrolled in online classes during the Spring 2021 semester will be charged Health Services Fee.

**Parking Fees**

**PLEASE NOTE:**

Parking fees will not be charged for Fall 2021 while the college district is still recovering from the COVID-19 outbreak. Parking laws regarding no-parking, red, yellow, green blue and white curb zone will continue to be enforced.

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 student parking lots, with all other parking regulations enforced at all times in all parking lots.

Student parking permits are available for $58 each for Fall semester and Spring semester; $29 for the Summer session; and $106 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 the California College Promise Grant fee 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. 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 $3 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 $15 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. For rush delivery service, there is an extra $15 fee per transcript.

**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. Certificates, Enrollment Verification, and Degrees will not be released 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 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**

- Refund processing fees are waived for Summer 2021 and Fall 2021.
- 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
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.

Other Refunds and Fee Issues
Parking Permits
All students may petition for a prorated refund. Refund rates are based on 2 months of proration for the tiered levels of payment of California College Promise Grant (CCPG) recipients and 1 and 2 Term permits. Students need to request the prorated parking refund by June 15, 2020. The Parking Refund Request form can be found on college parking websites.

Withdrawal Processing Fee
The $10 or $50 fee is waived for students requesting a check disbursement for refunds.

International Student Health Insurance
International students who withdraw from all their courses and do not return to SMCCCD in the Fall can be refunded their Summer health insurance monthly premiums (June & July) by working with their International Students Program Manager.

NelNet Payments
Students utilizing the Payment Plan who missed their last payment on April 6th, will not be assessed a late fee of $30.

Other Fees
Please note that students who withdraw, from any or all courses, will not receive a refund for Health Fees, Student Body Fees, Student Representation Fees, or Student Union Fees (Skyline College only).

Non-Payment of Fees
San Mateo County Community College District policy requires all students to pay fees at the time of enrollment. Students will be dropped from classes for non-payment of fees. If you have registered for classes and are unable to pay your fees, then the college strongly encourages you to take action. Consider one of the following:

- You can enroll in an inexpensive payment plan via WebSMART,
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.

<table>
<thead>
<tr>
<th>Grade</th>
<th>Definition</th>
<th>Grade Points</th>
</tr>
</thead>
<tbody>
<tr>
<td>A</td>
<td>Excellent</td>
<td>4.0</td>
</tr>
<tr>
<td>A-</td>
<td>Excellent</td>
<td>3.7</td>
</tr>
<tr>
<td>B+</td>
<td>Good</td>
<td>3.3</td>
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<tr>
<td>B</td>
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<td>3.0</td>
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<tr>
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</tr>
<tr>
<td>C+</td>
<td>Satisfactory</td>
<td>2.3</td>
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<tr>
<td>C</td>
<td>Satisfactory</td>
<td>2.0</td>
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<tr>
<td>D+</td>
<td>Passing, less than satisfactory</td>
<td>1.3</td>
</tr>
<tr>
<td>D</td>
<td>Passing, less than satisfactory</td>
<td>1.0</td>
</tr>
<tr>
<td>D-</td>
<td>Passing, less than satisfactory</td>
<td>0.7</td>
</tr>
<tr>
<td>F</td>
<td>Failing</td>
<td>0.0</td>
</tr>
<tr>
<td>*P</td>
<td>Pass, (Credit “C” or better)</td>
<td>0</td>
</tr>
<tr>
<td>*NP</td>
<td>No Pass (No Credit “D” or below)</td>
<td>0</td>
</tr>
</tbody>
</table>

*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.
“A/B/C/D/NP” Grading for Spring 2020 Semester

In accordance with District Academic Senate Resolution 14.01520 Grading options for the Spring 2020 semester will include the letter grading options of A, B, C, and D. The letter grade ‘F’ will be replaced with the ‘NP’ for all courses that had a Letter Grade option.

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, then by clicking on “Resources” drop down menu, then "Forms"). All college forms can be found on canadacollege.edu/forms.

EW-Excused Withdrawal

An “Excused Withdrawal” will be authorized when a student withdraws from a course(s) for reasons beyond their control. A student may request to use an “EW” for only one course or all courses in a term depending on the reason for the request. In accordance to Title 5, section 55024 (e), an EW symbol may be requested by the student any time during the semester and no later than one year following the end of the term in which the EW symbol is requested in accordance with the District grade change policy. Upon verification of the extenuating circumstance, a notation of “EW” will be placed on the student record. Excused Withdrawals are not counted in the probation or dismissal calculations. In addition, the “Excused Withdrawal” should not be counted towards the permitted number of withdrawals or counted as an enrollment attempt. An EW is acceptable when a student withdraws from a course(s) due to reasons beyond their control, which include but are not limited to, the following:

• Job transfer outside the geographical region
• Illness in the family where the student is the primary caregiver
• An incarcerated student in a California State Prison or County Jail is released from custody or involuntarily transferred before the end of the term (In the case of an incarcerated student, an excused withdrawal cannot be applied if the failure to complete the course(s) was the result of a student’s behavioral violation or if the student requested and was granted a mid-semester transfer)
• The student is the subject of an immigration action
• Death of an immediate family member
• Chronic or acute illness
• Verifiable accidents
• Natural disaster directly affecting the student

The financial aid eligibility of a student may be affected depending on individual circumstance. A student should consult with the financial aid staff regarding any impact.

Executive Order - Selecting Excused Withdrawal-EW

The Excused Withdrawal (EW) is reserved for when a student withdraws from a course(s) for reasons beyond their control. Pursuant to Executive Order 2020-01 a student may use the EW on spring 2020 classes that end between March 17th - May 22nd. Students are strongly encouraged to speak to a counselor before making the
Grades and Scholastic Honors

Assignments, exams, and/or class projects. Methods of grading require the student to complete all without jeopardizing their grade point average. Both their knowledge, particularly in fields outside their major, 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.

Executive Order

Pursuant to Executive Order Executive Order 2020-02 students are able to exercise the Pass/No Pass grading option for ALL courses as of April 15, 2020. Because changing to a Pass/No Pass grade may have implications for transfer or other long-term, unforeseeable situations, such as future graduate school applications, and/or licensure requirements, students are strongly encouraged to meet with a counselor before changing a class to Pass/No Pass. Students are able to self-select the Pass/No Pass grading option via WebSMART. Faculty will then be able to see that a student has selected this option when entering the final grades for the course.

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.

Grade Reports

After the end of the semester, the final grade report is available to students through Cañada’s web site: 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.

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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 that 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.

<table>
<thead>
<tr>
<th>GPA</th>
<th>Honor Award</th>
</tr>
</thead>
<tbody>
<tr>
<td>3.30 - 3.49</td>
<td>Cum Laude</td>
</tr>
<tr>
<td>3.50 - 3.99</td>
<td>Magna Cum Laude</td>
</tr>
<tr>
<td>4.0</td>
<td>Summa Cum Laude</td>
</tr>
</tbody>
</table>

Grade Alleviation

A student who has received a grade of D+, D, 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, A-, B+, B, B-, C+, 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.
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.

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.
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 have been 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 California College Promise Grant.

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
Academic Standards

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 in the External Examination section of this catalog 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 in the External Examination section of this catalog 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 in the External Examination section of this catalog 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.
- Transfer students must 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.
   - 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.

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 website at 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.
5. 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 5-10 working days. If denied, an appeal to the decision may be made through the Office of the Vice President of Student Services.

A petition to challenge a prerequisite or corequisite must be submitted prior to the first day of the term, and must be based on one of the following grounds:

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

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 Parchmont to manage student records. Parchmont will now provide your transcript ordering, 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, Parchmont 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.

Transcript Evaluation Service (TES)

Students with external coursework, coursework completed at colleges and universities outside the San Mateo County Community District (SMCCCD), should use Transcript Evaluation Service (TES) to determine how it will be applied to the following educational goal(s) at (Cañada College/College of San Mateo/Skyline College):

- Certificate or associate degree major requirements
- Associate degree general education requirements
- California State University General Education (CSU GE) certification
- Intersegmental General Education Transfer Curriculum (IGETC) certification

TES will complete a transcript evaluation of lower-division degree-applicable external coursework which serves as official response from the SMCCCD.

The external coursework will be included in the student’s academic history and awarded the same unit value (or quarter-to-semester unit equivalent) and grade (or grade point value) as listed on the external transcript. Evaluated coursework defined by the external institution as lower than a C (2.0) will have limitations for prerequisite, certificate, associate degree major, CSU GE certification and/or IGETC certification requirements.

To request a transcript evaluation a student must:

- Plan to complete a certificate, associate degree, CSU GE certification and/or IGETC certification within the SMCCCD
- Be enrolled in a class in a SMCCCD college
- Have a combination of previously completed and currently enrolled courses adding to 6 units in the SMCCCD
- Submit all official transcripts to the Office of Admissions & Records of your home college
- Update student information on WebSMART with current and accurate educational goal

NOTE: Students who completed all coursework in the SMCCCD should not request a transcript evaluation since the service only reviews coursework from outside the SMCCCD.

For more information, visit the District Transcript Evaluation Service website (smccd.edu/transcript) or call 650-574-6234.

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.

AB 705 and Your Placement Rights

As a California Community College student, you have the right to begin your education in transfer-level English and math courses, which will allow you to finish these courses within a year and graduate faster.

As an English Language Learner at Cañada, you have the right to enter and complete an associate degree or transfer to a 4-year college in English within three years of beginning your English and a Second Language (ESL) coursework at Cañada. If you were placed into ESL coursework prior to fall 2020 you have the right to be re-placed with our new process- this may allow you to finish your ESL sequence faster. To discuss your options:

To make an appointment with a counselor, please visit: https://canadacollege.edu/placement-services/contactus.php

Learn more about new state law and your rights as a California community college student: California Community Colleges and AB 705.

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.
Clery Act and Student Right-to-Know

In order to make Cañada College a safe and welcoming environment for students and employees, the College has established procedures in compliance with the federal Clery Act, also known as the Student Right-to-Know (SRTK) and Campus Security Act (Federal Public Law 101-542).

For more information, and to view the annual security report, view college facts, and contact the Deputy Title IX Coordinator, please visit the college website. You can learn more on the student "Right-to-Know" and "Campus Security Act" webpage: https://canadacollege.edu/policies/righttoknow.php
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](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.

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Informal Student Grievance Procedure

Step 1. Filing a Grievance

Student files a Statement of Grievance available on the college website ([https://canadacollege.edu/policies/grievances.php](https://canadacollege.edu/policies/grievances.php)) 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 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.

For both Non-Grade and Grade Grievance Forms, please visit https://canadacollege.edu/policies/grievances.php.
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 may result in further disciplinary action.
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.

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. 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.

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

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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.

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

*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.
COLLEGE POLICIES

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 officer of the College. Refer to Expulsion Policy for 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. Marijuana is prohibited on the entire campus.
2. Cañada managers are responsible for publicizing the policy to students, employees and visitors, and Facilities are responsible for the posting of signs. Notification about the policy on smoking will be included in employee and student publications, newsletters and in other written materials as appropriate. In addition, materials which are used...
to publicize District public events will include policy notification to the general public.

3. To assist in the implementation of this policy, the District will provide education and training in the areas of smoking dangers and smoking cessation. Contact the Cañada Health Center at (650) 306-3309 for more information.

4. It is the responsibility of all students and employees to observe the policy and guidelines on smoking. Failure to comply with the policy on smoking will be treated in the same manner as other violations of District Rules and Regulations and may result in disciplinary action.

5. It is the responsibility of College and Cañada managers to enforce the policy on smoking. Disputes over the interpretation of the policy or complaints about individuals violating the policy should be brought to the attention of the person's supervisor, the Vice-President of Student Services at the College level, or the Vice-Chancellor of Human Resources and Employee Relations in the District Office. When the evidence is non-persuasive on either side, such disputes will be settled in favor of the nonsmoker(s) in recognition of the policy of the District to provide a smoke-free environment. Such disputes shall be settled at the lowest management level.

6. This policy does not supersede more restrictive policies which may be in force in compliance with State or Federal regulations.

**Policy on 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.

**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.
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!

ASCC | 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.

Adult-Education College and Career Educational Leadership (ACCEL)

Building 9, Room 343
Phone: (650) 306-3473
Web: https://canadacollege.edu/ACCEL

Is the planning body for San Mateo County’s California Adult Education Program (http://caladulted.org/). Our objective is to support students transitioning from adult schools to campus programs so that they’re prepared to transfer, transition to a technical/vocational/trade program, or enter the workforce upon completing their studies at Cañada College. Our programs serve to:

- Create a structured and clear pathway into Cañada College, that is specifically designed for adult education students.
- Increase student knowledge of campus resources and support services and provide dedicated support staff to assist students with the transition to college.
- Provide career and college exploration opportunities to our adult school and community-based organization partners to increase awareness of career and college options.

ACCEL recognizes that every path toward success is unique. Whether you are an adult learner with a goal to improve your education, gain employment, or connect with your community, we can help you achieve your goals!

Athletics Programs

Building 1, Room 195
Phone: (650) 306-3341
Web: canadacollege.edu/athletics
Email: leematthew@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 Tennis
- 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 Dean/Athletic Director.

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 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 13, Room 106
Phone: (650) 306-3310
Web: canadacollege.edu/CWA
Email: canadacwa@smccd.edu

The College for Working Adults (CWA) is an academic degree program that allows students to earn up to three Associate degrees, while working full-time. Classes are held

• Weekly on Thursday evening
• Two Saturday mornings per month
• Online

The CWA curriculum ensures that within three years, students can complete sixty transferable units, and all of 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 Psychology
2. AA-T Sociology
3. AA-T Social Work and Human Services
4. AA - Interdisciplinary Studies with an emphasis in Social and Behavioral Sciences
5. AA - Interdisciplinary Studies with an emphasis in Arts and Humanities
6. AA - Economics
COLTS (Community of Learning Through Sports)

Building 1, Room 195
Phone: (650) 306-3341
Web: canadacollege.edu/colts/
Email: leematthew@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-Con

Building 9, Room 219-A, Learning Center
Phone (650)306-3111
Web: canadacollege.edu/coltscon
Email: iwillsucceed@my.smccd.edu

COLTS-Con is an annual event that connects new students to vital resources and helps them start strong in the transition to college. Students who participate in this program are joined by faculty and staff who help them gain awareness of academic support resources, basic needs support, financial aid, career services, and the programs of study available to them in the four Interest Areas (Art, Design, & Performance, Business, Human Behavior & Culture, Science & Health).

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), 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 during posted drop-in hours on select days and times. 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.

Disability Resource Center (DRC)

Building 5, Room 303
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:

• Kurzweil 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).

Expanding Student Opportunities (¡ESO!) Adelante Program

Phone: (650) 306-3407 or (650) 306-3509  Web: canadacollege.edu/esoadelante

The ¡ESO! Adelante Program supports Latinx, high-need, high-potential and first-generation college students in their transfer pathway to San Francisco State University (SFSU) through transfer support programs at Cañada College and SFSU.

The ¡ESO! Adelante Program aims to 1) increase the number of students who participate in our academic preparation and support programs, and; 2) facilitate the transfer experience to San Francisco State University through peer mentorship, academic support programs and workshops.

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 California College Promise Grant (CCPG), 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/financialaid
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 SMCC 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 California College Promise Grant (CCPG) which waives the enrollment fee for California residents and those meeting ABS40 eligibility; the Cal Grant, which is a direct grant payment for California residents and, depending on the type of Cal Grant, those meeting ABS40 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 Act 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 CCPG 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.

ABS40 students are eligible for state financial assistance programs including the CCPG, Cal Grant Entitlement Programs and services through EOPS and other programs and are advised to submit the California Dream Act 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 the Community College Student Success Completion Grant (SSCG). Students who enroll in 12-14.99 units per semester may receive up to $649 additional funding each term. Students who enroll in 15 or more units, may receive up to $2,000 additional funding per term.

CCPG 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 CCPG. 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 CCPG 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 CCPG Petition” (www.canadacollege.edu/forms). Completed appeal petitions needs to be turned into the Admissions & Records Office.

Eligibility

Eligibility depends upon the program of application. For example, the CCPG program is available to students who have been classified as residents of California or ABS40 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.
STUDENT SERVICES AND SPECIAL PROGRAMS

Higher Education Act requires institutions to establish Aid Commission (i.e. Cal Grants, Chafee Grant, etc.). The programs under the umbrella of the California Student participation in all federal financial aid programs and state of study in order to establish or renew eligibility for (SAP) toward a degree, certificate or transfer program. All students must maintain Satisfactory Academic Progress immediately. Admissions and Records Office and Financial Aid Office financial aid who plan to withdraw should notify the arrangements have been made. Students receiving federal financial aid from any college or university until satisfactory repayment ineligible to receive additional federal financial assistance government. Students who owe Return of Title IV funds are pay back a portion of the grant funds to the federal more than 60% of the semester, will be required to funds and withdraws from all classes prior to completing A student who receives Federal grant and/or Direct Loan programs, students should contact the Financial Aid Office, financial aid eligibility. Additional documentation is required. 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 a GED, HISET and TASC 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 without first ensuring the student has accessed all federal or state resources. 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 https://foundation.smccd.edu.
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.

<table>
<thead>
<tr>
<th>Program</th>
<th>Who Can Apply</th>
<th>Awards Up To</th>
<th>Filing Deadline</th>
<th>Forms Required</th>
</tr>
</thead>
<tbody>
<tr>
<td>Cal Grant A Entitlement Award</td>
<td>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.</td>
<td>System-wide fees at UC/CSU, reduced tuition amount for private and proprietary; cannot be used at community college; reserved for transfer</td>
<td>March 2</td>
<td>FAFSA or Dream Application and GPA Verification</td>
</tr>
<tr>
<td>Cal Grant A Competitive Award</td>
<td>Undergraduate California residents attending California Community Colleges; low to moderate income; 3.0 GPA. AB540 students ineligible.</td>
<td>System-wide fees at UC/CSU, reduced tuition amount for private and proprietary; cannot be used at community college; reserved for transfer</td>
<td>March 2 and Sept. 2</td>
<td>FAFSA and GPA Verification</td>
</tr>
<tr>
<td>Cal Grant B Entitlement Award</td>
<td>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.</td>
<td>$1,656 access award at CCC plus system-wide fees upon transfer at UC/CSU, reduced amount for private and proprietary institutions (subject to annual increase) For students with dependents (SWD), up to an additional $6,000.</td>
<td>March 2</td>
<td>FAFSA or Dream Application and High School GPA Verification</td>
</tr>
<tr>
<td>Program</td>
<td>Who Can Apply</td>
<td>Awards Up To</td>
<td>Filing Deadline</td>
<td>Forms Required</td>
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<td>----------------------------------------------</td>
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<tr>
<td>Community College Student Success Completion Grant</td>
<td>Undergraduate California residents including AB540 attending a California Community College and receiving Cal Grant B or C, attending full-time.</td>
<td>$1,298/$649 per semester (for students enrolled in 12.0 - 14.99 units) $4,000/$2,000 per semester (for students enrolled in 15.0 units or more)</td>
<td>March 2 and Sept 2</td>
<td>FAFSA or Dream Application and GPA Verification</td>
</tr>
<tr>
<td>Cal Grant B Competitive Award</td>
<td>Undergraduate California residents attending California colleges and universities; very low income; 2.0 GPA. AB540 students ineligible.</td>
<td>$1,656 access award at CCC plus system-wide fees upon transfer at UC/CSU, reduced amount for private and proprietary institutions (subject to annual increase) For students with dependents (SWD), up to an additional $6,000.</td>
<td>March 2 and Sept. 2</td>
<td>FAFSA and GPA Verification</td>
</tr>
<tr>
<td>Community College Cal Grant Transfer Entitlement</td>
<td>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.</td>
<td>System-wide fees at UC/CSU, reduced amount for private and proprietary institutions</td>
<td>March 2</td>
<td>FAFSA or Dream Application and College GPA Verification</td>
</tr>
<tr>
<td>Cal Grant C</td>
<td>Undergraduate California residents including AB540 students in Career and Technical education (CTE) programs.</td>
<td>$1,094 For students with dependents (SWD), up to an additional $6,000.</td>
<td>March 2 and Sept. 2</td>
<td>FAFSA or Dream Application and GPA Verification</td>
</tr>
<tr>
<td>California College Promise Grant (CCPG)</td>
<td>California residents including AB540 students attending California Community Colleges.</td>
<td>Waives ‘per unit’ enrollment fees and provides reduced parking as eligible</td>
<td>Year round</td>
<td>FAFSA, Dream Application or CCGP Application</td>
</tr>
<tr>
<td>Chafee Grant</td>
<td>Current and Former Foster Youth who have not yet reached their 23rd birthday.</td>
<td>$5,000</td>
<td>Year round subject to available funds</td>
<td>FAFSA or Dream Application and Chafee App.</td>
</tr>
<tr>
<td>Program</td>
<td>Who Can Apply</td>
<td>Awards Up To</td>
<td>Filing Deadline</td>
<td>Forms Required</td>
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<tr>
<td>California Military Department GI Bill Award Program</td>
<td>Active members of California National Guard, State Military Reserve or Naval Militia attending qualified</td>
<td>Up to $1,656 at California Community Colleges – amounts based on Cal Grant A and B max (subject to annual increase)</td>
<td>April 30th Priority</td>
<td>FAFSA, California Military Department GI Bill Award Application &amp; Statement of Understanding</td>
</tr>
<tr>
<td>Federal Pell Grant</td>
<td>Undergraduate students with EFC at or below 5,486; must meet federal eligibility.</td>
<td>$6,495</td>
<td>October 1 prior to through June 30 of aid year (21 month filing window)</td>
<td>FAFSA</td>
</tr>
<tr>
<td>Federal SEOG (Grant)</td>
<td>Undergraduate students with Federal Pell Grant; students with highest need.</td>
<td>$400-$800</td>
<td>March 2nd Priority</td>
<td>FAFSA</td>
</tr>
<tr>
<td>Federal Work-Study</td>
<td>All eligible students; must meet federal eligibility.</td>
<td>Up to $4,000 (maximum award may vary)</td>
<td>March 2nd Priority</td>
<td>FAFSA</td>
</tr>
<tr>
<td>Federal Direct Loans: Subsidized and Unsubsidized</td>
<td>All eligible students; must meet federal eligibility.</td>
<td>Annual maximum: $6,500 dependent $10,500 independent</td>
<td>Contact Financial Aid Office</td>
<td>FAFSA, College DL Request Form, MPN, Entrance Counseling</td>
</tr>
</tbody>
</table>
Guided Pathways Peer Mentor Program

Building 9, Room 220, Learning Center
Phone: (650) 306-3356
Web: canadacollege.edu/mentor
Email: cangppm@my.smccd.edu

The Guided Pathways Peer Mentor Program focuses on supporting first time students entering one of the four Guided Pathways Interest Areas. Retention Specialists and Mentors provide critical early support to students by helping them identify support resources and programs, connect to peer-to-peer support networks, and gain confidence as new college students.

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

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 HIPAA compliant.

Honors Transfer Program

Building 23, Room 236

Honors Coordinator: (650) 306-3297 | Honors Counselor: (650) 306-3489
Email: mahoneys@smccd.edu | Honors Counselor: aganonj@smccd.edu
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 and ENGL 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 at canadacollege.edu/honorsprogram, or contact the Honors coordinator or counselor via the contact information above.

Program Admission Requirements

Entering High School Students

- GPA 3.5
- Current enrollment in or completion of either English 100 or English 105.

Continuing College Students

- GPA 3.3 after 9 units of degree applicable coursework
- Current enrollment in or completion of either English 100 or English 105.

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 mission of the Learning Center is to provide a positive, learner-centered environment that integrates technological resources and learning assistance services to support student learning and success across the college curriculum. Learning Center programs exist to help students develop strong study skills and build the confidence that will lead them to successful academic outcomes. The Learning Center supports 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.

**Programs**

The Learning Center houses computer lab areas, general tutoring services, the Writing Center, retention support services, test proctoring, academic success workshops, TRiO Student Support Services, Guided Pathways Peer Mentorship Program, and annual new student success programs including the Jams (Math Jam, Word Jam, Physics Jam) and Colts-Con. The Learning Center is an inclusive and friendly environment where all students are welcome.

**Courses**

The Learning Center offers self-paced supplemental academic support 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 and include non-degree and degree-applicable courses. Degree courses articulated with the CSU system are transferable.

**Writing Center**

The Writing Center is a resource open to all Canada College students seeking assistance with writing assignments and desiring to improve their writing skills. Student writers and Writing Center tutors work collaboratively one-on-one and in group workshops to help students achieve their writing goals. Students receive input during any part of the writing process, from brainstorming to final revision.

**Tutoring**

Academic Tutoring is available in-person and online from our college tutors five days per week, Monday through Friday and online via the NetTutor platform for after hours and weekend tutoring support. Other academic support provided includes academic success workshops and embedded tutoring (tutors who attend some class sessions in a designated course, and support students outside of class). In order to receive tutoring, students must enroll in the tutoring service course, LCTR 698 (zero unit non-credit, zero fee, non degree-applicable).

**Retention Support**

Retention support services include the Guided Pathways Peer Mentoring program, support workshops, and outreach and referral for incoming students to a range of support services depending on student need. The Retention Specialist staff position is part of a larger support structure that includes counselors, financial aid staff, and other key student services resources to engage with students in a timely way to support their retention and overall academic success.

**Proctoring**

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*

Cañada College Library offers friendly research and citation assistance, technology access, and comfortable spaces to study. We have an extensive collection of books and textbooks students can take home, as well as laptops, Chromebooks, and mobile wireless hotspots. The library also provides college-level online content in the form of database articles, encyclopedias, ebooks, and streaming video. Our state-of-the-art digital book scanner offers easy, color scanning of books and other documents into multiple formats, all free of charge.

Our 70 desktop computers (PCs and Macs) are available to students without any time limit and do not require a login name or account. All of your printing and black and white photocopying needs can be met in the Library as well.
The Library provides students with the facilities, materials and research help they need to succeed in their academic careers, as well as the best view on campus of the Santa Cruz Mountains. Research help from a college librarian is available by appointment or on a drop-in basis during Library hours. We are open whenever classes are in session. Students in groups of two or more may sign up online to use group study rooms. A large silent study room is also available along with many carrels and tables for independent studying.

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 22. 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 a joint partnership between the Sequoia Union High School District and Cañada College. Middle College High School is designed to reach high potential, underachieving high school students who want a head start on college. Students complete requirements for their high school diploma and earn college units towards an AA/AS degree, and transfer requirements at the same time. All classes are taught on the Cañada College Campus.

Approximately 100 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 18, Room 115
Phone: (650) 306-3444
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.

The Promise Scholars Program at Cañada College

Building 6, Room 112Phone: (650) 306-3384 Web: canadacollege.edu/promise

The Promise Scholars Program provides first year, fulltime students with a full year of financial resources and academic support. The program includes a scholarship which covers full tuition for one year, student fees and textbooks. Students participating in the Promise Scholars Program receive one-to-one counseling sessions, priority registration and career and professional development opportunities. The program is open to recent high school graduates, or students who have recently completed their GED or adult continuation program. Program services include:

- Coverage of college fees for the first full year, which includes the first fall, spring, and summer semesters (enrollment fee, health fee, student rep fee, student union fee, study body fee).
- Textbook costs
- Counselors that help students identify, plan for, and achieve their educational goals.
- Receive priority registration for courses
- Workshops and one-to-one counseling to help students find the right career path and build relevant, meaningful
- professional skills

Puente

Phone: (650) 381-3564 Web: canadacollege.edu/puente/ Email: 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 ENGL 105 and 110 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 attend Department of Aerospace Studies courses 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 afrotc-military@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.
For more information on the ROTC partnership and veterans' resources, please visit: https://canadacollege.edu/veterans/index.php

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.

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.

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 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 – Students who plan to apply to California State
Universities (CSU) only may follow this GE pattern
• Intersegmental General Education Transfer Curriculum (IGETC) – Students who plan to apply to University of California (UC), and/or California State Universities may follow this GE pattern.
• 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 (UC)
The UC Transfer Admission Guarantee allows students to sign a contract with participant universities to ensure their admission. To be eligible for a UC 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 to 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.

Visit https://canadacollege.edu/transfercenter/index.php for more information, and see a list of current ADT degrees offerings at Cañada College in the “Programs” section of this catalog. More information about the SB1440 and Transfer Degree is available at https://icangotocollege.com/.

Transfer to In-State Private University or Out-of-State University
Students may also choose to transfer to a California private university or an out-of-state university. The admission requirements and selection criteria for these universities are unique to each campus. Students must follow the university's admission and course requirements. See an academic counselor and the university's and Transfer Admission Web page of the university for more information.

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
• To apply to in-state private university and out-of-state universities you may use common application: http://www.commonapp.org/, or use the application provided by individual university.

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, and out of state universities. See an academic counselor for information on the articulation agreements.

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. In order to evaluate prior credits, students must submit an official copy of their transcript from all colleges/universities attended to the Admissions Office at Cañada College, and request transcript evaluation by the Transcript Evaluation Services (TES). The evaluation of the course work may be used toward:

• Associate degree and Certificates, CSU GE breadth certification; and/or IGETC Certification.
• For more information about TES visit http://smccd.edu/transeval/

University Center at Cañada College
Phone: (650) 306-3407
STUDENT SERVICES AND SPECIAL PROGRAMS

Web: canadacollege.edu/university
Email: hom@smccd.edu

The University Center offers the opportunity to earn a bachelor’s degree here at Cañada College campus. No classes are being offered at this time. Please visit the website for updated information visit: https://canadacollege.edu/university/index.php Questions? Contact Dr. Mary Ho at hom@smccd.edu for questions.

Veterans Student Services
Veteran Resource and Opportunity Center (V-ROC)

Building 9, Room 151, Learning Center
Phone: (650) 381-3250
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 GI 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.

Veterans Benefits and Transition Act of 2018

The Veterans Benefits and Transition Act of 2018 (Public Law 115-407) was signed into law on December 31, 2018. This law has five sections pertinent to the administration of Veterans’ educational or training benefits with two of the provisions directly affecting schools. The first of these provisions will be implemented in August.

Beginning on August 1, 2019, educational institutions must have a policy in place allowing GI Bill® and VR&E beneficiaries (Chapter 33 and Chapter 31 beneficiaries) to attend a course of education or training for up to 90 days from the date the beneficiary provides a certificate of eligibility, or valid VAF 28-1905. This allows a student to attend the course until VA provides payment to the institution. The educational institution must also have a policy to not impose a penalty, or require the beneficiary to borrow additional funds to cover tuition and fees due to late payments from VA. Section 103 requires a State Approving Agency (SAA), or the Department of Veterans Affairs (VA) when acting in the role of the SAA, to disapprove certain courses of education. VA can grant a waiver to these requirements.

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 on the student’s academic record. For further information contact the Office of Admissions and Records (306-3123).

GI Bill® is a registered trademark of the US Department of Veterans Affairs (VA).
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.

![Menlo Park Site Map](image)

**Courses at Menlo Park Site**

The Menlo Park Site offers courses in **Early Childhood Education/Child Development**, Health, and Human Services. The site also features short, three month, low cost programs to help start your career in an industry without a degree. For a full list of courses, please visit: [https://canadacollege.edu/menloparksite/index.php](https://canadacollege.edu/menloparksite/index.php)

**Why Take Courses at Menlo Park Site?**

In a word—Convenient—Courses are offered during the day and evening in your neighborhood. You’ll study in small, self-paced groups. And, like the main Cañada College campus in Redwood City, admissions and financial aid assistance, assessment testing, counseling, and computer labs are available.
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.
  - TASC - Prueba que evalúa la finalización secundaria
  - 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 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.
- Ser un graduado que no sea de secundaria, de 16 o 17 años de edad, que haya aprobado el Examen de Competencia de la Preparatoria de California o haya completado el G.E.D. series de exámenes con un promedio de 450 o más en todas las pruebas y una puntuación de al menos 410 en cada prueba.

La ley de AB540: Ciertas personas no-residentes puedan ser exentos de pagar la matrícula de no-residente si llenan las siguientes condiciones:

- Asistió a una combinación de Califorina High School, Adult School y Community College por el equivalente de tres (3) años o más. O tiene tres (3) o más años de cursos de secundaria en California y asistió a una combinación de primaria, secundaria y secundaria de California, escuela secundaria de tres (3) años o más, Y recibió un diploma de escuela secundaria de California o su equivalente, como un GED o aprobar el Examen de competencia de escuela secundaria de California (CHSPE) O haber completado un Grado de asociado de un colegio comunitario de California o tener completó los requisitos mínimos en un Colegio Comunitario de California para ser transferido a una Universidad Estatal o la Universidad de California. Si está calificado, complete el formulario AB540 y envíelo por fax (650) 306-3113, por correo postal o en persona a la Oficina de Admisiones y Registros. Obtenga el formulario de nuestro sitio web: canadacollege.edu/forms/residency.php o de la oficina de admisiones y registros.
- Esta ley no se aplica a estudiantes que no son inmigrantes como F, H o J, titulares de la visa.
- Esta ley no cambia ni otorga el estado de residencia; Exime a los estudiantes de la matrícula de no residentes.

www.canadacollege.edu 2021-2022 Catalog
• No hay límite de tiempo para saber hasta qué punto en el pasado el alumno pudo haber asistido y haberse graduado de una escuela secundaria de California.

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 estudiantes F-1 a los estudiantes quienes quisieran cumplir un programa educativo aquí. Véanse la sección abajo sobre los requisitos de admisión para una visa estudiantil F-1.

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

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

• Llenar la Solicitud para Estudiantes Internacionales ('International Student Application'), la cual es disponible al sitio del Distrito de Colegio Comunitario del Condado de San Mateo ('San Mateo County Community College District, SMCCD'): https://smccd.edu/international/admission.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.

• Demostrar aptitud suficiente en inglés para aprovecharse de la instrucción de Cañada College. La nota requerida mínima de TOEFL es 480 del examen hecho en papel, y 56 en el examen por Internet. La nota mínima de IELTS es Band 5.5. Los individuos admitidos como estudiantes internacionales podrían ser requeridos de inscribirse en cursos de inglés como Segundo Idioma, basado en los resultados de una prueba de aptitud en inglés, la cual es dada cuando llegue el estudiante al colegio comunitario.

• Entregar evidencia de fondos necesarios para pagar el costo del colegio comunitario y gastos mientras se asiste a Cañada College. (Véanse la sección de Enrollment Fees de este catálogo.) La estimación actual de gastos anuales para los estudiantes internacionales es $23,000.

• Entregar un ensayo personal

• 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 temporalmente 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 de las escuelas secundarias de California no cobran los aranceles de inscripción si están registrados en 11 unidades o menos. Si el estudiante excede las 11 unidades, se requiere que pague todas las cuotas para todas las unidades en las que están inscritos.

2. Se exoneran las cuotas de no-residentes para todos los estudiantes de escuela secundaria con 11 unidades o menos. Si el estudiante excede las 11 unidades, se requiere que pague todas las cuotas para todas las unidades en las que están inscritos. Los honorarios del cuerpo estudiantil son opcionales para los estudiantes de secundaria de California.

3. Se deben pagar cuotas de estacionamiento si se estaciona un vehículo en el 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 llamar al (650)
INFORMACIÓN EN ESPAÑOL (INFORMATION IN SPANISH)

306-3452 para hacer una cita para ver a un consejero universitario.

La decisión final del ingreso de cualquier estudiante es de Cañada College. Los cursos disponibles a los estudiantes de preparatoria bajo este programa no suplantan 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 cumplan 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 individuos. Esta asociación reconoce las responsabilidades de ambos el colegio comunitario y USTED, el estudiante, para alcanzar estos ámbitos por programas, políticos, y requisitos establecidos que ya están en lugar.

Se debe 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 Bachillerato 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 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: canadacollege.edu/catalogschedule.

Pasos Para Lograr en Cañada College

Paso #1 – Llenar para asistir:

Llenar una solicitud por Internet para admisión en 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’).

Paso #2 – Llenar para asistencia financiera:

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 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).

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

El programa de orientación para el colegio comunitario es REQUERIDO y provee información sobre el proceso de inscripción, las políticas del colegio comunitario, expectaciones 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.

Sus derechos de colocación y AB 705

Como estudiante de California Community College, tiene derecho a comenzar su educación en cursos de inglés y matemáticas de nivel de transferencia, lo que le permitirá terminar estos cursos en un año y graduarse más rápido. Todo esto se debe al Proyecto de Ley de la Asamblea (AB) 705. Para obtener más información sobre los servicios de colocación y sus derechos según AB 705, visite: https://canadacollege.edu/placement-services/

Los estudiantes tienen 2 opciones para cumplir un requisito de prueba:
1. We will use the information you entered on CCCApply when you submitted your application to Cañada. In general, this includes your high school GPA and English and Math courses you took in high school.

2. If you did not submit this information in CCCApply, you can submit it (or update it) any time in WebSMART:
   - Go to websmart.smccd.edu
   - Go to the top of the page and click on the "Student" tab, and in the "Student Services" section, select the link for "Student Records"
   - On the "Student Records" page, select "High School Transcript Information"
   - Complete the corresponding fields in this section

3. You can also send an email that includes your Número G, high school GPA, and English and Math course titles and grades from your high school unofficial transcripts (Unofficial High School Transcript). Send your email to canadaplacement@smccd.edu.

4. You can also send electronic copies of the following documents when you meet with an academic counselor:
   - AP scores (results may not be conditional)
   - Unofficial transcripts from another college or university

5. If students are not in agreement with their placement in English and/or Math based on secondary school performance, or if transcripts are not available, they may complete the guided self-placement process with an academic counselor.

### English Recommended Placement: Colocación recomendada en inglés basada en el rendimiento de la escuela secundaria

<table>
<thead>
<tr>
<th>Grupo</th>
<th>GPA de escuela secundaria</th>
<th>Colocación recomendada</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>≥ 2.6</td>
<td>ENGL 100</td>
</tr>
<tr>
<td>2</td>
<td>1.9 to 2.6</td>
<td>ENGL 105 (Incluyendo apoyo académico y concurrente adicional)</td>
</tr>
</tbody>
</table>

### Statistics for Liberal Arts Recommended Placement:
Colocación recomendada en estadísticas para artes liberales según el rendimiento en la escuela secundaria

<table>
<thead>
<tr>
<th>Grupo</th>
<th>GPA de escuela secundaria</th>
<th>Colocación recomendada</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>≥ 3.0</td>
<td>MATH 145, 200, 201</td>
</tr>
<tr>
<td>2</td>
<td>2.3 to 2.9</td>
<td>MATH 200 + 800 (Incluyendo apoyo académico y concurrente adicional)</td>
</tr>
<tr>
<td>3</td>
<td>&lt; 2.3</td>
<td>MATH 200 + 800 (Incluyendo apoyo académico y concurrente adicional)</td>
</tr>
</tbody>
</table>

### Business or STEM Recommended Placement:
Negocios o STEM (ciencia, tecnología, ingeniería, matemáticas) Colocación recomendada según el rendimiento de la escuela secundaria

<table>
<thead>
<tr>
<th>Grupo</th>
<th>GPA de escuela secundaria</th>
<th>Colocación recomendada</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>≥ 3.4 or... ≥ 2.6 &amp; previously enrolled in a HS Calculus course</td>
<td>MATH 125, 130, 150, 225, 241</td>
</tr>
<tr>
<td>2</td>
<td>≥ 2.6 or... previously inscrito en un curso de pre-cálculo (Pre-calculus) de la escuela secundaria</td>
<td>MATH 130 + 830 MATH 225 + 825 MATH 241 + 841 (Incluyendo apoyo académico y concurrente adicional)</td>
</tr>
<tr>
<td>3</td>
<td>≤ 2.6 y no tomó Pre-cálculo (Pre-calculus) previamente</td>
<td>Igual como el grupo 2 arriba</td>
</tr>
</tbody>
</table>
**Paso #4 – Asesoría**

Luego de culminar con la orientación y colocación universitaria recibirá una cita para reunirse con un consejero para discutir el nivel de colocación, objetivos académicos y para seleccionar los cursos apropiados para su preparación académica y objetivos de educación/carrera.

**Paso #5 – Inscribirse en los cursos:**

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

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

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

**Matriculación de Prioridad**

La matriculación de prioridad le da la oportunidad de registrarse temprano para cursos a grupos específicos de estudiantes. Por lo general, se les dan prioridad a los grupos basado en 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 CCPG” (“Loss of Priority Registration and/or CCPG Petition”). Las peticiones completadas deben ser entregado a la Oficina de Admisiones y Registros.

**Paso #6 – Pagar las cuotas (requerido):**

Es requerido que los estudiantes paguen las cuotas de inscripción al momento de inscripción, o que tengan otros fuentes (asistencia financiera, California College Promise Grant [CCPG]), una tercera persona que paga las cuotas, o un Plan de Pagos). Los estudiantes serán cancelados continuamente por falta de pago. Véanse el sitio de Internet para la información más actual sobre las fechas límites de cuotas. Los estudiantes no serán permitidos de inscribirse con un saldo.

**Paso #7 – Fijar transporte y estacionamiento:**

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

**Paso #8 – Comprar o alquilar los libros:**

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

**Paso #9 – Asistir a las clases:**

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

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

Hay varios servicios de apoyo y actividades estudiantiles en que se puede participar. Véanse las secciones de Student Services and 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 académicas, 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), 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 (NO SHOW) si faltan una cita de asesoría o si llegan 10 minutos tarde. Después de dos citas de asesoría faltadas (AUSENCIAS - NO SHOW), sólo podrán utilizar servicios de asesoría de grupo o espontánea 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 significante 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 2016. En Otoño de 2019 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 2020 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 lograr progreso en el curso y una determinación individual que tal repetición es requerida como una acomodación de discapacidad para el estudiante. (Título 5 Sección 55040)

**Curso Bajo Mandato Legal** – Un estudiante puede repetir un curso que es determinado ser bajo mandato legal y requerido por estatuto o regulación como una condición de empleo o licencia pagada o de voluntario. Es necesario que el estudiante provea prueba que el curso sea bajo mandato legal o que los estándares de licencia requieran una repetición de curso. Tales cursos pueden ser repetidos por crédito sin límites de intentos. (Título 5 Sección 55000)
Experiencia de Trabajo Ocupacional – Un estudiante puede registrarse a un máximo de 16 unidades de crédito en educación de experiencia de trabajo cooperativo.

Cursos Relacionados en Contenido

Intentos de Curso dentro de Género de Tema – La política del Distrito limita la matriculación de estudiantes en cursos que son cursos participativos activos en educación física/kinesiología, y las artes interpretativas o visuales. Por eso, los colegios comunitarios ya establecieron ‘géneros’ de actividades educativas similares. Los cursos de actividad de kinesiología y algunas artes interpretativas o visuales tienen establecidos ‘géneros’ y son sujetos a limitaciones de matriculación. Aunque no se pueda repetir un curso, un estudiante puede tomar hasta un máximo de cuatro cursos en un ‘género’ de tema. Algunos géneros de tema ofrecen más de cuatro cursos, pero un estudiante puede registrarse en un máximo de cuatro cursos dentro de un género de tema. Todos los intentos de curso en el registro académico del estudiante cuanto a esta limitación de matriculación dentro de un ‘género’ de cursos. Esta limitación aplica también, aunque el estudiante reciba una nota deficiente o un ‘W’ (una retirada). Las limitaciones de matriculación son monitorizadas por todo el distrito en un ‘género’ de tema. Los estudiantes antiguos reciben consejos de registrarse en el nivel básico de un género de tema y ser puestos en otro nivel por el instructor cuando les dé una prueba de aptitud. Los estudiantes antiguos quienes ya cumplieron un curso dentro el género deben tomar el próximo nivel. Para una lista de ‘géneros’ de Kinesiología y Baile, favor de leer el Catálogo del Colegio bajo Course Descriptions/Kinesiology. (Título 5 Sección 55040)

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

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

Atléticos Inter-universitarios – Los cursos en que los atletas estudiantes se registren para participar en un deporte organizado y patrocinado por el Distrito, o un curso de entrenamiento el cual apoya el deporte organizado competitivo pueden ser designados como unos que se puede repetir.

Competición Vocacional o Académica Interuniversitaria – Los cursos que son específicamente para participación en eventos competitivos no-atletas 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)

Orden Ejecutiva

De conformidad con la Orden Ejecutiva 2020-02 los estudiantes pueden ejercer su opción de cambio de calificación de aprobación/no aprobación para TODOS los cursos al 15 de abril de 2020. Debido a que cambiar a una calificación de aprobación/no aprobación puede tener implicaciones para una transferencia u otras situaciones no previsibles de largo plazo, como por ejemplo solicitudes futuras a estudios de postgrado y/o requisitos de certificación, se recomienda firmemente a los estudiantes reunirse con un orientador antes de cambiarse a una calificación de aprobación/no aprobación. Los estudiantes pueden seleccionar por su cuenta la opción de calificación de aprobación/no aprobación a través de WebSMART. Entonces la facultad podrá ver que un estudiante ha seleccionado esta opción al ingresar las calificaciones finales del curso.

Orden Ejecutiva - Selección de un Abandono de Curso Justificado

El EW (abandono de curso justificado) está reservado para cuando un estudiante abandona un curso por razones más allá de su control. De conformidad con la Orden Ejecutiva 2020-01 un estudiante puede utilizar el EW en clases de primavera de 2020 que finalicen entre el 17 de marzo y 22 de mayo. Se recomienda firmemente a los estudiantes hablar con un orientador antes de tomar la decisión de utilizar un abandono justificado. Los estudiantes pueden optar por sí mismos por la opción de EW para un curso a través de WebSMART.

No se considera una calificación de un EW en cálculos de GPA (promedio general) o progreso académico a nivel local. Puede afectar los requisitos de avances académicos para una ayuda financiera federal y beneficios educativos de veteranos. Los estudiantes que no seleccionen un EW hasta el final de su semestre, pero que deseen cambiar su calificación final a un EW luego de culminar el curso, tendrán un año desde el final del curso para hacer la solicitud de cambio de calificación. Si los estudiantes están considerando tomar un Abandono de Curso Justificado, esto puede afectar qué tanto tiempo les tome obtener su título o certificado, o su capacidad de transferirse a una institución de cuatro años.

Los estudiantes recibirán un reembolso completo de los gastos de inscripción, por cualquier curso para los cuales escogan la opción de “EW”. Una solicitud de cambio de calificación para cambiar una calificación registrada para “EW” dentro de una franja de tiempo de un año aún permitirá un reembolso completo de gastos de inscripción. Los estudiantes que no residentes/internacionales recibirán un reembolso de colegiatura y capital si escogen la opción EW hasta el 15 de junio de 2020. Los estudiantes no residentes/internacionales también podrán solicitar un
Los estudiantes no recibirán un reembolso de materiales o costos de acceso inclusivo ya que estos son costos de “traslado”.

**Calificación de “A/B/C/D/NP” Para el Semestre de Primavera de 2020**

De conformidad con la Resolución 14.01520 del Senado Académico del Distrito las opciones de calificaciones para el semestre de primavera de 2020 incluirán las opciones de calificación con letra de A, B, C y D. La calificación de letra “F” será reemplazada con “NP” para todos los cursos que tuvieran una opción de calificación con letra.

**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 privadas 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 arriesgan 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 el California College Promise Grant (CCPG), la cual exonerará 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.

La legislación reciente (AB 801) también provee de servicios de apoyo adicionales junto con la elegibilidad de CCPG para jóvenes desamparados. Se recomienda que los estudiantes que experimentan un desamparo se reúnan con SparkPoint y el personal de ayuda financiera para determinar qué tipos de servicios y soporte están disponibles para ellos como estudiantes universitarios y en la comunidad.

Los estudiantes AB540 son elegibles para programas de asistencia financiera estatal incluyendo CCPG, Programas de derecho a prestaciones y servicios Cal Grant a través de EOPS (programas y servicios con mayores oportunidades por sus siglas en inglés) y otros programas y se les recomienda presentar la solicitud de la Ley California Dream a no ser que cumplan con la elegibilidad de ayuda federal en cuyo caso deben utilizar la FAFSA (Solicitud gratuita de ayuda federal para estudiantes).

INFORMACIÓN EN ESPAÑOL (INFORMATION IN SPANISH)
Los estudiantes que se inscriben a tiempo completo (12 o más unidades) y reciben una subvención de Cal Grant también son elegibles para la subvención SSCG (Subvención para culminación satisfactoria de estudiantes en institutos superiores). Los estudiantes que se inscriben en 12-14.99 unidades por semestre pueden recibir hasta $649 de financiamiento adicional en cada periodo. Los estudiantes que se inscriben en 15 o más unidades, pueden recibir hasta $2,000 de financiamiento adicional por período.

**Estándares Académicos para el CCPG:** Un estudiante que no satsfice los estándares mínimos académicos y de progreso de la institución por dos semestres consecutivos (otoño y primavera, exclusivo del verano) perderán elegibilidad del CCPG. Los estándares mínimos académicos son un promedio de calificaciones cumulativo de 2.0 y un índice de finalización de más de 50% de todas las unidades intentadas. Los estudiantes que están inelegibles para la CCPG deberán pedir servicios de apoyo del campus para ayudarlos mejorar el estatus académico bueno. Para apelar, favor de llenar la “Petición de Pérdida de Registro de Prioridad y/o Exoneración de Cuota de CCPG” (“Loss of Priority Registration and/or CCPG Petition”) en [www.canadacollege.edu/forms](http://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 CCPG está disponible a los estudiantes quienes han sido clasificados como residentes de California o elegibles para ABS40 por la Oficina de Admisiones y Registros, y quienes satisfacen la elegibilidad específica del programa. Para las Becas de Pell (federal) y Supplemental Educational Opportunity Grants (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 el que el prestatario ha recibido tales préstamos está o excede 150% de la duración publicado del programa en el 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 clasificación por programas diferentes de asistencia financiera puedan variar drásticamente, cada estudiante quienes tienen necesidades financieras deben de solicitar ayuda.

En los 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 smccd.edu/financialaid](http://canadacollege.edu/financialaid y smccd.edu/financialaid), en el sitio web de Asistencia Estudiantil Federal (“Federal Student Aid”) en [www.fafsa.ed.gov](http://www.fafsa.ed.gov), y la Comisión de Asistencia Estudiantil de California (“California Student Aid Commission”) a [http://www.csac.ca.gov](http://www.csac.ca.gov) o [dream.csac.ca.gov](http://dream.csac.ca.gov) para más información específica sobre la Solicitud de Dream.

Se reconoce también que podría haber circunstancias no comunes en 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 inelegibles de recibir asistencia financiera federal adicional de ninguna universidad hasta que hayan sido hechos los preparativos de repago satisfactorios. Los estudiantes quienes reciben asistencia financiera federal y quienes piensan en quitar de clases deben notar la Oficina de Admisiones y Registros y la Oficina de Asistencia Financiera.

**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 Amendments”) de 1998 estableció estándares de progreso que deben ser cumplidos para que los estudiantes reciban asistencia financiera federal.
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 periodo 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 periodo 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 periodo 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 periodo 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 periodo 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 periodo máximo o que son determinados antes de llegar a la cantidad máxima de unidades de no poder completar su programa dentro el periodo 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 aprobado, 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

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 California College Promise Grant (CCPG), y satisfacer la definición de ‘perjudicado educacionalmente’.

¿Cuáles servicios provee el EOPS?

EOPS apoya logros estudiantiles por proveer los siguientes servicios:

• Orientación
• Servicios de retención
• Registro con prioridad
• Comprobante de libro
• Asistencia con la solicitud de ayuda financiera y becas
• Asistencia con transferencias
• Exención de costos de solicitud para universidades de CSU/UC
• Préstamos: Computadora portátil/calculadora/ grabadora de voz
• Derechos de graduación
• Préstamos de emergencia
• Pases para autobús
• Membresía a PTK (Phi Theta Kappa)

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 llamar a la oficina de EOPS/CARE/CalWORKS/FYSI al (650) 306-3300 o visitar el edificio 9-133 para recoger una solicitud. Se habla español.

Manual del estudiante

El manual del estudiante contiene información acerca de las organizaciones de estudiantes, servicios universitarios, reglas de la universidad, derechos del estudiante, procedimientos del debido proceso disciplinario del estudiante y estructura del personal y regulación de Cañada. El manual está disponible en línea en canadacollege.edu.

SparkPoint at Cañada College

Edificio 9, Sala 125
Teléfono: (650) 381-3550
Web: canadacollege.edu/sparkpoint

SparkPoint at Cañada College es un programa de educación financiera y servicio de soporte de preparación que facilita a los estudiantes las herramientas para lograr una estabilidad financiera. A través de alianzas con una amplia gama de organizaciones y patrocinadores, SparkPoint at Cañada College brinda un valor agregado a los servicios y recursos que Cañada College ofrece a los estudiantes y otros miembros de la comunidad. Afiliada con United Way de Bay Area, SparkPoint at Cañada College ofrece preparadores financieros que los estudiantes y otros utilizan como instructores personales para poder lograr una idoneidad financiera. Los estudiantes trabajan de persona a persona con su instructor financiero personal para:

• Aumentar los ingresos con certificados y títulos
• Crear un presupuesto equilibrado
• Pagar deudas y ahorrar dinero
• Acceder a una banca gratuita y de bajo costo
• Revisar puntajes de crédito e informes de veracidad
• Tratar inseguridades alimentarias
• Descubrir y acceder a recursos incluyendo beneficios cuando se es elegible
• Buscar trabajos y obtener una crítica a hoja de vida y carta de presentación
• Buscar asesoría gratuita en impuestos a la renta

SparkPoint at Cañada College también ofrece una distribución de alimentos con servicio completo para estudiantes y miembros de la comunidad que necesiten alimentos. La distribuidora de alimentos abre los martes, miércoles y jueves de 1:00 pm a 3:00 pm. Para programar una cita llame al 650-381-3550.

www.canadacollege.edu

2021-2022 Catalog
Cañada College Promise Scholars Program
(El programa de becas Promise en Cañada College)
Edificio 6, Sala 112
Teléfono: (650) 306-3384
Web: canadacollege.edu/promise

El programa de becas Promise ofrece a los estudiantes de primer año a tiempo completo todo un año de recursos financieros y soporte académico. El programa incluye una beca que cubre una colegiatura completa por un año, costos de estudiante y textos. Los estudiantes que participen en el programa de becas Promise reciben sesiones personalizadas, registro con prioridad y oportunidades de carrera y desarrollo profesional. El programa está abierto a recién graduados de secundaria, o estudiantes que recientemente han culminado su GED o programa de continuación de adultos.

Los servicios del programa incluyen:
Cobertura de costos universitarios por todo el primer año, que incluye el primer semestre de otoño, primavera y verano (costos de inscripción, costos de salud, costos de representación de estudiante, costos de sindicato estudiantil, costos del cuerpo estudiantil).

Costos de libros
Orientadores que ayudan a los estudiantes a identificar, planificar y lograr sus objetivos de educación.

Recibir registro con prioridad de cursos
Talleres y orientación de persona a persona para ayudar a los estudiantes a encontrar la carrera correcta y desarrollar habilidades relevantes, significativas y profesionales.

Políticas Sobre Costos
Descripción de Costos
Los costos listados en este catálogo son los que están en efecto al momento de impreso. Los costos son sujetos a cambios en cualquier momento por acción de estatuto Federal o Estatal, el Consejo de Gobernadores de los Colegios Comunitarios de California, el Consejo de Administradores del Distrito de Colegios Comunitarios del Condado de San Mateo. Una lista de costos es publicada en el Horario de Cursos cada semestre y es disponible en WebSMART y en este Catálogo en la sección de Fees.

Cómo Pagar Sus Costos
Se puede pagar los costos 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.

Costo de Matriculación
Un costo mandada por el estado de $46 por unidad es pagado por cada estudiante. Se calcula el costo 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 costo para ayudar a los estudiantes en pagar el costo 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 un costo adicional para no-residentes. (Véanse más detalles bajo “Nonresident Tuition Fee.”)

La sección 68075.6 del Código de Educación otorga una exención inmediata de la matrícula de no residente a los titulares elegibles de Visa de Inmigrante Especial (SIV) y estudiantes refugiados que se establecieron en California al ingresar a los Estados Unidos. Esta exención se otorga por un año a partir de la fecha en que el estudiante se estableció en California al ingresar a los Estados Unidos. Esta exención se aplica a lo siguiente:
- Ciudadanos o nacionales iraquíes (y sus cónyuges e hijos) que fueron empleados por o en nombre del Gobierno de los Estados Unidos en Irak (Pub. L. No. 110-181, § 1244)
- Traductores afganos e iraquíes (y sus cónyuges e hijos) que trabajaron directamente con las Fuerzas Armadas de los Estados Unidos (Pub.L. No. 109- 163, § 1059)
- Nacionales de Afganistán que fueron empleados por o en nombre del gobierno de los Estados Unidos o en la Fuerza Internacional de Asistencia para la Seguridad (ISAF) en Afganistán (Pub. L. No. 111-8, § 602)
- Estudiantes refugiados admitidos en los Estados Unidos según la Sección 1157 del Título 8 del Código de los Estados Unidos

Costo de Solicitud Para Estudiantes Internacionales
Todos los nuevos estudiantes internacionales pagan un costo de solicitud internacional no reembolsable de $50.

Costo 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 un costo de
Servicios de Salud, de $21 por semestre para cursos de día o de noche, o de $18 durante la sesión de verano. Este costo 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 el costo de Servicios de Salud. Se puede obtener una petición para una exención del costo de Servicios de Salud de la Oficina de Admisiones y Registros, Edificio 9, primera planta, o por llamar (650) 306-3226.

**Costo de Representación Estudiantil**

El costo de Representación Estudiantil de $2 por semestre fue establecido por una elección de la asocación estudiantil de Cañada College. Bajo las provisiones aplicables del Código Educativo de California, los estudiantes establecieron el costo por una mayoría de dos-terceros de los estudiantes que votaron en la elección. Los fondos recaudados de este costo 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 oficinas y agencias de gobiernos locales, estatales, y federales. Un estudiante tiene el derecho de negar de pagar el costo de Representación Estudiantil por razones religiosas, políticas, morales, o financieras. El costo no es cubierto por el California College Promise Grant (CCPG) 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 del costo de Representación Estudiantil de la Oficina de Cajero, o por llamar a (650) 306-3270.

**Costos de la Asociación Estudiantil**

El costo de Asociación Estudiantil opcional de $15 por semestre (Otoño y Primavera solo) se puede pagar al momento de inscripción en WebSMART o en la Oficina de Cajero. Los estudiantes que pagan el costo 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 studentiales y becas studentiales. 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 este costo si seleccionan de no pagar. Véanse el Horario de Cursos para la fecha límite.

**Costo de Identificacion de Estudiante**

Las identificaciones de estudiante son procesadas en el Centro para vida estudiantil y desarrollo de liderazgo en el Edificio 5, Sala 354. Para poder recibir una identificación de estudiante y ser elegible para los muchos beneficios que esta tiene, los estudiantes deben pagar el costo del cuerpo estudiantil de $15 durante el semestre de otoño y de primavera. Este es un costo opcional. Optar por no pagar este costo descalificará automáticamente a cualquier estudiante para recibir una tarjeta del cuerpo estudiantil. Las solicitudes de fondos deben hacerse en la fecha de vencimiento del pago final de cada semestre.

**Costos de Matrícula No-Residente**

Los estudiantes que no califiquen como residentes de California según se determine por el Código de Educación de California deben pagar costos de colegiatura de no residentes. Refiérase al enlace de horario de clases (canadacolleage.edu/catalogschedule/) o al enlace de costos en la sesión de los pasos de admisión/registro para el éxito de Cañada College en la página web canadacollege.edu/admissions/steps-to-success.php para ver las tarifas de costos actuales. La Oficina de Admisiones y Registros determina el status de residenica al momento de la admisión. Refiérase a la sección de “Requisitos de residencia” de este catálogo para mayor información.

Los estudiantes no inmigrantes clasificados como estudiantes no residentes y/o internacionales pagarán una colegiatura de no residentes de $307 más un costo de $2 de desembolso de capital por unidad (adicional a los $46 por costo de inscripción por unidad).

Se requiere de un seguro de salud para estudiantes internacionales (Visa F-1). Para mayor información llame al (650) 381-3544.

**Costos de Estacionamiento**

**IMPORTANTE:**

No se cobrarán tarifas de estacionamiento para el otoño de 2021 mientras el distrito universitario aún se esté recuperando del brote de COVID-19. Se seguirán haciendo cumpliendo las leyes de estacionamiento relacionadas con la zona de acera roja, amarilla, verde, azul y blanca de no estacionamiento.

Véanse la página Web, canadacollege.edu/about/parking.php, sobre 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 semesters de otoño y primavera, y la primera semana de la sesión de verano. El periodo 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 $58 por cada semestre de Otoño y Primavera; $29 durante la sesión de verano; y $106 por un permiso de de semestres (otoño y primavera). Los permisos de semestre son válidos para todos los tres câmpuses del Distrito (Cañada College, College of San Mateo, y Skyline College). Para los estudiantes que tienen la beca California College Promise Grant (CCPG), los costos de estacionamiento son: $30 por semestre de Otoño o Primavera, $25 por el verano, y $60 por un permiso de dos semestres. Los costos 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 por 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 $3 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.

**Costo de Asistir como Oyente**

El Costo por unidad será cubierto al momento de matriculación. Véanse la sección de “Auditing of Courses” para más información.

**Costo de Constancia de Estudios**

Se enviará directamente a las universidades, empleadores y otras agencias una constancia oficial de estudios que resuman el registro académico completo de un estudiante de cursos tomados en Cañada College, College of San Mateo y Skyline College, enviando una solicitud de constancia de estudios en línea a través de WebSMART. Sólo necesitará solicitar una constancia de estudios si asistió a varias universidades en el distrito. No se reenviarrán las constancias de estudios de secundaria y otras universidades. No hay un costo por las primeras dos constancias de estudios solicitadas. Hay un costo de $5 por cada constancia de estudios adicional solicitada. Para un servicio de entrega rápida, hay un costo adicional de $15 por cada constancia de estudios.

**Costo de Diploma Duplicado**

El costo es $20 por un diploma duplicado.

**Costo de Cheques sin Fondos**

$20 por cada cheque cancelado por el banco por no tener suficientes fondos.

**Costo de Materiales**

Este costo es requerido en ciertos cursos en que se proveen materiales requeridos a los estudiantes. Los costos son de $2-8 por curso, típicamente.

**Costo de acceso a materiales instructivos en línea**

Costo de licencia para acceso a material digital del curso; varía por curso (se notificará antes del inicio del semestre a los estudiantes que se inscriben en cursos con costos de acceso a materiales instructivos en línea). Este costo facilita a los estudiantes materiales instructivos de cursos con descuento incluyendo un texto digital y plataformas de aprendizaje interactivas. Los costos de acceso a materiales instructivos en línea serán facturados al estudiante durante la primera semana del semestre (listado como acceso digital inclusivo y es reembolsable). Los estudiantes pueden optar por no pagar el costo a través de la librería antes de que se inicie el semestre.

**Bloques en Registros Estudiantiles**

Un bloque será puesto en un registro de cualquier estudiante por la Oficina de Negocios por costos 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 cobran 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.

Otros temas de reembolso y costos
Permisos de estacionamiento
Todos los estudiantes pueden solicitar un reembolso prorrateado. Las tasas de reembolso están basadas en un prorrateo de 2 meses para los niveles de pago de los beneficiarios del CCPG (Subvención universitaria Promise de California) y permisos para 1 y 2 periodos. Los estudiantes deben solicitar el reembolso de estacionamiento prorrateado para el 15 de junio de 2020. Se puede encontrar un formulario de solicitud de reembolso de estacionamiento en los sitios web del estacionamiento de la universidad.

Costo por procesamiento de abandono de curso
Se exime del costo de $10 o $50 a estudiantes que solicitan un desembolso en cheque.

Seguro de salud para estudiantes internacionales
Los estudiantes internacionales que abandonan todos sus cursos y no regresan a SMCCCD en el otoño pueden recibir un reembolso por sus primas mensuales del seguro de salud de verano (junio y julio) trabajando con el supervisor del programa de estudiantes internacionales.

Pagos con NelNet
No se impondrá a los estudiantes que estén utilizando el plan de pago y que no hayan cumplido con su último pago del 6 de abril, un cargo por atraso de $30.

Otros cargos
Tenga presente que los estudiantes que abandonan cualquiera o todos los cursos, no recibirán un reembolso de costos de salud, costos del cuerpo estudiantil, costos de representación de estudiante o costos de sindicato de estudiantes (solo en Skyline 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 Primer 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 alistadas 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**

Saldos de crédito quedarán en la cuenata 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 matrículación. 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 elegibles) por lo menos cinco días antes de que se matriculen para sus cursos, o
- Llenen una solicitud para el California College Promise Grant por WebSMART para prevenir que sean cancelado de sus cursos
- Si los estudiantes necesitan asistencia financiera después de que hayan gastado todas las opciones listadas arriba, pueden comunicarse con el Vicepresidente 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 adaptativo
- Acomodaciones para tomar exámenes, por ejemplo, tiempo extendido
- Información y apoyo para los discapacitados
- Permisos de estacionamiento temporarios 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 (TDD/TTY).

**Políticas del Colegio**

**Política de No Discriminación**

Cañada College se compromete a proporcionar a todos los estudiantes, no obstante de edad, género, estatus matrimonio, 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...
INFORMACIÓN EN ESPAÑOL (INFORMATION IN SPANISH)

Education Amendments of 1972 (45CRF 86), Section 504 del Rehabilitation Act de 1973 (P.L. 93-112), y el Americans with Disabilities Act de 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 concierne 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 sectores privados, servicios dados por los gobiernos estatales y locales, lugares de acomodación pública, transporte, y servicios de retransmisión de telecomunicación. El ADA dice que ninguna entidad mencionada discriminará contra un individuo acreditado con una discapacidad porque de la discapacidad de tal individuo con respeto a los procedimientos de solicitud de empleo; el contractar, aumentar, o despedir de empleados; compensación de empleado; el entrenamiento de empleados; y otros términos, condiciones, y privilegios de empleo.

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

Los empleadores podrían requerir que un individuo no sea una amenaza directa a la salud y seguridad de toros; 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 cumplimento, favor de contactar el Vicepresidente 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 empleado 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 cualquiera 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 archivarse 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 cigarros amenaza la salud de todos; por eso, es el intento del Distrito de proveer un ambiente libre de humo en gran medida. Para alcanzar este meta, el fumar es limitado a los parques de estacionamiento, pero no 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 publique 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 llegado a acuerdo en favor de la/s persona/s que no fuman 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 sustancias reguladas definidas en los estatutos de California, en cualquier propiedad del Distrito Escolar serán sujetos a medidas disciplinarias que pueden incluir la posible cancelación de la inscripción del estudiante al colegio.

Las personas que quieren solicitar más información correspondiente a esta política o a los riesgos de salud y efectos asociados con el alcohol y los narcóticos u otras drogas tóxicas e ilegales, deben ponerse en contacto al Centro de Salud 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 the "Academic Standards" section, then "Transcript Evaluation Service" subsection in this catalog.

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 coursework 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 coursework 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 in this catalog). 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 https://catalog.canadacollege.edu/current/registration/course-repetition.php

BASIC SKILLS ADVISORIES OR RECOMMENDED PREPARATION
For more information, please see https://catalog.canadacollege.edu/current/academic-standards/prerequisites-corequisites.php

PREREQUISITES & COREQUISITES
For more information, please see https://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 2020-2021. 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 course work is truly at a college level, and that the course incorporates critical thinking, among other standards.

All NON-DEGREE applicable courses have the following statement at the end of their course description: "Units do not apply toward AA/AS degree."

Transferability of Courses to State Universities

Courses that are 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: https://catalog.canadacollege.edu/current/ge-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: https://catalog.canadacollege.edu/current/ge-worksheets/index.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.

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.

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 schedule for particular offerings. Not designed for transfer credit. Units apply toward AA/AS degree or certificate. 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 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.
The awarding of an Associate Degree is intended to represent more than an accumulation of units. It is to symbolize a successful attempt on the part of the College to lead students through patterns of learning experiences designed to develop individual capabilities and insights. Among these are the ability to think and to communicate clearly and effectively both orally and in writing; to use mathematics; to understand the modes of inquiry of the major disciplines; be aware of other cultures and times; to achieve insights gained through experience in thinking about ethical problems; and to develop the capacity for self-understanding. In addition to these accomplishments, the student shall possess sufficient depth in some field of knowledge to contribute to lifetime interest.

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

Graduation from Cañada College with the Associate in Arts or Associate in Science degree is based upon the completion of 60 units of lower division college work, including requirements A through G listed below. Substitutions and waivers for degree requirements may be authorized by petition to the appropriate Division Dean. An application for the degree must be filed in the Admissions and Records Office during the last semester of attendance (refer to calendar for the college year for deadline).

Graduation Requirements
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 English (Reading and 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.

1. English (Reading and Writing): Satisfy one or more of the following requirements
   a. Satisfactory Completion of ENGL 100 (Reading and Composition) or ENGL 105 (Intensive Composition and...
Reading) with a grade of "C" or better; or
b. Score of 3, 4, or 5 on one of the following College Board Advanced Placement Tests (AP): English Language and Composition, English Literature and Composition

1. **Mathematics/Quantitative Reasoning:** Satisfy one or more of the following requirements
   a. Satisfactory Completion of MATH 120 (Intermediate Algebra) or MATH 190 (Path to Statistics) or BUS. 113 (Personal Finance) with a grade of "C" or better, or equivalent; or
   b. Satisfactory completion of any course having MATH 120 (Intermediate Algebra) or MATH 190 (Path to Statistics) as a prerequisite with a grade of "C" or better; or
   c. Score of 3, 4, or 5 on College Board Advanced Placement Tests (AP): Calculus AB, or Calculus BC, or Statistics; or
   d. Score of 4 or higher on International Baccalaureate Exam (IB): Mathematics HL; or
   e. Placement into transfer-level MATH course using SMCCCD math placement test if taken prior to fall 2019

**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 in this catalog)

- Associate in Arts Degree—22 units minimum
- Associate in Science Degree—22 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. 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. Physical Education**

Two activity courses in Physical Education are required. However this requirement may be waived or modified for students in one of the following categories:

- Graduates with an Associate Degree or higher from a regionally accredited College or University in the United States, or
- 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.

**G. 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. 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.

**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.

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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.
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 https://icangotocollege.com/.

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.
Bachelor Degree to Associate Degree

A pathway to the associate degree for students who have already achieved a bachelor degree

Students who wish to pursue an associate degree at Cañada College and have already been awarded a bachelor degree from a regionally accredited college or university in the United States may be exempt from Cañada College local associate degree general education requirements. This pathway does not apply to Associate Degrees for Transfer (AA/AS-Ts). Students must still complete a minimum of 12 units in residence at Cañada College. For the major, at least 50% or 12 units (whichever is less) of courses applied to the major must be completed in residence at Cañada College. All other local requirements may be waived if the completed bachelor degree includes coursework that fulfills the Title 5 minimum requirements for the associate degree as noted below.

Title 5 Associate Degree Requirements

1. Minimum of 60 units of lower division degree applicable coursework
2. Completion of Freshman Composition (ENGL 100 or ENGL 105 equivalent at Cañada College)
3. Completion of Intermediate Algebra or higher level math course (Math 120 or higher equivalent at CSM)
4. Completion of at least 12 units in residence at Cañada College
5. Completion of at least 12 units or 50% of the major, whichever is less, completed in residence at Cañada College
6. Completion of 18 units of general education: 3 semester unit course in Natural Science; 3 semester unit course in Social and Behavioral Science; 3 semester unit course in Humanities; 6 semester units in Language and Rationality; one additional 3 unit course in the aforementioned areas

Students are strongly advised to use the transcript evaluation service to determine how course work from other colleges/universities can help them earn multiple associate degrees and certificates from Cañada College. Please visit the District Transcript Evaluation (http://smccd.edu/transeval) webpage.
Requirements: Certificate Programs

Cañada College awards two types of certificates (only certificates of 16 or more semester units are eligible for federal Title IV aid):

The section – Associate degrees, Certificates, transfer found in the Cañada College Catalog, lists programs alphabetically by subject and identifies the certificate and Associate Degree programs available.

1. Certificates of Achievement

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.

Title 5, section 55070 defines Certificate of Achievement as a credit certificate that appears by name on a student transcript, diploma, or completion award. Chancellor's Office approval is required. The college can develop and propose a Certificate of Achievement that includes coursework taken to satisfy transfer patterns established by the UC, CSU, or accredited public postsecondary institutions in adjacent states. Certificates of Achievement that consist solely of basic skills and/or ESL courses are not permitted.

Certificates of Achievement represent a well-defined pattern of learning experiences designed to develop certain capabilities that may be oriented to career or GE. All Certificates of Achievement programs of 8 or more semester units of degree-applicable coursework must be submitted for Chancellor's Office approval.

Cañada College awards two thresholds of Certificates of Achievement (only certificates of 16 or more semester units are eligible for federal Title IV aid):

1. **10 to less than 16 semester units** of degree-applicable credit coursework that have been approved by the State of California as a program leading to a higher level certificate of achievement, and will be posted to the student's transcript. These certificates are **NOT** eligible for federal Title IV aid.

2. **16 or more semester units** of degree-applicable credit coursework that have been approved by the State of California, and will be posted to the student's transcript. These certificates are eligible for federal Title IV aid.

The Certificates of Achievement are designed on the career ladder concept; all of the course work applied to the certificates can also be applied to Associate Degrees. If no Associate Degree major exists in the area, all of the units can be counted as electives toward any Associate Degree.

2. Skills Certificates

Skills Certificates are CTE credit programs from 6 to less than 10 semester units of course work. These skills certificates have **NOT** been approved by the State of California, and will **NOT** be posted to the students’ transcript. These skills certificates are also **NOT** eligible for federal Title IV aid, and are omitted from the College’s yearly commencement program.

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 selects) 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 selects) 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.

4. Overall grade point average of at least 2.0 in all certificate courses (required core + selects).

5. Students must be in “good academic standing” to receive a Certificate of Achievement.

Student Catalog Rights

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Catalog rights cannot supersede any State or Federal Regulation or requirement in effect at the time of graduation.
### Advanced Placement (AP) Test Policy 2021-2022

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.

<table>
<thead>
<tr>
<th>Advanced Placement Test</th>
<th>Application of AP Test toward Associate Degree General Education Requirements at Cañada College 3 semester units Unless otherwise indicated</th>
<th>Application of AP test toward CSU General Education Certification 3 semester units Unless otherwise indicated As of 6/4/2021</th>
<th>Application of AP test toward IGETC Certification:* 3 Semester units or 4 quarter units unless otherwise indicated as of 6/4/2021</th>
<th>CSU Credit Policy Minimum Semester Credit Earned towards Admission Only with a Minimum Score of 3#</th>
<th>UC AP Credit Policy -Total quarter units awarded towards Admission* (For UC B and UC M divided units by 1.5)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Art History</td>
<td>Area C1 or C2</td>
<td>Area C1 or C2</td>
<td>Area 3A or Area 3B****</td>
<td>6 units</td>
<td>8Q units</td>
</tr>
<tr>
<td>Art (Studio):</td>
<td></td>
<td></td>
<td></td>
<td>Maximum 8 quarter unit for all 3 tests</td>
<td></td>
</tr>
<tr>
<td>2D design</td>
<td>N/A</td>
<td>N/A</td>
<td>N/A</td>
<td>3 units</td>
<td>8 Q-units</td>
</tr>
<tr>
<td>3 D design</td>
<td>N/A</td>
<td>N/A</td>
<td>N/A</td>
<td>3 units</td>
<td>8 Q-units</td>
</tr>
<tr>
<td>Drawing</td>
<td>N/A</td>
<td>N/A</td>
<td>N/A</td>
<td>3 units</td>
<td>8 Q-units</td>
</tr>
<tr>
<td>Biology</td>
<td>Area B2 &amp; Area B3 4 units</td>
<td>Area B2 &amp; Area B3 4 units</td>
<td>Area 5B &amp; Area 5C</td>
<td>6 units</td>
<td>8 Q-units</td>
</tr>
<tr>
<td>Calculus AB</td>
<td>Area A3 (2) Meets Math Competency</td>
<td>Area B4 (2)</td>
<td>Area 2</td>
<td>3 units (2)</td>
<td>4 Q-Units (8-Q Units for both Calculus AB and BC)</td>
</tr>
<tr>
<td>Calculus BC</td>
<td>Area A3 (2) Meets Math Competency</td>
<td>Area B4 (2)</td>
<td>Area 2</td>
<td>6 units (2)</td>
<td>4 Q-Units (8-Q Units for both Calculus AB and BC)</td>
</tr>
<tr>
<td>Calculus BC/AB Sub-Score</td>
<td>Area A3 (2) Meets Math Competency</td>
<td>Area B4 (2)</td>
<td>Area 2</td>
<td>3 units (2)</td>
<td>N/A</td>
</tr>
<tr>
<td>Advanced Placement Test</td>
<td>Application of AP Test toward Associate Degree General Education Requirements at Cañada College 3 semester units Unless otherwise indicated</td>
<td>Application of AP test toward CSU General Education Certification 3 semester units Unless otherwise indicated As of 6/4/2021</td>
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</tr>
<tr>
<td>Chemistry</td>
<td>Area B1 &amp; B3 (1) 4 unit</td>
<td>Area B1 &amp; B3 (1) 4 units</td>
<td>Area 5A &amp; Area 5C 6 units</td>
<td>8 Q-units</td>
<td></td>
</tr>
<tr>
<td>Chinese Language and Culture</td>
<td>Area C2</td>
<td>Area C2</td>
<td>Area 3B &amp; Area 6A 6 units</td>
<td>8 Q-units</td>
<td></td>
</tr>
<tr>
<td>Comparative Government and Politics</td>
<td>Area D</td>
<td>Area D</td>
<td>Area 4 3 units</td>
<td>4 Q-units</td>
<td></td>
</tr>
<tr>
<td>Computer Science A</td>
<td>N/A N/A</td>
<td>N/A N/A</td>
<td>N/A N/A</td>
<td>3 units (2)</td>
<td>2 Q-units for CS-A Prior to Fall 2018 &amp; 8 Q-units Fall 2018 and after. Max. 4Q-units for both CS A and CS AB</td>
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<tr>
<td>Computer Science AB (no longer offered)</td>
<td>N/A</td>
<td>N/A</td>
<td>N/A</td>
<td>6 units</td>
<td></td>
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<tr>
<td>Computer Science Principles</td>
<td>A3 &amp; Meets Math Competency</td>
<td>B4</td>
<td>N/A</td>
<td>8-Q-units</td>
<td></td>
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<tr>
<td>English Language &amp; Composition</td>
<td>Area A2 Meets English &amp; Reading Competency</td>
<td>Area A2</td>
<td>Area 1A 6 units</td>
<td>8-Q-units</td>
<td>Max. 8 Q-units for English Language/ composition &amp; Lit/Composition exams</td>
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<tr>
<td>English Literature &amp; Composition</td>
<td>Area A2 &amp; Area C2 Meets English &amp; Reading Competency 6 units</td>
<td>Area A2 &amp; Area 3B**** 6 units</td>
<td>Area 1A or Area 3B**** 6 units</td>
<td>8-Q-units</td>
<td>Max. 8 Q-units for English Language/ composition &amp; Lit/Composition exams</td>
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<tr>
<td>Environmental Science</td>
<td>Area B1 &amp; Area B3 (4) 4 units</td>
<td>Area B1 &amp; Area B3 (4) 4 units</td>
<td>Area 5A &amp; Area 5C** No credit if taken prior to Fall 2009 4 units</td>
<td>4 Q-units</td>
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</tr>
<tr>
<td>European History</td>
<td>Area C2 or Area D</td>
<td>Area C2 or Area D</td>
<td>Area 3B or Area 4**** 6 units</td>
<td>8 Q-units</td>
<td></td>
</tr>
<tr>
<td>French Language if taken between Fall 2009 and 2011</td>
<td>Area C2 (5)</td>
<td>Area C2 (5)</td>
<td>N/A</td>
<td>6 units</td>
<td>N/A</td>
</tr>
<tr>
<td>Advanced Placement Test</td>
<td>Application of AP Test toward Associate Degree General Education Requirements at Cañada College</td>
<td>3 semester units Unless otherwise indicated</td>
<td>Application of AP test toward CSU General Education Certification</td>
<td>3 semester units Unless otherwise indicated</td>
<td>As of 6/4/2021</td>
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<tr>
<td>French Language &amp; Culture</td>
<td>Area C2</td>
<td>Area C2</td>
<td>Area 3B &amp; Area 6A</td>
<td>6 units</td>
<td>8 Q-units</td>
</tr>
<tr>
<td>French Literature If taken prior to Fall 2009</td>
<td>Area C2</td>
<td>Area C2</td>
<td>Area 3B &amp; Area 6A</td>
<td>6 units</td>
<td>N/A</td>
</tr>
<tr>
<td>German Language if taken between Fall 2009 and 2011</td>
<td>Area C2 (5)</td>
<td>Area C2 (5)</td>
<td>N/A</td>
<td>6 units</td>
<td>N/A</td>
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<tr>
<td>German Language &amp; Culture</td>
<td>Area C2</td>
<td>Area C2</td>
<td>Area 3B &amp; Area 6A</td>
<td>6 units</td>
<td>8 Q-units</td>
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<tr>
<td>Human Geography</td>
<td>Area D</td>
<td>Area D</td>
<td>Area 4</td>
<td>3 units</td>
<td>4 Q-Units</td>
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<tr>
<td>Italian Language and Culture</td>
<td>Area C2</td>
<td>Area C2</td>
<td>Area 3B &amp; Area 6A</td>
<td>6 units</td>
<td>8 Q-units</td>
</tr>
<tr>
<td>Japanese Language and Culture</td>
<td>Area C2</td>
<td>Area C2</td>
<td>Area 3B &amp; Area 6A</td>
<td>6 units</td>
<td>8 Q-units</td>
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<tr>
<td>Latin</td>
<td>Area C2</td>
<td>Area C2</td>
<td>Area 3B &amp; Area 6A</td>
<td>6 units</td>
<td>8 Q-units</td>
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<tr>
<td>Latin Literature If taken prior to Fall 2009</td>
<td>Area C2</td>
<td>Area C2</td>
<td>Area 3B &amp; Area 6A</td>
<td>6 units</td>
<td>N/A</td>
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<tr>
<td>Latin: Vergil If taken prior to Fall 2012</td>
<td>Area C2</td>
<td>Area C2</td>
<td>Area 3B &amp; Area 6A</td>
<td>6 units</td>
<td>N/A</td>
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<tr>
<td>Macroeconomics</td>
<td>Area D</td>
<td>Area D</td>
<td>Area 4</td>
<td>3 units</td>
<td>4 Q-units</td>
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<tr>
<td>Microeconomics</td>
<td>Area D</td>
<td>Area D</td>
<td>Area 4</td>
<td>3 units</td>
<td>4 Q-units</td>
</tr>
<tr>
<td>Music Theory If taken prior to Fall 2009</td>
<td>Area C1</td>
<td>Area C1</td>
<td>N/A</td>
<td>6 units</td>
<td>8 Q-units</td>
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<tr>
<td>Physics:</td>
<td></td>
<td></td>
<td></td>
<td>Maximum of 8 quarter units for all physics exams:</td>
<td>Maximum of 8 quarter units for all physics exams:</td>
</tr>
<tr>
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<td>Application of AP Test toward Associate Degree General Education Requirements at Cañada College 3 semester units Unless otherwise indicated</td>
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</tr>
<tr>
<td>Physics 1</td>
<td>Area B1 &amp; Area B3 (3) 4 units</td>
<td>Area B1 &amp; Area B3 (3) 4 units</td>
<td>Area 5A &amp; 5C</td>
<td>4 Units</td>
<td>8 Q-units</td>
</tr>
<tr>
<td>Physics 2</td>
<td>Area B1 &amp; Area B3 (3) 4 units</td>
<td>Area B1 &amp; Area B3 (3) 4 units</td>
<td>Area 5A &amp; 5C</td>
<td>4 Units</td>
<td>8 Q-units</td>
</tr>
<tr>
<td>Physics B This exam replaced by Physics 1 and 2</td>
<td>Area B1 &amp; Area B3 (1 &amp; 3) 4 units If taken between Fall 2009 and Fall 2013</td>
<td>Area B1 &amp; Area B3 (1 &amp; 3) 4 units If taken between Fall 2009 and Fall 2013</td>
<td>Area 5A &amp; Area 5C***</td>
<td>6 Units prior to Fall 2009 – 4 Units between Fall 2009 and fall 2013</td>
<td>8 Q-units Prior to May 2015</td>
</tr>
<tr>
<td>Physics C: Electricity/ Magnetism</td>
<td>Area B1 &amp; Area B3 (3) 4 units</td>
<td>Area B1 &amp; Area B3 (3) 4 units</td>
<td>Area 5A &amp; Area 5C **</td>
<td>4 units</td>
<td>4 Q-units</td>
</tr>
<tr>
<td>Physics C: Mechanics</td>
<td>Area B1 &amp; B3 (3) 4 units</td>
<td>Area B1 &amp; B3 (3) 4 units</td>
<td>Area 5A &amp; Area 5C **</td>
<td>4 units</td>
<td>4 Q-units</td>
</tr>
<tr>
<td>Psychology</td>
<td>Area D</td>
<td>Area D</td>
<td>Area 4</td>
<td>3 units</td>
<td>4 Q-units</td>
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<tr>
<td>Seminar</td>
<td>N/A</td>
<td>N/A</td>
<td>N/A</td>
<td>3 units</td>
<td>N/A</td>
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<tr>
<td>Spanish Language If taken prior to Spring 2014</td>
<td>Area C2 6 units</td>
<td>Area C2 6 units</td>
<td>N/A</td>
<td>6 units</td>
<td>N/A</td>
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<tr>
<td>Spanish Language &amp; Culture</td>
<td>Area C2</td>
<td>Area C2</td>
<td>Area 3B &amp; Area 6A</td>
<td>6 units</td>
<td>8 Q-units</td>
</tr>
<tr>
<td>Spanish Literature If taken prior to Spring 2013</td>
<td>Area C2 6 units</td>
<td>Area C2 6 units</td>
<td>N/A</td>
<td>6 units</td>
<td>N/A</td>
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<tr>
<td>Spanish Literature &amp; Culture</td>
<td>Area C2</td>
<td>Area C2</td>
<td>Area 3B &amp; Area 6A</td>
<td>6 units</td>
<td>8 Q-units</td>
</tr>
<tr>
<td>Statistics</td>
<td>A3 and Math Competency</td>
<td>Area B4</td>
<td>Area 2</td>
<td>3 units</td>
<td>4 Q-units</td>
</tr>
<tr>
<td>U.S. Governments and Politics</td>
<td>Area D</td>
<td>Area D &amp; US-2</td>
<td>Area 4 &amp; US-2</td>
<td>3 units</td>
<td>4 Q-units</td>
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<tr>
<td>Advanced Placement Test</td>
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</tr>
<tr>
<td>U.S. History</td>
<td>Area C2 or Area D</td>
<td>Area C2 or Area D and US-1</td>
<td>3 semester units unless otherwise indicated</td>
<td>6 units</td>
<td>8 Q-units</td>
</tr>
<tr>
<td>World History</td>
<td>Area C2 or D</td>
<td>Area C2 or D</td>
<td>Area 3B or Area 4 and US-1</td>
<td>3 units</td>
<td>8 Q-units</td>
</tr>
</tbody>
</table>

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 Bachelor’s Degree, 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 either B2 + B3 or B1 +B2 of GE Breadth. Fall 2009 or later, those credits may only apply to B1+B3.
5) 6 units if test taken prior to Fall 2009, and 3 units if test taken between Fall 2009 and before Fall 2011. “Language” removed from GE Breadth in Fall 2011.

* - Use IGETC and UC information provided at [https://admission.universityofcalifornia.edu/counselors/files/ap-satisfy-admission-and-igetc-req.pdf](https://admission.universityofcalifornia.edu/counselors/files/ap-satisfy-admission-and-igetc-req.pdf) to view 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 from Area 5B to satisfy the minimum required units for Area 5.

*** - Physics 1 and 2 replaced Physics B in 2015

**** - AP exams may be used in either area regardless of where the certifying CCC’s discipline is located

# - These units count toward eligibility for admission. The units may not apply towards Associate Degrees for Transfer (AD-T) or the baccalaureate degree. The units may not all apply toward certification of the corresponding GE-Breadth area. See Executive Orders 1036 and 1100 Revised for details.

References:

UC AP Credit policy for IGETC (UC or CSU) - [https://admission.universityofcalifornia.edu/admission-requirements/ap-exam-credits/ap-credits/](https://admission.universityofcalifornia.edu/admission-requirements/ap-exam-credits/ap-credits/); Retrieved on June 4, 2021

The California State University, Advanced Placement (AP); [https://www2.calstate.edu/apply/transfer/pages/advanced-placement-ap.aspx](https://www2.calstate.edu/apply/transfer/pages/advanced-placement-ap.aspx)
Retrieved June 4, 2021


Revised 06/2021

**International Baccalaureate (IB) Credit Policy 2021-2022**

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.
<table>
<thead>
<tr>
<th>IB Exam (All must be Higher Level)</th>
<th>Application to Associate Degree at Cañada College 3 Semester units toward General Education (as of 6/4/2021)</th>
<th>Application to CSU GE Breadth Certification 3 Semester units (As of 6/4/2021)</th>
<th>Application to UC IGETC Certification 3 Semester units or 4 quarter units with a minimum score of 5, 6, or 7 (As of 6/4/2021)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Biology HL</td>
<td>Area B2, Minimum score of 5</td>
<td>Area B2, Minimum score of 5</td>
<td>Area 5B</td>
</tr>
<tr>
<td>Chemistry HL</td>
<td>Area B1, Minimum score of 5</td>
<td>Area B1, Minimum score of 5</td>
<td>Area 5A</td>
</tr>
<tr>
<td>Economics HL</td>
<td>Area D, Minimum score of 5</td>
<td>Area D, Minimum score of 5</td>
<td>Area 4</td>
</tr>
<tr>
<td>Geography HL</td>
<td>Area D, Minimum score of 5</td>
<td>Area D, Minimum score of 5</td>
<td>Area 4</td>
</tr>
<tr>
<td>History (any Region) HL</td>
<td>Area C2 or Area D Minimum score of 5</td>
<td>Area C2 or Area D Minimum score of 5</td>
<td>Area 3B or Area 4*</td>
</tr>
<tr>
<td>Language A: Literature HL</td>
<td>Area C2 Minimum score of 4</td>
<td>Area C2 Minimum score of 4</td>
<td>Area 3B &amp; Area 6A any language except English</td>
</tr>
<tr>
<td>Language A: Language and Literature HL</td>
<td>Area C2 Minimum score of 4</td>
<td>Area C2 Minimum score of 4</td>
<td>Area 3B &amp; Area 6A any language except English</td>
</tr>
<tr>
<td>Language A1: (any language) HL (If taken prior to Fall 2013)</td>
<td>C2 (1) (2) - Minimum score of 4</td>
<td>C2 (1) (2) - Minimum score of 4</td>
<td>N/A</td>
</tr>
<tr>
<td>Language A2: (any language) HL (If taken prior to Fall 2013)</td>
<td>C2 (1) (2) - Minimum score of 4</td>
<td>C2 (1) (2) - Minimum score of 4</td>
<td>N/A</td>
</tr>
<tr>
<td>Language B: (any language) HL</td>
<td>N/A</td>
<td>N/A</td>
<td>Area 6A</td>
</tr>
<tr>
<td>Mathematics HL</td>
<td>Area A3, and meets the Math Competency Minimum score of 4</td>
<td>Area B4 Minimum score of 4</td>
<td>Area 2</td>
</tr>
<tr>
<td>Physics HL</td>
<td>Area B1 Minimum score of 5</td>
<td>Area B1 Minimum score of 5</td>
<td>Area 5A</td>
</tr>
<tr>
<td>Psychology HL</td>
<td>Area D Minimum score of 5</td>
<td>Area D Minimum score of 5</td>
<td>Area 4</td>
</tr>
<tr>
<td>Theater HL</td>
<td>Area C1 Minimum score of 4</td>
<td>Area C1 Minimum score of 4</td>
<td>Area 3A</td>
</tr>
</tbody>
</table>

*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.

References:
The CSU International Baccalaureate exam Policy: [https://www2.calstate.edu/apply/transfer/pages/international-baccalaureate-ib.aspx](https://www2.calstate.edu/apply/transfer/pages/international-baccalaureate-ib.aspx)


### College Level Examination Program (CLEP) 2021-2022

The following chart reflects the College Level Examination Program (CLEP) credits that may be awarded toward Cañada College, College of San Mateo, and Skyline 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. Students are advised to consult with individual CSU campuses for credits. CLEP cannot be used in IGETC certification.

<table>
<thead>
<tr>
<th>CLEP Subject Exam</th>
<th>Passing Score For CSU and SMCCD Associate Degree</th>
<th>Minimum Semester Credits Earned*</th>
<th>Semester Units Toward CSU GE Breadth Certification</th>
<th>Area of CSU GE Breadth and/or American Institutions Areas of GE Breadth (A1 through E) are defined in EO 1100 Revised (August 23, 2017). Areas of American Institutions (US-1 through US-3) are set forth in Sections IA and IB of EO 1061, and at assist.org.</th>
<th>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.</th>
</tr>
</thead>
<tbody>
<tr>
<td>American Government</td>
<td>50</td>
<td>3</td>
<td>3</td>
<td>Area D</td>
<td>Social Sciences - Area D</td>
</tr>
<tr>
<td>American Literature</td>
<td>50</td>
<td>3</td>
<td>3</td>
<td>Area C2</td>
<td>Humanities - Area C2</td>
</tr>
<tr>
<td>Analyzing and Interpreting Literature</td>
<td>50</td>
<td>3</td>
<td>3</td>
<td>Area C2</td>
<td>Humanities - Area C2</td>
</tr>
<tr>
<td>Biology</td>
<td>50</td>
<td>3</td>
<td>3</td>
<td>Area B2</td>
<td>Scientific Inquiry &amp; Quantitative Reasoning - Area B2</td>
</tr>
<tr>
<td>Calculus</td>
<td>50</td>
<td>3</td>
<td>3</td>
<td>Area B4</td>
<td>Critical Thinking/ Analytical Thinking Meets Math Competency - Area A3</td>
</tr>
<tr>
<td>CLEP Subject Exam</td>
<td>Passing Score For CSU and SMCCD Associate Degree</td>
<td>Minimum Semester Credits Earned*</td>
<td>Semester Units Toward CSU GE Breadth Certification</td>
<td>Area of CSU GE Breadth and/or American Institutions</td>
<td>Application to Cañada College Associate Degree General Education</td>
</tr>
<tr>
<td>-----------------------------------</td>
<td>--------------------------------------------------</td>
<td>---------------------------------</td>
<td>----------------------------------------------------</td>
<td>-----------------------------------------------------</td>
<td>------------------------------------------------------------</td>
</tr>
<tr>
<td>Chemistry</td>
<td>50</td>
<td>3</td>
<td>3</td>
<td>Area B1</td>
<td>Scientific Inquiry &amp; Quantitative Reasoning - Area B1</td>
</tr>
<tr>
<td>College Algebra</td>
<td>50</td>
<td>3</td>
<td>3</td>
<td>Area B4</td>
<td>Critical Thinking/Analytical Thinking Meets Math Competency - Area A3</td>
</tr>
<tr>
<td>College Algebra - Trigonometry</td>
<td>50</td>
<td>3</td>
<td>3</td>
<td>Area B4</td>
<td>Critical Thinking/Analytical Thinking Meets Math Competency - Area A3</td>
</tr>
<tr>
<td>College Composition</td>
<td>50</td>
<td>0</td>
<td>0</td>
<td>N/A</td>
<td>N/A</td>
</tr>
<tr>
<td>College Composition - Modular</td>
<td>50</td>
<td>0</td>
<td>0</td>
<td>N/A</td>
<td>N/A</td>
</tr>
<tr>
<td>College Mathematics</td>
<td>50</td>
<td>0</td>
<td>0</td>
<td>N/A</td>
<td>N/A</td>
</tr>
<tr>
<td>English Composition (no essay)</td>
<td>50</td>
<td>0</td>
<td>0</td>
<td>N/A</td>
<td>N/A</td>
</tr>
<tr>
<td>English Composition (with essay)</td>
<td>50</td>
<td>0</td>
<td>0</td>
<td>N/A</td>
<td>N/A</td>
</tr>
</tbody>
</table>

*Note: Elective units may apply – the TES evaluation applies CLEP exam results to general education area requirements ONLY.

<table>
<thead>
<tr>
<th>CLEP Subject Exam</th>
<th>Passing Score For CSU and SMCCD Associate Degree</th>
<th>Minimum Semester Credits Earned*</th>
<th>Semester Units Toward CSU GE Breadth Certification</th>
<th>Area of CSU GE Breadth and/or American Institutions. Areas of American Institutions (US-1 through US-3) are set forth in Sections IA and IB of EO 1061, and at assist.org.</th>
<th>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.</th>
</tr>
</thead>
<tbody>
<tr>
<td>English Literature if taken before Fall 2011</td>
<td>50</td>
<td>3</td>
<td>3</td>
<td>Area C2</td>
<td>Humanities - Area C2</td>
</tr>
<tr>
<td>Financial Accounting</td>
<td>50</td>
<td>3</td>
<td>0</td>
<td>N/A</td>
<td>N/A</td>
</tr>
<tr>
<td>French Level I (1) (2)</td>
<td>50</td>
<td>6</td>
<td>0</td>
<td>N/A</td>
<td>N/A</td>
</tr>
<tr>
<td>French Level II (1)</td>
<td>59</td>
<td>9**</td>
<td>3</td>
<td>Area C2</td>
<td>Humanities - Area C2</td>
</tr>
<tr>
<td>Freshman College Composition</td>
<td>50</td>
<td>0</td>
<td>0</td>
<td>N/A</td>
<td>N/A</td>
</tr>
<tr>
<td>German Level I (1) (2)</td>
<td>50</td>
<td>6</td>
<td>0</td>
<td>N/A</td>
<td>N/A</td>
</tr>
<tr>
<td>German Level II (1)</td>
<td>60</td>
<td>9**</td>
<td>3</td>
<td>Area C2</td>
<td>Humanities</td>
</tr>
<tr>
<td>History, United States I</td>
<td>50</td>
<td>3</td>
<td>3</td>
<td>Area D &amp; US 1</td>
<td>Social Sciences - Area D &amp; US1</td>
</tr>
<tr>
<td>History, United States II</td>
<td>50</td>
<td>3</td>
<td>3</td>
<td>Area D &amp; US 1</td>
<td>Social Sciences - Area D &amp; US1</td>
</tr>
<tr>
<td>Human Growth and Development</td>
<td>50</td>
<td>3</td>
<td>3</td>
<td>Area E</td>
<td>Life Long Learning and Self Development - Area E</td>
</tr>
<tr>
<td>Humanities</td>
<td>50</td>
<td>3</td>
<td>3</td>
<td>C2</td>
<td>Humanities - Area C2</td>
</tr>
<tr>
<td>CLEP Subject Exam</td>
<td>Passing Score For CSU and SMCCD Associate Degree</td>
<td>Minimum Semester Credits Earned*</td>
<td>Semester Units Toward CSU GE Breadth Certification</td>
<td>Area of CSU GE Breadth and/or American Institutions</td>
<td>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.</td>
</tr>
<tr>
<td>-------------------------------------------------------</td>
<td>-------------------------------------------------</td>
<td>---------------------------------</td>
<td>----------------------------------------------------</td>
<td>-----------------------------------------------------</td>
<td>---------------------------------------------------------------------------------------------------------------</td>
</tr>
<tr>
<td>Information System and Computer Applications</td>
<td>50</td>
<td>3</td>
<td>0</td>
<td>N/A</td>
<td></td>
</tr>
<tr>
<td>Introduction to Educational Psychology</td>
<td>50</td>
<td>3</td>
<td>0</td>
<td>N/A</td>
<td></td>
</tr>
<tr>
<td>Introductory Business Law</td>
<td>50</td>
<td>3</td>
<td>0</td>
<td>N/A</td>
<td></td>
</tr>
<tr>
<td>Introductory Psychology</td>
<td>50</td>
<td>3</td>
<td>3</td>
<td>Area D</td>
<td>Social Sciences - Area D</td>
</tr>
<tr>
<td>Introductory Sociology</td>
<td>50</td>
<td>3</td>
<td>3</td>
<td>Area D</td>
<td>Social Sciences - Area D</td>
</tr>
<tr>
<td>Natural Sciences</td>
<td>50</td>
<td>3</td>
<td>3</td>
<td>Area B1 or B2</td>
<td>Scientific Inquiry &amp; Quantitative Reasoning - Area B1 or B2</td>
</tr>
<tr>
<td>Pre-Calculus</td>
<td>50</td>
<td>3</td>
<td>3</td>
<td>Area B4</td>
<td>Critical Thinking/ Analytical Thinking Meets Math Competency - Area A3</td>
</tr>
<tr>
<td>Principles of Accounting</td>
<td>50</td>
<td>3</td>
<td>0</td>
<td>N/A</td>
<td></td>
</tr>
<tr>
<td>Principles of Macroeconomics</td>
<td>50</td>
<td>3</td>
<td>3</td>
<td>Area D</td>
<td>Social Sciences - Area D</td>
</tr>
<tr>
<td>Principles of Management</td>
<td>50</td>
<td>3</td>
<td>0</td>
<td>N/A</td>
<td></td>
</tr>
<tr>
<td>CLEP Subject Exam</td>
<td>Passing Score For CSU and SMCCD Associate Degree</td>
<td>Minimum Semester Credits Earned*</td>
<td>Semester Units Toward CSU GE Breadth Certification</td>
<td></td>
<td></td>
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<td>--------------------------------------------------</td>
<td>---------------------------------</td>
<td>--------------------------------------------------</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Principles of Marketing</td>
<td>50</td>
<td>3</td>
<td>0</td>
<td>N/A</td>
<td>N/A</td>
</tr>
<tr>
<td>Principles of Microeconomics</td>
<td>50</td>
<td>3</td>
<td>3</td>
<td>Area D</td>
<td>Social Sciences - Area D</td>
</tr>
<tr>
<td>Social Sciences and History</td>
<td>50</td>
<td>0</td>
<td>0</td>
<td>N/A</td>
<td>N/A</td>
</tr>
<tr>
<td>Spanish Level I (1) (2)</td>
<td>50</td>
<td>6</td>
<td>0</td>
<td>N/A</td>
<td>N/A</td>
</tr>
<tr>
<td>Spanish Level II (1)</td>
<td>63</td>
<td>9**</td>
<td>3</td>
<td>Area C2</td>
<td>Humanities - Area C2</td>
</tr>
<tr>
<td>Spanish with Writing I (1)</td>
<td>50</td>
<td>6</td>
<td>0</td>
<td>N/A</td>
<td>N/A</td>
</tr>
<tr>
<td>Spanish with Writing II (1)</td>
<td>63</td>
<td>9</td>
<td>3</td>
<td>Area C2</td>
<td>Humanities - Area C2</td>
</tr>
<tr>
<td>Trigonometry if taken before Fall 2006</td>
<td>50</td>
<td>3</td>
<td>3</td>
<td>Area B4</td>
<td>Critical Thinking/Analytical Thinking Meets Math Competency - Area A3</td>
</tr>
<tr>
<td>Western Civilization I</td>
<td>50</td>
<td>3</td>
<td>3</td>
<td>Area C2 or Area D</td>
<td>Humanities or Social Sciences - Area C2 or Area D</td>
</tr>
<tr>
<td>Western Civilization II</td>
<td>50</td>
<td>3</td>
<td>3</td>
<td>Area D</td>
<td>Social Sciences - Area D</td>
</tr>
</tbody>
</table>

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.

2. Students may earn 6 units toward Admissions

*These units count toward eligibility for admission. The units may not apply towards Associate Degrees for Transfer (AD-T) or the baccalaureate degree. The units may not all apply toward certification of the corresponding GE-Breadth area. See Executive Orders 1036 and 1100 Revised for details.

**Student may earn 12 credits towards admissions if the test was taken before Fall 2015 and 9 units if taken Fall 2015 and after. It only credits 3 units for Area C2 of the General Education.

Reference:

CSU System-wide Credit for External Examination policy: https://calstate.policystat.com/policy/7800250/latest/
CSU College Level Examination Program: https://www2.calstate.edu/apply/transfer/Pages/college-level-examination-program.aspx

Revised 6/4/2021

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

Issues around credit for external exams are complex. Please read below for more information:

1. Cañada College, College of San Mateo, and Skyline College apply the external exams (AP, IB, and CLEP) credit to Associate Degree General Education area requirements in the same manner as the CSU system applies the external exams (AP, IB, and CLEP) credit to CSU General Education requirements.

2. The External exam (AP, IB, and CLEP) results are applied to General Education Area requirements only. The AP chart also provides information about transfer credit generated by external exams for the purpose of admissions.

3. These charts do not provide information about if or how External exam results apply to major courses. The application of the External Exam (AP, IB, and CLEP) results for university majors and degree requirements is determined by each transfer institution. Where there is common use for general education areas as indicated in AP, IB, and CLEP charts, the use of external exams to meet major requirements is complex and specific to the receiving transfer institution. The responsibility for thoroughly researching if or how an external exam may be applied toward specific subject requirements rests with the student. Students are encouraged to use the following resources for additional information, limitations, and restrictions applied to external exams: The California State University Office of the Chancellor Coded Memorandum ASA-2019-03 dated January 28, 2019; CSU Executive Order 1036, Section 1.2.4; Standards, Policies & Procedures for Intersegmental General Education Transfer Curriculum Version 2.2, section 7.0 Credit By Exam dated June 2021.

4. At Cañada College, College of San Mateo, and Skyline College External exam evaluation results appear on student Web SMART Degree Works audit. The responsibility for researching if or how an external exam may be applied toward specific subjects or major requirements rests with the student.

5. 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. Meet with a counselor for assistance.

6. College courses (taken before or after external exams) may duplicate content. Where duplication exists between the exam course content and the college course content, students do not get credit/units for both the external exam and the college course.

7. External exam credit CANNOT be applied to IGETC Area 1B and CSU GE Area A3 (Critical Thinking areas of GE).

8. Transfer credits awarded for AP and IB exams for admission to CSU and UC is determined by UC and CSU. The CUS and UC polices can be found at:

   • CSU System-wide Credit for External Examinations: https://calstate.policystat.com/policy/7800250/latest/
   • UC AP Credit policy for IGETC (UC or CSU): https://admission.universityofcalifornia.edu/admission-requirements/ap-exam-credits/ap-credits/
   • The California State University, Advanced Placement (AP): https://www2.calstate.edu/apply/transfer/pages/advanced-placement-ap.aspx
   • Advanced Placement Exams that satisfy UC freshman and Transfer Admission and IGETC Requirements: https://admission.universityofcalifornia.edu/counselors/files/ap-satisfy-admission-and-igetc-req.pdf
   • The CSU International Baccalaureate exam Policy – https://www2.calstate.edu/apply/transfer/Pages/international-baccalaureate-ib.aspx
External exam policies for UC and CSU are subject to periodic modifications.

**To receive credit for External Examination (AP, IB or CLEP)**

If you plan to complete an Associate Degree and/or CSUGE or IGETC certification within the San Mateo County Community College District you must:

- Submit official AP, IB, or CLEP exam results to the Admissions and Records Office
- Work with your counselor to develop a comprehensive Student Educational Plan (SEP)

**Defense Language Proficiency Test (DLPT) Academic Credit**

Utilizing the American Council on Education (ACE) recommendations, Cañada College will award three lower division semester units for students who have achieved a passing score on a Defense Language Proficiency Test (DLPT) in AREA C2 (Humanities) of CSU General Education Breadth and in the local associate degree general education. For more information refer to the ACE National Guide to College Credit for Workforce Training, and the references listed below.

**Documentation**

The following documents may be accepted to award DLPT GE or course credit:

- Official Defense Language Institute Foreign Language (DLIFLC) Transcripts
- Official Joint Services Transcripts (JST)
- Defense Manpower Data Center (DMDC) DLPT Examinee Results
- DA Form 330 Language Proficiency Questionnaire

**Reference:**


Revised 6/4/2021
General Education and Degree Requirement Worksheets

CSU General Education Requirements
Please view the CSU General Education Requirements worksheet here:
From Catalog PDF, please copy and paste link: https://catalog.canadacollege.edu/current/ge-worksheets/_docs/csu-ge-req.pdf

Intersegmental General Education Transfer Curriculum (IGETC)
Please view the Intersegmental General Education Transfer Curriculum worksheet here:
From Catalog PDF, please copy and paste link: https://catalog.canadacollege.edu/current/ge-worksheets/_docs/igetc.pdf

Cañada College AA/AS Degree Requirements
Please view the AA/AS Degree Requirements worksheet here:
From Catalog PDF, please copy and paste link: https://catalog.canadacollege.edu/current/ge-worksheets/_docs/aa-as-req.pdf
The following is a general education pattern for California State University (CSU) which can be fully or partially certified upon successful completion of courses. Full certification indicates that the lower division general education courses are complete. Students must request the certification with their final transcript or once courses are complete, online via WebSMART.

### CSU General Education Requirements 2021-2022

<table>
<thead>
<tr>
<th>Legend</th>
<th>C = Completed</th>
<th>IP = In-Progress</th>
<th>P = Planned</th>
</tr>
</thead>
<tbody>
<tr>
<td>Area A: English Language Communication and Critical Thinking</td>
<td>9 units Required</td>
<td></td>
<td></td>
</tr>
<tr>
<td>A1 Oral Communication:</td>
<td>COMM 110, 127, 130, 140</td>
<td>• Other:__________</td>
<td></td>
</tr>
<tr>
<td>A2 Written Communication:</td>
<td>ENGL 100, 105</td>
<td>• Other:__________</td>
<td></td>
</tr>
<tr>
<td>A3 Critical Thinking:</td>
<td>ENGL 110, 165, PHIL 103, 200, PLSC 103</td>
<td>• Other:__________</td>
<td></td>
</tr>
<tr>
<td>Area B: Scientific Inquiry and Quantitative Reasoning</td>
<td>9 units Required</td>
<td></td>
<td></td>
</tr>
<tr>
<td>One course required from each section in area A</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>A1 Physical Science:</td>
<td>ASTR 100, CHEM 114*, 192*, 210*, 220*, 231*, 232*, 410*</td>
<td>ENVS 115, GEOG 100, 121*</td>
<td>METE 100, OCEN 100, PHYS 114*, 210*, 220*, 250*, 260*, 270*, 405*</td>
</tr>
<tr>
<td>A2 Life Science:</td>
<td>ANTH 125, BIOL 100, 110*, 130, 225*, 230*, 240*, 250*, 260*, ENVS 115, GEOL 121*, OCEN 100</td>
<td>• Other:__________</td>
<td></td>
</tr>
<tr>
<td>B3 LAB: These courses meet the lab requirement, but they must be taken concurrently or after completing the corresponding lecture course.</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Courses with (*) meet area B3 Lab requirements.</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>ANTH 126, ASTR 101, BIOL 132, ENVS 101, GEOG 101, GEOG 101, OCEN 101</td>
<td>• Other:__________</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Area C: Arts and Humanities</td>
<td>9 units Required</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Choose at least one course from each section A, B, and at least one of the courses from the Humanities. Courses must be from at least two disciplines</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>C2 Humanities:</td>
<td>ENGL 110, 161, 164, ECE. 191, ETHN 105, 107, 265</td>
<td>HIST 100, 101, 104, 106, 201, 202, 245, 246, 247</td>
<td>LIT. 151, 200, 205, 231, 232</td>
</tr>
<tr>
<td>Area D: Social Sciences</td>
<td>9 units Required</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Choose at least one course from this area.</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Social institutions:</td>
<td>ANTH 110, 200, 351</td>
<td>BUS. 100, 101</td>
<td>COMM 150, 180</td>
</tr>
<tr>
<td>Area E: Lifelong Learning &amp; Self Development</td>
<td>3 units Required (max. 2 units from E2)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>GE Area F: Ethnic Studies</td>
<td>3 units Required</td>
<td></td>
<td></td>
</tr>
<tr>
<td>ETHN 103, 105, 107, 108, 109, 265, 288</td>
<td>• Other:__________</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Continues on next page
The minimum admission requirement to CSU Campuses as a junior are:

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

Note:
- A course may be listed in more than one area; however, it can be used to satisfy only one area.
- AP Test may be listed in more than one area; however, it can be used to satisfy only one area.
- For the most up-to-date transfer information including general education and lower division major requirements, go to www.assist.org.
- Certification will be completed only before transferring. Certification will NOT be processed after students have transferred and are enrolled at a CSU campus.
- What are “Golden Four” GE courses? Courses in GE Subareas A1, (oral communication), A2 (written communication), A3 (critical thinking) and B4 (mathematics/quantitative reasoning) are sometimes referred to as the “Golden Four”. They are required for transfer admission to the CSU, and each of the four courses must be passed with a minimum grade of "C-", per Title 5 Section 40803.
- There are instances when a Cañada course is approved for CSU GE but the same course at CSM or Skyline is NOT approved for CSU GE (or visa versa). Check with an Academic Counselor for complete information.

Full completion of CSU GE may not apply to all majors. Please consult with a counselor.
The Intersegmental General Education Transfer Curriculum (IGETC) is a general education pattern that fulfills the lower-division general education requirements for most University of California (UC) and all California State University (CSU) campuses. IGETC is also accepted by some private/independent or out-of-state universities. There are instances when a Cañada course is approved for IGETC but the same course at CSM or Skyline is NOT approved for IGETC (or vice versa). Check with a Counselor for complete information.

### Intersegmental General Education Transfer Curriculum (IGETC) 2021-2022

The IGETC is a general education pattern that fulfills the lower-division general education requirements for most University of California (UC) and all California State University (CSU) campuses. IGETC is also accepted by some private/independent or out-of-state universities. There are instances when a Cañada course is approved for IGETC but the same course at CSM or Skyline is NOT approved for IGETC (or vice versa). Check with a Counselor for complete information.

### Area 1: English Communication
- UC requires two courses, one from Group A and B
- CSU requires three courses, one course from each group below.

<table>
<thead>
<tr>
<th>Area 1: English Communication</th>
<th>6-9 Semester Units</th>
<th>C</th>
<th>IP</th>
<th>P</th>
</tr>
</thead>
<tbody>
<tr>
<td>1A: English Composition - ENGL 100, 105</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>1B: Critical Thinking - English Composition – Select one Course: ENGL 110, 165</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>1C: Oral Communication (CSU requirement only) – Select one course, COMM 110, 127, 130, 140</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

### Area 2: Mathematical Concepts and Quantitative Reasoning
- One course: MATH 125, 200, 222, 225, 241, 243, 251, 252, 253, 270, 275

### Area 3: Arts and Humanities
- Three courses with at least one from Area 3A (Arts) and one from Area 3B (Humanities)

### Area 4: Social and Behavioral Sciences
- Three courses selected must be from at least two disciplines.

### Area 5: Physical and Biological Sciences
- Two courses are required: one from Group A and one from Group B. At least one course must have lab. Courses identified by an * will satisfy the lab requirement.

### Area 6: Language Other than English (LOTE) – UC Requirement only

To demonstrate proficiency in a LOTE, one of the following must be completed:

- Successful completion of one of the following Cañada courses: SPAN 110, 120, 122, 131–, 132–, 140–, 145–, 150–, 152–, 162–
- Successful completion of two years of high school in one language (grade of C or higher) – must be verified by an official high school transcript
- Successful completion of a course at a college or university (with a grade of C or higher) – must be verified by an official transcript
- Successful completion, grade of C or higher (2.0), of two years of formal schooling at six grade level or higher in an institution where the language of instruction is not English.
- Satisfactory score of 3 or higher, on College Board Advanced placement examinations in languages other than English
- Satisfactory score of 5 or higher, on International Baccalaureate higher level examinations in languages other than English
- Other – Please consult with a counselor

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

* Other indicates if area requirement is met by other means such as completing a course at another accredited institution, or by AP/IB.
Intersegmental General Education Transfer Curriculum (IGETC) 2021-2022 (Continued)

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

These requirements may be completed prior to transfer to a CSU campus. The CSU, before awarding a degree, requires students to complete courses or examinations that address: 1) The historical development of American institutions and ideals (Area US-1), and 2) The constitution of the United States and the operation of representative democratic government under that Constitution (Area US-2), and 3) The process of California state and local government (Area US-3). CSU campuses have the discretion whether to allow courses used to satisfy the CSU United States History, Constitution and American Ideals (AI) graduation requirement to count in both Areas 3B/4 and to meet the AI graduation requirement.

Courses indicated by “+” also meet Cañada’s AA/AS Degree and CSU GE Area F – Ethnic Studies requirement


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

- Successful completion of at least 60 UC transferable units that include courses in: Area 1A, 1B, (1C for CSU transfer only), Area 2 and four transferable college courses chosen from at least two of the following subject areas – Arts/Humanities, Social/Behavioral Sciences and Physical/Biological Sciences. For some campuses and programs, students may not take English and Mathematics courses during last term prior to their attendance at a UC/CSU Campus. Please meet with a counselor for more information and planning.

- Minimum GPA varies by campus and by major – visit the UC web site at https://admission.universityofcalifornia.edu/transfer

- Some courses may be listed in more than one area; however, it can be used to satisfy only one area – except for the Area 6 (LOTE)

- AP Test may be listed in more than one area; however, it can be used to satisfy only one area

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

Notes:

- Completion of IGETC is not an admission requirement for a CSU or UC campus; however, it may be required for some programs at UC campuses; Students transferring to UC campuses may also opt to complete campus specific breadth requirements. Please consult with a counselor.

- Upon full completion of IGETC, students may request a certification indicating completion of lower division general education courses for UC or any of the 23 CSU campuses. Partial Certification is also available, please consult with a counselor.

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

- Certification will be completed only before transferring. Certification will NOT be processed after students have transferred and are enrolled at a CSU or UC campus

- Students must request the certification with their final transcript or once courses are complete, on-line via WebSMART.

- All courses in IGETC must be completed with a grade of C of higher.

Please meet with a counselor for more information.
Graduating with an Associate Degree in Arts (AA) or Associate Degree in Science (AS) requires 60 degree applicable units that must include the following:

<table>
<thead>
<tr>
<th>Requirement</th>
<th>C</th>
<th>IP</th>
<th>P</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Legend</strong></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>C = Completed</td>
<td>C</td>
<td>IP</td>
<td>P</td>
</tr>
<tr>
<td>IP = In-Progress</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>P = Planned</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

1. **Residence:** A minimum of 12 units must be completed at Cañada College

2. **Scholarship:**
   - 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.
   - All courses in the major must be completed with a grade of "C" or better (2.0)

3. **Basic Competency Requirement:**
   - Competency requirements exist for the areas of English (Reading and 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.
   - **English (Reading and Writing):** Satisfy one or more of the following requirements
     - Satisfactory Completion of ENGL 100 (Reading and Composition) or ENGL 105 (Intensive Composition and Reading) with a grade of “C” or better; or
     - Score of 3, 4, or 5 on one of the following College Board Advanced Placement Tests (AP): English Language and Composition, English Literature and Composition
   - **Mathematics/Quantitative Reasoning:** Satisfy one or more of the following requirements
     - Satisfactory Completion of MATH 120 (Intermediate Algebra) or MATH 190 (Path to Statistics) or BUS. 113 (Personal Finance) with a grade of “C” or better, or equivalent; or
     - Satisfactory completion of any course having MATH 120 (Intermediate Algebra) or MATH 190 (Path to Statistics) as a prerequisite with a grade of “C” or better; or
     - Score of 3, 4, or 5 on College Board Advanced Placement Tests (AP): Calculus AB, or Calculus BC, or Statistics; or
     - Score of 4 or higher on International Baccalaureate Exam (IB): Mathematics HL; or
     - Placement into transfer-level MATH course using SMCCCD math placement test if taken prior to fall 2019

4. **Physical Education:** Two activity courses in Physical Education are required. However this requirement may be waived or modified for students in one of the following categories:
   - Graduates with an Associate Degree or higher from a regionally accredited Colleges or University in the United States, or
   - Veterans with one or more years of service, or
   - Persons excused for medical reasons

5. **Major:**
   - 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.

6. **General Electives:** Additional courses to meet the minimum 60 units degree requirement (non-degree applicable courses do not meet this requirement).

7. **General Education:** 22 units required - General Education courses introduce the student to areas of study that develop breadth of knowledge and contribute to a balanced education.

   *See General Education (GE) Areas A through F listed on the next page.*
# Cañada College AA/AS Degree Requirements 2021-2022 (Continued)

## General Education Requirements for an AA/AS Degree

### Legend

- **C** = Completed
- **IP** = In-Progress
- **P** = Planned

### GE Area A: English Language Communication and Critical Thinking

<table>
<thead>
<tr>
<th>Requirement</th>
<th>Courses</th>
<th>Units Required</th>
<th>6 units Required from A2 and 3 units from A1 or A3</th>
</tr>
</thead>
<tbody>
<tr>
<td>A1: Oral Communication Requirement</td>
<td>COMM 110, 127, 130, 140</td>
<td>3</td>
<td>• Other:____________________</td>
</tr>
<tr>
<td>A2: Written Communication Requirement</td>
<td>ENGL 100, 105</td>
<td>3</td>
<td>• Other:____________________</td>
</tr>
<tr>
<td>A3: Critical Thinking Requirement</td>
<td>ENGL 110, 165, PHIL 103, 200, PLSC 103</td>
<td>4</td>
<td>• Other:____________________</td>
</tr>
</tbody>
</table>

### GE Area B: Scientific Inquiry and Quantitative Reasoning

<table>
<thead>
<tr>
<th>Requirement</th>
<th>Courses</th>
<th>Units Required</th>
<th>4 units Required</th>
</tr>
</thead>
<tbody>
<tr>
<td>B1: Physical Science</td>
<td>ASTR 100, CHEM 114*, 192*, 210*, 220*, 231*, 232*, 410*</td>
<td>1</td>
<td>ENVS 115, GEOG 100, GEOL 100, 121*</td>
</tr>
<tr>
<td>B3: Lab Courses</td>
<td>Other:____________________</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

### GE Area C: Arts and Humanities

<table>
<thead>
<tr>
<th>Requirement</th>
<th>Courses</th>
<th>Units Required</th>
<th>3 units Required</th>
</tr>
</thead>
<tbody>
<tr>
<td>Other:____________________</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

### GE Area D: Social Sciences

<table>
<thead>
<tr>
<th>Requirement</th>
<th>Courses</th>
<th>Units Required</th>
<th>3 units Required</th>
</tr>
</thead>
<tbody>
<tr>
<td>Social Institutions</td>
<td>ANTH 110, 200, 351, BUS. 100, 101, COMM 150, 180, ECE. 201, 212, ECON 100, 102, 230, ENGL 200, ETHN 103, 105, 107, 108, 109, GEOG 110, 150, HIST 100, 101, 104, 106, 201, 202, 242, 245, 246, 247, 422, LING 200, PLSC 130, 150, 170, 210, 310, 320, PSYC 100, 106, 200, 205, 300, 340, 410, SOC 100, 105, 104, 115, 205</td>
<td>1</td>
<td>Other:____________________</td>
</tr>
<tr>
<td>Other:____________________</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

### GE Area E: Lifelong Learning and Self Development

<table>
<thead>
<tr>
<th>Requirement</th>
<th>Courses</th>
<th>Units Required (max. 2 units from E2)</th>
<th>3 units Required</th>
</tr>
</thead>
<tbody>
<tr>
<td>E1: Physical Education courses</td>
<td>BIOC 310, CRER 137, HSCI 100, 116, KINE 101, 105, 109, PSYC 200, 340</td>
<td>1</td>
<td>Other:____________________</td>
</tr>
</tbody>
</table>

### GE Area F: Ethnic Studies

<table>
<thead>
<tr>
<th>Requirement</th>
<th>Courses</th>
<th>Units Required</th>
<th>3 units Required</th>
</tr>
</thead>
<tbody>
<tr>
<td>ETHN 103, 105, 107, 108, 109, 265, 288</td>
<td>1</td>
<td>Other:____________________</td>
<td></td>
</tr>
</tbody>
</table>

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

*• Other* indicates if area requirement is met by other means such as completing a course at another accredited institution, or by AP/IB/CLEP
List of Associate Degrees for Transfer

The following information is regarding our Associate in Arts for Transfer (AA-T) or Associate in Science for Transfer (AS-T) Degrees.

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 https://icangotocollege.com/. 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.

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

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

Note: The requirements may be followed throughout the course of study as long as students attend Cañada College/SMCCD at least one semester each academic calendar. If there is a break in attendance, students must meet the graduation requirements listed in the catalog of the academic year that they resume their studies. Please refer to the ADT requirements section of the catalog for more information on catalog rights. 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 should consult with a counselor when planning to complete the degree.

<table>
<thead>
<tr>
<th>Legend</th>
<th>C = Completed</th>
<th>IP = In-Progress</th>
<th>P = Planned</th>
</tr>
</thead>
<tbody>
<tr>
<td>Graduating with an Associate Degree for Transfer in Arts (AA-T) or Associate Degree for Transfer in Sciences (AS-T) requires completion of 60 CSU Transferable units that should include the following:</td>
<td>C - IP - P</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Residence: A minimum of 12 units must be completed at Cañada College</td>
<td>C - IP - P</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Scholarship: A 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 for transfer. See a counselor for more information.</td>
<td>C - IP - P</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
# General Education and Degree Requirement Worksheets

<table>
<thead>
<tr>
<th>Legend</th>
<th>C = Completed</th>
<th>IP = In-Progress</th>
<th>P = Planned</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Major Courses:</strong> 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 the Cañada 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. <strong>At the time of this publication, a student may earn an AA-T/AS-T Degree in the following Programs:</strong></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

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

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

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. More information about the SB1440 and Transfer Degree is available at: [https://icangotocollege.com/](https://icangotocollege.com/)
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, 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 2021-2022

**ACCOUNTING:** ACTG 100, 121, 131, 180, 200, 680-689

**ANTHROPALOGY:** ANTH 110, 125, 126, 200, 351, 680-689, 695

**ARCHITECTURE:** ARCH 110, 680-689, 695


**ASTRONOMY:** ASTR 100, 101, 680-689, 695

**BIOLOGICAL SCIENCES:** BIOL 100, 110, 130, 132, 225, 230, 240, 250, 260, 310, 380, 381, 680-689, 695

**BUSINESS:** BUS 100, 101, 103, 113, 125, 150, 180, 201, 230, 401, 680-689, 695

**CAREER & PERSONAL DEVELOPMENT:** CRER 110, 137, 300, 401, 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, 432, 435, 448, 457, 470, 472, 474, 475, 476, 680-689, 695

**COMPUTER INFORMATION SCIENCE:** CIS 118, 122, 242, 250, 252, 262, 284, 286, 294, 295, 296, 297, 298, 321, 680-689, 695

**COORDINATIVE EDUCATION:** COOP 670


**DRAMA:** DRAM 101, 140, 150, 151, 160, 200, 201, 233, 300.1, 300.2, 300.3, 300.4, 305, 680-689, 695

**EARLY CHILDHOOD EDUCATION:** ECE. 191, 201, 210, 211, 212, 213, 223, 225, 240, 241, 242, 244, 247, 254, 260, 263, 275, 313, 333, 361, 680-689, 695

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

**EDUCATION:** EDUC 200, 249, 265, 300, 695

**ENGINEERING:** ENGR 100, 111, 210, 215, 230, 240, 260, 261, 270, 680-689, 695

**ENGLISH:** ENGL 100, 105, 110, 161, 162, 164, 165, 200, 680-689, 695

**ENGLISH AS A SECOND LANGUAGE:** ESL 400

**ENVIRONMENTAL SCIENCE:** ENVS 101, 115, 695


**FUNERAL SERVICE EDUCATION:** FSE. 200, 210, 212, 215, 220, 225, 230, 235, 250, 260, 265, 270, 280

**GEOGRAPHY:** GEOG 100, 101, 110, 150, 680-689, 695

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

**GEOLOGY:** GEOL 100, 110, 116, 680-689, 695

**HISTORY:** HIST 100, 101, 104, 106, 201, 202, 242, 245, 246, 247, 422, 680-689, 695

**HUMAN SERVICES:** HMSV 100, 300, 672, 680-689, 695

**INTERDISCIPLINARY STUDIES:** IDST 150

**INTERIOR DESIGN:** INTD 115, 126, 128, 148, 150, 151, 175, 250, 260, 272, 276, 300, 357, 360, 361, 367, 400, 450, 670, 672, 680-689, 695

**KINESIOLOGY:** KINE 101, 105, 109, 119, 137, 138

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

**LIBRARY SCIENCE:** LIBR 100, 680-689, 695

**LINGUISTICS:** LING 200, 680-689, 695

**LITERATURE:** LIT 151, 200, 205, 213, 232, 252, 266, 371, 372, 373, 375, 441, 442, 680-689, 695

**MATHEMATICS:** MATH 125, 150, 200, 225, 241, 243, 251, 252, 253, 270, 680-689, 695

**MEDICAL ASSISTING:** MEDA 100, 110, 115, 120, 121, 140, 150, 160, 164, 165, 166, 167, 168, 169, 190, 672, 680-689, 695
METEOROLOGY: METE 100, 680-689, 695
MULTIMEDIA: (See Digital Art & Animation)
OCEANOGAPHY: OCEN 100, 101, 680-689, 695
PARALEGAL: LEGL 241, 249, 250, 251, 252, 254, 260, 261, 263, 264, 267, 272, 276, 680-689, 695
PHILOSOPHY: PHIL 100, 103, 160, 175, 190, 200, 240, 300, 312, 680-689, 695
PHOTONICS & LASER TECHNOLOGY: PALT 401, 402, 403, 404, 405, 406, 407, 408, 409
PHYSICAL EDUCATION:
AQUA 127.1, 127.2, 127.3, 127.4, 133.1
DANC 100, 115.1, 115.2, 115.3, 115.4, 117.1, 117.2, 117.3, 117.4, 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, 161.1, 161.2, 161.3, 161.4, 391, 400.1, 400.2, 400.3, 400.4, 672, 680-689, 695
INVD 121.1, 121.2, 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, 132.3, 141.1, 141.2, 141.3, 141.4, 148.1, 148.2, 148.3, 148.4, 171.1, 171.2, 171.3, 171.4, 183, 184, 185, 186, 187
VARS 104, 114, 140, 154, 170, 300, 340, 350, 400
PHYSICS: PHYS 114, 210, 220, 250, 260, 270, 405, 680-689, 695
POLITICAL SCIENCE: PLSC 103, 130, 150, 170, 210, 310, 680-689, 695
PSYCHOLOGY: PSYC 100, 106, 200, 205, 300, 340, 410, 680-689, 695
SOCIOTOLOGY: SOCI 100, 105, 141, 205, 325, 680-689, 695
SPANISH: SPAN 110, 111, 112, 120, 121, 122, 131, 132, 140, 145, 150, 152, 162, 680-689, 695

University of California - Transfer Courses 2021-2022

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 2020-21 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.
EDUCATION: EDUC 200, 249, 265
ENGINEERING: ENGR 100, 111, 210, 215, 230, 240, 260, 261, 270
ENGLISH: ENGL 100, 105, 110, 161, 162, 164, 165, 200
ENGLISH AS A SECOND LANGUAGE: ESL 400
ENVIRONMENTAL SCIENCE: ENV 101, 115
ETHNIC STUDIES: ETHN 103, 105, 107, 108, 109, 265, 288
FASHION DESIGN: FASH 113
GEOGRAPHY: GEOG 100, 101, 110, 150
GEOLOGY: GEOL 100, 101, 121
HEALTH SCIENCE: HSCI 100, 116
HISTORY: HIST 100, 101, 104, 106, 201, 202, 242, 245, 246, 247, 422
INTERDISCIPLINARY STUDIES: IDST 150
INTERIOR DESIGN: INTD 148, 150, 151, 400,
KINESIOLOGY: KINE 105+, 109+ (+KINE 105 and 109 combined with DANC 100, maximum credit 8 units), 119, 308
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
METEOROLOGY: METE 100
MULTIMEDIA: (See Digital Art & Animation)
OCEANOGRAPHY: OCEN 100, 101
PHILOSOPHY: PHIL 100, 103, 160, 175, 190, 200, 240, 300, 312
PHYSICAL EDUCATION:
(*Any or all of the following PE Activity courses combined: maximum UC credit, 4 units) (+combined with KINE 105 and 109, maximum credit 8 units)
AQUA 127.1*, 127.2*, 127.3*, 127.4*, 133.1*
DANC 100+, 115.1*, 115.2*, 115.3*, 115.4*, 117.1*, 117.2*, 117.3*, 117.4*, 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*, 161.1*, 161.2*, 161.3*, 161.4*, 391, 400.1*, 400.2*, 400.3*, 400.4*, FITN 112*, 117*, 118*, 119*, 122*, 128.1*, 128.2*, 152*, 153*, 154*, 210*, 227.1*, 227.2*, 227.3*, 227.4*, 235*, 301.1*, 301.2*, 301.3*, 304.1*, 304.2*, 304.3*, 304.4*, 308.1*, 332.1*, 332.2*, 334.1*, 334.2*, 334.3*, 334.4*, 335.1*, 335.2*, 335.3*, 335.4*
INDV 121.1*, 121.2*, 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*, 132.3*, 141.1*, 141.2*, 141.3*, 141.4*, 148.1*, 148.2*, 148.3*, 148.4*, 171.1*, 171.2*, 171.3*, 171.4*, 183*, 184*, 185*, 186*, 187*
VARS 104*, 114*, 140*, 154*, 170*, 300*, 340*, 350*, 400*
PHYSICS: PHYS 114*, 210*, 220*, 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, deductible for duplication on topics.)
POLITICAL SCIENCE: PLSC 103, 130, 150, 170, 210, 310
PSYCHOLOGY: PSYC 100, 106, 200*, 205, 300, 340, 410 (*PSYC 200 & 201 combined: maximum credit one course)
SOCIOLOGY: SOCI 100, 105, 141, 205, 325
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, 162, (*120 or 122 correspond to two years of high school study)
Public Safety and Lost/Found

Public Safety
Building 22
Phone: (650) 738-7000
Web: https://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 22.
Call 306-3420 to inquire about lost or found articles.
SMCCCD Parking and Traffic Regulations

Purchasing Student Parking Permits

All vehicles parked on campus must have a valid virtual parking permit beginning spring 2022. To simplify the purchase and vehicle registration process, purchasing a permit and registering your vehicle is done online. To purchase your semester virtual permit and register your vehicle, please go to https://smccd.thepermitstore.com/purchase.php

You will need the following information to register a vehicle:

- License plate and state
- Year
- Color
- Make
- Model
- Type
- Owner

Once the online process is completed, your virtual parking permit will be active January 1, 2022. All information associated with your virtual parking permit must be kept current. If you need to add or change any information, please update your information online at https://smccd.thepermitstore.com/purchase.php. Only registered students may purchase a virtual student virtual parking permit. A student virtual parking permit does not guarantee the permit holder a parking space.

Important: Your vehicle and license information must match the vehicle you are parking on campus. Any discrepancies in this information may result in the issuance of a citation.

Virtual Parking Permit Costs

- **Student Virtual Parking Permit Fees:**
  - $29 Summer Semester
  - $58 Fall Semester
  - $58 Spring Semester
  - $3 per day/daily parking
  - $106 Two-Term (Fall/Spring Semesters)

- **For Prequalified CCPG Students Virtual Parking Permit Fees:**
  - $25 Summer Semester
  - $30 Fall Semester
  - $30 Spring Semester
  - $3 per day/daily parking
  - $60 Two-Term (Fall/Spring Semester)
Daily, Visitor, and Disabled Parking

Daily Parking & Visitor Parking
All vehicles parked on campus must have a valid virtual parking permit beginning spring 2022. To simplify the purchase and vehicle registration process, purchasing a permit and registering your vehicle is done online. A daily/visitor/event virtual parking permit is valid in any student lot. To purchase a daily visitor/virtual permit and register your vehicle, please go to https://smccd.thepermitstore.com/purchase.php.

Once the online process is completed, your virtual parking permit will be active immediately or on the date you choose.

Daily/Visitor Parking Cost
All day parking is $3.00. All information associated with your virtual parking permit must be kept current.

If you need to add or change any information, please update your information online at https://smccd.thepermitstore.com/purchase.php.

Disabled Parking
Disabled person parking spaces are in various lots throughout our campuses. If you are displaying a valid state-issued disabled person's placard or have state-issued DP license plates, you are eligible to park in any valid parking space on campus without any additional virtual parking permit requirements.

You must display a valid state-issued DP (Disabled Person) Placard or state-issued DP license plate, otherwise your vehicle will be subject to a citation.

Purchasing an Employee Parking Permit
All vehicles parked on campus must have a valid virtual parking permit beginning spring 2022. To obtain your employee virtual parking permit and register your vehicle in our system, please go to https://smccd.thepermitstore.com/purchase.php. Your standard work email and password can be used to log in.

Once the online process is completed, your virtual parking permit will be active January 1, 2022. All information associated with your virtual parking permit must be kept current.

If you need to add or change any information, please update your information online at https://smccd.thepermitstore.com/purchase.php.

Only SMCCCD employees may request an employee virtual parking permit. Once you request your virtual staff/faculty permit, your physical permit that is on your vehicle windshield will no longer be valid.

Employees are permitted to park in any staff/student parking lot in a valid marked/lined parking space.

Enforcement
PLEASE NOTE: There will be no parking enforcement or citations of any kind for the Fall 2021 semester, or until further notice.

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. To submit an appeal online, go to pticket.com/csm. Forms are also available from the Campus Public Safety Office on each campus. Cañada College Public Safety office is located in building 22, room 106. 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.
Directions to Cañada College

Interstate 280 to Farm Hill Boulevard. Left at first traffic light onto campus.
Campus Directory, Faculty, and Emeriti

Academic Support and Learning Technologies Division
Building: 9-345 | Phone: 306-3377

Adult-Education College and Career Educational Leadership (ACCEL)
Building: 9-343 | Phone: 306-3473

Admissions & Records/Registration
Building: 9-121 | Phone: 306-3226 | TDD/TTY: 306-3181

Articulation
Building: 9-135 | Phone: 306-3322

Athletics (Kinesiology and Wellness)
Building: 1-195 | Phone: 306-3341

Bookstore
Building: 2 | Phone: 306-3313

Box Office
Building: 3-205 | Phone: 306-3396

Business Office/Cashier
Building: 18-109 | Phone: 306-3270

Business, Workforce, & Athletics Division
Building: 22 | Phone: 306-3201

Business Skills Center
Building: 18-109 | Phone: 306-3380

Career Center
Building: 5-332 | Phone: 306-3178

Cashier
Building: 9-119 | Phone: 306-3270

College for Working Adults
Building: 9-209 | Phone: 306-3310

COLTS
Building: 1-195 | Phone: 306-3341

COLTS-CON
Phone: 306-3111

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

DREAMCenter
Building: 9-118 | Phone: 306-3466

English (ESL) Institute Resource Room
Building: 3-147 | Phone: 306-3388

Evening Services
Phone: 306-3100

EOPS/CARE/CalWORKs/FYSI
Building: 9-133 | Phone: 306-3300

Expanding Student Opportunities (¡ESO!) Adelante Program
Building: 9-106 | Phone: 306-3407

Facilities Maintenance Center
Building: 7 | Phone: 306-3276

Facilities Usage/Rental
Building: 9-119 | Phone: 306-3271

Financial Aid
Building: 9-109 | Phone: 306-3307

Food Pantry (SparkPoint)
Building: 5-202 | Phone: 381-3554

The Grove (Cafeteria)
Building: 5

Guided Pathways Peer Mentor Program
Building: 9-220 | Phone: 306-3356

Health Center
Building: 5-303 | Phone: 306-3309

Housing (Off Campus) Information
Building: 5-354 | Phone: 306-3364

Humanities & Social Sciences Division
Building: 3-205 | Phone: 306-3336

International Student Center
Building: 9-163 | Phone: 381-3544

Kinesiology and Wellness
Building: 1-195 | Phone: 306-3341

Learning Center

Library
Building: 9-3rd floor | Phone (Circulation): 306-3485 | (Reference): 306-3480

Lost & Found (located in Public Safety Office)
Building: 22-106 | Phone: 306-3420

Marketing Department (Public Information Office)
Building: 8-112 | Phone: 306-3418

Middle College High School Program
Building: 5-226 | Phone: 306-3120

Orientation/Initial Course Placement
Building: 9-120 | Phone: 306-3452

Outreach Program
Building: 18-115 | Phone: 306-3444

Parking Permit Sales

www.canadacollege.edu
University Center
Building: 9-106 | Phone: 306-3407

Veterans' Services and Certification
Building: 9-121 | Phone: 306-3123

VROC (Veteran Resource & Opportunity Center)
Building: 9-151 | Phone: 306-3250

Vice President, Instruction
Building: 8-202 | Phone: 306-3353

Vice President, Administrative Services
Building: 8-116 | Phone: 306-3274

Vice President, Student Services
Building: 8-209 | Phone: 306-3234

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

Writing Center
Building: 9-2nd Floor | Phone: 306-3459

Faculty and Other Academic Personnel

Date of appointment to San Mateo County Community College District follows name.

Aguirre, Alicia (1988)
Professor - English as a Second Language, Spanish
B.A., Marygrove College
M.A., Eastern Michigan University

Alforja, Melissa Rivera (2014)
Professor - Counseling, TRIO Faculty Coordinator
M.A., San Jose State University 2007

Alizaga, Natalie (2018)
Associate Professor - Psychology
B.S., San Jose State University
M.P.H., University of Michigan
M.Phil., The George Washington University
Ph.D., The George Washington University

Aranyakul, Sarah (2012)
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

Budd, Anna (2007)
Professor - Theater Arts
B.A., University of California Davis
M.F.A., San Francisco State University

Bueno, Aricka (2019)
Associate Professor - Counseling  
B.A., University of California at Davis  
M.S., San Francisco State University  

Cabrera, Leonor (2007)  
Professor - Accounting, Business  
B.S., California State University Hayward  
M.B.A., College of Notre Dame, CA  

Carey, Julie (2015)  
Associate Professor - English as a Second Language  
B.A., University of Miami  
M.A., San Francisco State University  

Carranza, James (2018)  
Dean - Humanities & Social Sciences  
B.A., University of California, Santa Barbara  
M.A., San Francisco State University  

Chan, Ryan "Daryan" (2006)  
Associate Professor - Counseling  
A.A., Skyline College  
B.A., San Francisco State University  
M.Ed., University of California, Los Angeles  

Chaney, Ronda (1991)  
Professor - Fashion Design  
B.S., University of Missouri  
M.A., San Francisco State University  

Darafshi, Gloria (1999)  
Professor - Counseling  
B.A., University of Massachusetts Amherst  
M.S.W., University of Connecticut  

Eck, David (2016)  
Associate Professor - Philosophy  
B.A., Lehigh University  
M.A., University of South Florida  
Ph.D., University of South Florida  

Elteto, Attila (2013)  
Professor - Astronomy, Physics  
B.A., Cornell University  
Ph.D., University of Colorado, Boulder  
M.S., University of New Haven  

Engel, Karen (2018)  
Dean - Planning, Research, Innovation, and Effectiveness (PRIE)  
B.A., Brown University  
M.A.L.D., The Fletcher School, Tufts University  
Ph.D., The Fletcher School, Tufts University  

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  

Professor - Library Science  
B.A., University of San Francisco  
M.L.I.S., University of Washington  

Field, Alison (2011)  
Professor - History  
B.A., San Francisco State University  
M.A., San Francisco State University  

French, Jenna (2015)  
Associate Professor;  
Disability Resource Center Counselor / Learning Disability Specialist  
B.S., University of Santa Cruz  
M.S., San Francisco State University  

Gaspar, Erik (2011)  
Professor - Kinesiology, 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 - Education and Human Development  
B.A., University of California, Santa Cruz  
M.A., College of Notre Dame  
Ed.D., Argosy University  

Hartman, Max (2014)  
Dean - Counseling  
B.A., University of California, Santa Cruz  
M.S., San Francisco State University  

Hirzel, Douglas (2000)  
Professor - Biological Sciences  
B.A., University of California, Santa Cruz  
M.S., University of Idaho  

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

Inman, Lezlee (2019)  
Associate Professor - Radiologic Technology  
A.S., Canada College  
B.S./Community College teaching credential, San Francisco State University  
Certified Radiologic Technologist, State of California  
Registered X-Ray Technologist, ARRT  

Innerst, Evan (1991)  
Professor - Mathematics  
B.A., San Jose State University  
M.S., San Jose State University  

Kalyanaraman, Ramki (2019)  
Professor - Engineering  

www.canadacollege.edu
B.S., Indian Institute of Technology, Kharagpur
M.S., Indian Institute of Technology, Kharagpur
Ph.D., North Carolina State University, Raleigh

Kaven, Jessica (2011)
Professor - Communication Studies
B.A., University of Hawaii
M.A., San Jose State University
Ed.D., California State University, Stanislaus

Kippes, Althea (2019)
Associate Professor - Paralegal, Business
B.S., University of California, Berkeley
M.A., San Francisco State University
J.D., Golden Gate University School of Law

Lacefield, Hyla (2013)
Dean - Business, Design, and Workforce
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, Matthew G. (2021)
Dean - Kinesiology, Athletics, and Dance
A.A., Cañada College
B.A., University of California, Los Angeles
M.S., New York University

Lee, Robert B. (2005)
Professor - Sociology
B.A., University of California, Berkeley
M.A., University of California, Los Angeles

Luu, Julie (2020)
Associate Professor - Biological Sciences
B.S., University of California, Davis
Ph.D., University of California, Davis

Maher, Doniella (2014)
Professor - English
B.A., California State University, Sacramento
M.A., San Francisco State

Mahoney, Susan (2012)
Professor - Geology
B.A., Macalester College
M.S., University of California, Davis

Malamud, Monica (2001)
Professor - Spanish, Linguistics
B.S., Universidad Tecnologica Nacional
M.S., Universidad Tecnologica Nacional
M.S., Western Michigan University
Ph.D., Boston University

Malavade, Kiran (2021)
Assistant Professor - English
B.A. Wesleyan University

M.A. San Francisco State University
Malhotra, Ritu (2016)
Professor - Medical Assisting
MD, SDUMC, Kolar, India

Marshall, Jessica (2007)
Professor - Anthropology
B.A., California State University, Sacramento
M.A., University of Kent, England

Martin, Nicholas (2012)
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

Mendoza, Graciano (2019)
Vice President - Administrative Services
B.S., Santa Clara University
M.B.A., Santa Clara University

Miladinova, Ana (2007)
Professor - Dance, Fitness
B.A., University of Lubljana
M.A., San Francisco State University

Monarres, David (2015)
Associate Professor - Mathematics
B.A., Cal Poly Pomona
M.S., San Diego State University

President
B.A., California State University, Sacramento
M.A., California State University, Sacramento
Ed.D., University of San Francisco

Morales, William (1992)
Professor - Art
B.A., University of California, Santa Cruz
M.F.A., Boston University

Naas, Paul (2007)
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)
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

Pacheco Matus, Gerardo (2018)
Associate Professor - English as a Second Language
B.A., San Francisco State University
M.F.A., San Francisco State University

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

Partlan, Martin (2002)
Professor - Physics
B.A., San Francisco State University
M.S., University of California, Davis
Ph.D., University of California, Davis

Pelletier, Danielle (2018)
Associate Professor - English as a Second Language
B.A., University of Massachusetts at Amherst
M.A., School for International Training

Pérez, Manuel Alejandro (2019)
Vice President - Student Services
B.A., Santa Clara University
M.A., San Jose State University
Ph.D. University of San Francisco

Perkins, Katie (2015)
Associate Professor - Kinesiology, Head Women's Soccer Coach
B.S., Loyola Marymount University
M.A., San Jose State University

Reed, David A. (2013)
Dean - Academic Support and Learning Technologies
B.A., Portland State University
M.S., Portland State University

Rico, Christopher (2011)
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

Vice President - Instruction
B.A., Cerritos College
B.A., University of California, Los Angeles
M.A., California State University, Dominguez Hills
Ed.D., University of Southern California

Roscelli, Paul (1990)
Professor - Economics, Business Law
B.A., University of California, Berkeley
B.S., San Francisco State University
J.D., University of Santa Clara

Santos, Sarita (2012)
Professor - Education and Human Development
B.A. University of California Santa Barbara
M.A. University of California Santa Barbara
Ph.D. University of California Santa Barbara

Schertle, Katherine (2000)
Professor - English as a Second Language
B.A., University of California, San Diego
M.A., San Jose State University

Schwarz, Bill (2013)
Professor - Computer Science
B.S., California State University, East Bay
M.S., Golden Gate University

Shankar, Ganapathy "Gampi" (2019)
Associate Professor - Business
B.S.R.E.C., Trichy, India
M.S.I.I.T., New Delhi, India
M.B.A. University of Colorado, Denver

Shankar, Sumathi (2017)
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)
Professor - English as a Second Language
B.A., Sarah Lawrence College
M.A., New York University
Ph.D., University of Texas, Austin

Sigona, Nadya (2012)
Associate 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)
Professor - Psychology
B.A., Hope College
M.A., Wayne State University
Ph.D., Wayne State University

Professor - History
B.A., California Polytechnic State University
M.A., San Francisco State University

Staples, Nathan (2004)
Professor - Biological Sciences
B.S., Loyola Marymount University
Ph.D., University of California, Santa Barbara

Tedone-Goldstone, Diana (2014)
Associate Professor - Library Science
B.A., University of San Francisco
M.L.I.S., University of California, Los Angeles

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

Thompson, Ameer (2020)
Dean, Science and Technology
B.S., California State University, Sacramento
Ph.D., Cornell University

Tong, Po (2013)
Professor - Mathematics
B.S., University of Hong Kong
M.S., University of Hong Kong
Ph.D., University of California, Berkeley

Torres, Elsa (2011)
Associate Professor - Interior Design
B.S., San Francisco State University
M.A., San Francisco State University

Professor - Chemistry
B.S., Boston College
Ph.D., Tufts University

Valenzuela, Yolanda (2001)
Professor - English
B.A., University of California, Berkeley
M.A., San Francisco State University

Velline, Barbara (2019)
Professor - Accounting
B.S., University of Southern California, Los Angeles
C.P.A., California Board of Accountancy

Ware, Lezlee (2003)
Professor - Political Science
B.A., University of Southern California, Los Angeles
M.A., University of Southern California, Los Angeles

Wiley, Maureen (2017)
Associate Professor - English
B.A., University of California, Berkeley
M.A., California State University, Fullerton

Young, Ellen Alycia (2018)
Professor - Biological Sciences
B.A., University of California, Berkeley
M.S., San Francisco State University

Emeriti
Date of retirement follows name.

Geography, Geology, Oceanography

Adams, Grace (1998)
Dean-Business and Social Science

Math, Computer Information Science, P.E./Athletics

Ashley, Lyman (1999)
P.E./Athletics

Bloq, Regina (2015)
Disability Resource Center

Branstrom, Marvin (1995)
Biological Sciences, Anatomy

Bratton, Glory (2007)
Counseling, Human Services

Castello, Jennifer (2017)
English as a Second Language

Claire, Richard S. (2005)
Accounting, Business

Clay, David (2019)
English

Cory, Genevieve H. (1994)
Home Economics, Interior Design

Crockett, Robert K. (1993)
Spanish, French

Cunningham, Lois L. (1996)
Sociology, Social Science

English, Drama

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

Enriquez, Amelito (2018)
Engineering, Mathematics

Eyer, Dianne (2005)
Early Childhood Education, Psychology

Festa, Angelo (1998)
P.E./Athletics

Finn, Sharon (2010)
Computer Business Office Technology

Follansbee, Richard (2020)
Mathematics

Friesen, John (2001)
Dean-Humanities

Gangel, Susan (2020)
English

Garcia, Michael E. (2019)
P.E./Athletics

Math, Engineering, Computer Science

George, Rosemary (1993)
Librarian

Giuntoli, Mervin A. (1997)
Biological Sciences, Zoology

Glessing, Robert J. (1994)
English, Journalism

Goines, Val (2016)
Early Childhood Education

Biological Sciences/Director, Special Projects

Counseling, Human Services, Vice President-Student Services

English as a Second Language

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)
Disability Resource Center

Holle, Fred (1988)
Art

Hoy, Linda (2006)
Drama

Ienni, Philip C. (1993)
Music

Iverson, Charles (2013)
Mathematics, Computer Science, Engineering, Physics

History, Law

Jones, Pamela D. (2016)
Mathematics

Jung, Carolyn (2016)
Computer Business Office Technology

Business

Kenney, William C. (1992)
English, Film, Drama

LeBow, Diane (2000)
English

Lipe, Catherine (2020)
Science and Technology

Liteky, Judith Balch (2007)
Mathematics

Loughry, Alice P. (1996)
Home Economics

English, Vice President-Student Services

Mangiola, Frank A. (2005)
P.E./Athletics

Marchi, Joseph J. (1993)
Counseling

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

Counseling

Miller, Lewis (1993)  
Math, Engineering, Computer Science

Mohr, Thomas C. (2011)  
President-Cañada College

Moore, Nancy H. (1996)  
Radiologic Technology

Nicolopulos, Samuel (1990)  
Physical Education

Mathematics

Olesen, Karen (2016)  
Counseling

Psychology

English as a Second Language

Pratt, Jr., Melvyn E. (1985)  
History, Philosophy, Dean-Social Science

Preston, Jack (2008)  
Computer Science, Mathematics, Physics, Astronomy

Political Science

Rhodes, Carol (2020)  
Biology

Rhodes, Gena (2020)  
Counseling

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

Saterfield, Sondra (2016)  
Psychology

Counseling

Schoenky, Mary (1997)  
Counseling, Career Classes, Nurse

Sharon, Jared B. (1998)  
Chemistry

English

Sorensen, Lenora H. (1997)  
Tourism

Stegner, Paul F. (2003)  
Psychology

Steidel, James (2001)  
History, Ethnics Studies

Stiff, Dwight R. (1990)  
English; President-Cañada College

Sutherland, Kenton K. (2000)  
English as a Second Language, Spanish

Swenson, Jack (1994)  
English

Szabo, Rosalee (2000)  
English, English as a Second Language

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

Biological Sciences, P.E./Athletics

Westover, Ross W. (1992)  
Physical Science

Wolford, Nancy (2013)  
Interior Design

Workman, Gilbert (1998)  
History

Young, Frank C. C. (2015)  
Philosophy
Interest Areas

Interest Areas Can Guide Your Education and Career Towards the Right Path

Interest Areas at Cañada College are groups of similar programs of study. As part of your first semester at Cañada, you’ll be able to explore careers and program requirements in each group. Explore what’s right for you!

ART, Design & Performance Interest Area
Are you interested in jobs that involve creativity and artistic expression?
Students in this interest area design, create or perform everything from digital art and animation, studio art, musical and theatrical performances, interior design, fashion, and graphic design. Art, Design, and Performance degrees help students express their artistic imagination, develop their creative thinking, complete technical hands-on projects, and strengthen communication and teamwork skills. Create with your career!
For more information visit canadacollege.edu/academics/interest-areas/art-design-performance.php, or email CANArtDesignPerformance@smccd.edu

Business Interest Area
Are you an entrepreneur eager to start your own business? Do you want to be part of a business that is changing the world? Do you want to use economics to solve social or environmental issues? Are you ready to expand your skills in the legal arena?
Courses in these programs will prepare you for earning bachelor degrees at UC and CSU and enable you to go into administration, marketing, accounting, and management positions within large and small businesses, as well as help in starting your own business. Certificate programs lead directly to careers in administration and law. Courses are offered conveniently during day and evening hours, as well as online and in accelerated pathways.
For more information visit canadacollege.edu/academics/interest-areas/business.php or email: CANBusiness@smccd.edu

Human Behavior & Culture Interest Area
Are you interested in social justice, improving quality of life for others, and working to build a better future? You might want to consider a career in the social sciences, education, or language arts. In the Human Behavior and Culture Interest Area, you can study a wide range of topics that impact our communities.
For more information visit canadacollege.edu/academics/interest-areas/human-behavior-culture.php or email CANHumanBehaviorCulture@smccd.edu

Science & Health Interest Area
Do you like to solve problems, tackle environmental issues, design machines and systems, or improve health and people’s lives in your community? Studying the sciences and human biology can help us produce medicines, deliver healthcare, improve the environment, and develop innovative technologies that improve our lives. Degrees in these fields lead to careers as engineers, scientists, radiologic technologists, fitness trainers, dieticians, environmental educators, and medical assistants, among many other options.
For more information visit canadacollege.edu/academics/interest-areas/science-health.php or email: CANScienceHealth@smccd.edu

Cañada College Interest Areas can help focus your course choices towards the Degree or Certificate that is right for you.
For the full list of Programs of Study, visit canadacollege.edu/interest-areas to explore which courses are right for you, and when to take them. Look through each Interests Area’s “Program Map” to learn more about planning your semesters.
Course Availability Per Semester

Find Out What Courses are Available in the Fall, Spring, & Summer Semesters

Many courses at Cañada are offered every term, but some are not. For courses not offered every semester, please find the term they are regularly offered listed below. These “offer patterns” are for educational planning purposes only. Please be sure to check in with a counselor, faculty member or Dean about any specific class.

<table>
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<tr>
<th>Department</th>
<th>Course Section</th>
<th>Course Title</th>
<th>Semester Offered</th>
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<tr>
<td>Accounting</td>
<td>ACTG-121</td>
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<tr>
<td>Accounting</td>
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<td>Accounting</td>
<td>ACTG-200</td>
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<tr>
<td>Anthropology</td>
<td>ANTH-110</td>
<td>Cultural Anthropology</td>
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<tr>
<td>Anthropology</td>
<td>ANTH-125</td>
<td>Physical Anthropology</td>
<td>Fall and Spring</td>
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<tr>
<td>Anthropology</td>
<td>ANTH-126</td>
<td>Physical Anthro. Laboratory</td>
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<td>Anthropology</td>
<td>ANTH-351</td>
<td>Archaeology</td>
<td>Fall</td>
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<tr>
<td>Architecture</td>
<td>ARCH-110</td>
<td>Interior Architect. Drafting</td>
<td>Fall and Spring</td>
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<tr>
<td>Art</td>
<td>ART-101</td>
<td>Anci, Class, Medieval Art Hist</td>
<td>Fall and Spring</td>
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<td>Art</td>
<td>ART-102</td>
<td>Late Medieval/Renaiss./Baroque</td>
<td>Other</td>
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<td>Art</td>
<td>ART-103</td>
<td>Hist Art Baroq-Post-Imp-Honors</td>
<td>Other</td>
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<td>Art</td>
<td>ART-104</td>
<td>History of Modern Art</td>
<td>Other</td>
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<tr>
<td>Art</td>
<td>ART-119</td>
<td>Golden Age Paint. North Europe</td>
<td>Alternating Springs</td>
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<td>Art</td>
<td>ART-204</td>
<td>Drawing I</td>
<td>Fall and Spring</td>
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<tr>
<td>Art</td>
<td>ART-207</td>
<td>Life Drawing</td>
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<tr>
<td>Art</td>
<td>ART-214</td>
<td>Color</td>
<td>Alternating Falls</td>
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<tr>
<td>Art</td>
<td>ART-221</td>
<td>Painting I</td>
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<tr>
<td>Art</td>
<td>ART-250</td>
<td>The Art History of Rome</td>
<td>Alternating Falls</td>
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<tr>
<td>Astronomy</td>
<td>ASTR-100</td>
<td>Introduction To Astronomy</td>
<td>Fall and Spring</td>
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<td>Astronomy</td>
<td>ASTR-101</td>
<td>Astronomy Laboratory</td>
<td>Fall and Spring</td>
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<tr>
<td>Biology</td>
<td>BIOL-100</td>
<td>Intro To Life Sciences</td>
<td>Fall and Spring</td>
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<td>Biology</td>
<td>BIOL-110</td>
<td>Principles Of Biology</td>
<td>Fall and Spring</td>
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<tr>
<td>Department</td>
<td>Course Section</td>
<td>Course Title</td>
<td>Semester Offered</td>
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<tr>
<td>Biology</td>
<td>BIOL-130</td>
<td>Human Biology</td>
<td>Fall and Spring</td>
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<td>Biology</td>
<td>BIOL-132</td>
<td>Human Biology Laboratory</td>
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<td>Biology</td>
<td>BIOL-225</td>
<td>Biology Of Organisms</td>
<td>Fall and Spring</td>
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<tr>
<td>Biology</td>
<td>BIOL-230</td>
<td>Cell and Molecular Biology</td>
<td>Fall and Spring</td>
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<td>Biology</td>
<td>BIOL-240</td>
<td>General Microbiology</td>
<td>Fall and Spring</td>
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<td>Biology</td>
<td>BIOL-250</td>
<td>Human Anatomy</td>
<td>Fall and Spring</td>
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<td>Biology</td>
<td>BIOL-260</td>
<td>Human Physiology</td>
<td>Fall and Spring</td>
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<td>Biology</td>
<td>BIOL-310</td>
<td>Nutrition</td>
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<tr>
<td>Business</td>
<td>BUS-100</td>
<td>Introduction to Business-Honors</td>
<td>Fall and Spring</td>
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<tr>
<td>Business</td>
<td>BUS-101</td>
<td>Human Relations-Honors</td>
<td>Spring</td>
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<tr>
<td>Business</td>
<td>BUS-103</td>
<td>Busines Info. Systems-Honors</td>
<td>Fall and Spring</td>
</tr>
<tr>
<td>Business</td>
<td>BUS-125</td>
<td>International Business</td>
<td>Fall</td>
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<tr>
<td>Business</td>
<td>BUS-150</td>
<td>Entrepren.: Small Bus. Manag.</td>
<td>Fall and Alternating Springs</td>
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<td>Business</td>
<td>BUS-180</td>
<td>Marketing</td>
<td>Spring</td>
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<td>Business</td>
<td>BUS-201</td>
<td>Business Law</td>
<td>Fall and Spring</td>
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<tr>
<td>Business</td>
<td>BUS-401</td>
<td>Business Communications</td>
<td>Fall and Alternating Springs</td>
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<tr>
<td>Comp. Bus. Office Technology</td>
<td>CBOT-415</td>
<td>Beginning Computer Keyboarding</td>
<td>Fall and Alternating Springs</td>
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<tr>
<td>Comp. Bus. Office Technology</td>
<td>CBOT-417</td>
<td>Skill Building</td>
<td>Fall and Alternating Springs</td>
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<tr>
<td>Comp. Bus. Office Technology</td>
<td>CBOT-432</td>
<td>Intro. to Comp. Applications</td>
<td>Fall and Spring</td>
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<tr>
<td>Comp. Bus. Office Technology</td>
<td>CBOT-435</td>
<td>Spreadsheets</td>
<td>Fall</td>
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<tr>
<td>Comp. Bus. Office Technology</td>
<td>CBOT-448</td>
<td>Using Microsoft Windows</td>
<td>Fall</td>
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<tr>
<td>Comp. Bus. Office Technology</td>
<td>CBOT-457</td>
<td>Using Powerpoint in Business</td>
<td>Alternating Falls</td>
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<tr>
<td>Comp. Bus. Office Technology</td>
<td>CBOT-470</td>
<td>Advanced Spreadsheets</td>
<td>Alternating Springs</td>
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<tr>
<td>Comp. Bus. Office Technology</td>
<td>CBOT-472</td>
<td>Beginning Word Processing</td>
<td>Spring</td>
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<tr>
<td>Comp. Bus. Office Technology</td>
<td>CBOT-475</td>
<td>Using Outlook</td>
<td>Alternating Springs</td>
</tr>
<tr>
<td>Comp. Bus. Office Technology</td>
<td>CBOT-476</td>
<td>Adobe Acrobat</td>
<td>Alternating Springs</td>
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<tr>
<td>Chemistry</td>
<td>CHEM-192</td>
<td>Elementary Chemistry</td>
<td>Fall and Spring</td>
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<td>Chemistry</td>
<td>CHEM-210</td>
<td>General Chemistry I</td>
<td>Fall and Spring</td>
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<tr>
<td>Department</td>
<td>Course Section</td>
<td>Course Title</td>
<td>Semester Offered</td>
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<td>Chemistry</td>
<td>CHEM-220</td>
<td>General Chemistry II</td>
<td>Fall and Spring</td>
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<tr>
<td>Chemistry</td>
<td>CHEM-231</td>
<td>Organic Chemistry I</td>
<td>Fall</td>
</tr>
<tr>
<td>Chemistry</td>
<td>CHEM-232</td>
<td>Organic Chemistry II</td>
<td>Spring</td>
</tr>
<tr>
<td>Chemistry</td>
<td>CHEM-410</td>
<td>Chem For Health Sciences</td>
<td>Fall and Spring</td>
</tr>
<tr>
<td>Computer Information Science</td>
<td>CIS-118</td>
<td>Intro. to Computer Science</td>
<td>Fall and Spring</td>
</tr>
<tr>
<td>Computer Information Science</td>
<td>CIS-242</td>
<td>Comp. Arch. &amp; Assembly Lang.</td>
<td>Fall</td>
</tr>
<tr>
<td>Computer Information Science</td>
<td>CIS-250</td>
<td>Intro to Obj Ori Program.: C++</td>
<td>Fall and Spring</td>
</tr>
<tr>
<td>Computer Information Science</td>
<td>CIS-252</td>
<td>Intro to Data Struct.: C++</td>
<td>Fall and Spring</td>
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<tr>
<td>Computer Information Science</td>
<td>CIS-262</td>
<td>Discrete Math. for Comp Scienc</td>
<td>Spring</td>
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<tr>
<td>Computer Information Science</td>
<td>CIS-284</td>
<td>Intro to Obj Orien Prog - Java</td>
<td>Fall and Spring</td>
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<tr>
<td>Computer Information Science</td>
<td>CIS-286</td>
<td>Intro Data Structures - Java</td>
<td>Fall and Spring</td>
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<td>Computer Information Science</td>
<td>CIS-321</td>
<td>iOS Programming</td>
<td>Fall and Spring</td>
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<td>Communication Studies</td>
<td>COMM-110</td>
<td>Public Speaking</td>
<td>Fall and Spring</td>
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<td>Communication Studies</td>
<td>COMM-127</td>
<td>Argumentation and Debate</td>
<td>Fall</td>
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<td>Communication Studies</td>
<td>COMM-130</td>
<td>Interpersonal Communication</td>
<td>Fall and Spring</td>
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<tr>
<td>Communication Studies</td>
<td>COMM-140</td>
<td>Small Group Communication</td>
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<td>Communication Studies</td>
<td>COMM-150</td>
<td>Intercultural Communication</td>
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<td>Communication Studies</td>
<td>COMM-180</td>
<td>Intro. to Communic. Studies</td>
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<td>Cooperative Education</td>
<td>COOP-670</td>
<td>Cooperative Educ./Work Exp.</td>
<td>Fall and Spring</td>
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<td>Career and Personal Develop</td>
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<td>Career and Personal Develop</td>
<td>CRER-137</td>
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<td>Career and Personal Develop</td>
<td>CRER-300</td>
<td>Introduction to Scholarships</td>
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# 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 WebSMART, contact your counselor, or visit the requirement pages within this catalog (Please copy/paste link):

AA/AS Requirements: https://catalog.canadacollege.edu/current/aa-as-degree/
AA-T/AS-T Requirements: https://catalog.canadacollege.edu/current/aat-ast-degree/
Certificates: https://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)

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<td>Latin American and Latino/a Studies</td>
<td>CA</td>
<td>18 - 23 units</td>
</tr>
<tr>
<td>MATHEMATICS</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Mathematics</td>
<td>AS-T</td>
<td>60 units</td>
</tr>
<tr>
<td>MEDICAL ASSISTING</td>
<td></td>
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</tr>
<tr>
<td>Medical Assisting</td>
<td>AS</td>
<td>60 units</td>
</tr>
<tr>
<td>Medical Billing Specialist</td>
<td>AS</td>
<td>60 units</td>
</tr>
<tr>
<td>Medical Administrative Assistant</td>
<td>CA</td>
<td>21 units</td>
</tr>
<tr>
<td>Medical Assisting</td>
<td>CA</td>
<td>35 units</td>
</tr>
<tr>
<td>Medical Billing Specialist</td>
<td>CA</td>
<td>21 units</td>
</tr>
<tr>
<td>Medical Coding Specialist</td>
<td>CA</td>
<td>18 units</td>
</tr>
<tr>
<td>MUSIC</td>
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<td></td>
</tr>
<tr>
<td>Music</td>
<td>AA</td>
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</tr>
<tr>
<td>Degree or Certificate Program</td>
<td>Award Type</td>
<td>Units</td>
</tr>
<tr>
<td>-----------------------------------------------</td>
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<tr>
<td>NURSING</td>
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<tr>
<td>Nursing</td>
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<tr>
<td>PARALEGAL STUDIES</td>
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<tr>
<td>Paralegal</td>
<td>AS</td>
<td>60 units</td>
</tr>
<tr>
<td>Litigation</td>
<td>CA</td>
<td>18 units</td>
</tr>
<tr>
<td>Paralegal</td>
<td>CA</td>
<td>27 units</td>
</tr>
<tr>
<td>PHILOSOPHY</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Philosophy</td>
<td>AA</td>
<td>60 units</td>
</tr>
<tr>
<td>PHILOSOPHY</td>
<td>AA-T</td>
<td>60 units</td>
</tr>
<tr>
<td>PHOTONICS AND LASER TECHNOLOGY</td>
<td></td>
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</tr>
<tr>
<td>Photonics and Laser Technology</td>
<td>CA</td>
<td>18 units</td>
</tr>
<tr>
<td>Advanced Optics and Photonics Technology</td>
<td>CA</td>
<td>27 units</td>
</tr>
<tr>
<td>PHYSICS</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Physics</td>
<td>AS</td>
<td>60 units</td>
</tr>
<tr>
<td>PHYSICS</td>
<td>AS-T</td>
<td>60 units</td>
</tr>
<tr>
<td>POLITICAL SCIENCE</td>
<td></td>
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</tr>
<tr>
<td>Political Science</td>
<td>AA</td>
<td>60 units</td>
</tr>
<tr>
<td>Law, Public Policy, and Society</td>
<td>AA-T</td>
<td>60 units</td>
</tr>
<tr>
<td>Political Science</td>
<td>AA-T</td>
<td>60 units</td>
</tr>
<tr>
<td>PSYCHOLOGY</td>
<td></td>
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</tr>
<tr>
<td>Psychology</td>
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<td>60 units</td>
</tr>
<tr>
<td>PSYCHOLOGY</td>
<td>AA-T</td>
<td>60 units</td>
</tr>
<tr>
<td>RADIOLOGIC TECHNOLOGY</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Radiologic Technology</td>
<td>AS</td>
<td>60 units</td>
</tr>
<tr>
<td>SOCIAL SCIENCES</td>
<td></td>
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</tr>
<tr>
<td>International Studies</td>
<td>AA</td>
<td>60 units</td>
</tr>
<tr>
<td>SOCIOLOGY</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Sociology</td>
<td>AA</td>
<td>60 units</td>
</tr>
<tr>
<td>SOCIOLOGY</td>
<td>AA-T</td>
<td>60 units</td>
</tr>
<tr>
<td>SPANISH</td>
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<td></td>
</tr>
<tr>
<td>Spanish</td>
<td>AA</td>
<td>60 units</td>
</tr>
<tr>
<td>Spanish</td>
<td>AA-T</td>
<td>60 units</td>
</tr>
<tr>
<td>Bilingualism and Biliteracy in English/Spanish</td>
<td>CA</td>
<td>13 units</td>
</tr>
<tr>
<td>THEATRE ARTS</td>
<td></td>
<td></td>
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<tr>
<td>Theatre Arts</td>
<td>AA</td>
<td>60 units</td>
</tr>
<tr>
<td>Theatre Arts</td>
<td>AA-T</td>
<td>60 units</td>
</tr>
<tr>
<td>UNIVERSITY TRANSFER</td>
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</tr>
<tr>
<td>Degree or Certificate Program</td>
<td>Award Type</td>
<td>Units</td>
</tr>
<tr>
<td>------------------------------------------------------------------</td>
<td>------------</td>
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</tr>
<tr>
<td>Option 1: CSU General Education (CSU GE)</td>
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<tr>
<td>Option 2: Intersegmental General Education Transfer Curriculum (IGETC) - CSU</td>
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<td>37 units</td>
</tr>
<tr>
<td>Option 3: Intersegmental General Education Transfer Curriculum (IGETC) - UC</td>
<td>CA</td>
<td>34 units</td>
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</tbody>
</table>
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.

**Career Opportunities**

Obtaining an Associate's degree in Accounting from Cañada College is an excellent start to a prosperous career in the business field. Accounting is considered to be the “language of all business,” and is a valuable skill set for anyone wishing to work in Silicon Valley. Accounting offers an interesting and rewarding career to people who can work with numbers, focus on details, use a computer, and work as part of a team. There is a strong demand for accounting assistants, and you can advance in your career by demonstrating your skills on the job. However, a Bachelor's degree (any subject) is required to sit for the CPA (Certified Public Accountant) exam. Cañada College's accounting program offers courses needed to complete the requirements for the Professional Bookkeeper exam in addition to the courses needed for an Associate's Degree in Accounting, which is the first step to becoming a CPA.

**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.

**AS Degree Requirements**

**Major: Core and Selective Requirements**

<table>
<thead>
<tr>
<th>Complete Core Courses, 21.5 units</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>ACTG 121 Financial Accounting</td>
<td>4 units</td>
</tr>
<tr>
<td>ACTG 131 Managerial Accounting</td>
<td>4 units</td>
</tr>
<tr>
<td>ACTG 180 Payroll Accounting</td>
<td>1.5 units</td>
</tr>
<tr>
<td>ACTG 200 QuickBooks</td>
<td>3 units</td>
</tr>
<tr>
<td>BUS. 100 Introduction to Business</td>
<td>3 units</td>
</tr>
<tr>
<td>CBOT 432 Introduction to Computer Applications</td>
<td>3 units</td>
</tr>
<tr>
<td>CBOT 435 Spreadsheets</td>
<td>3 units</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Selective Courses, choose a minimum of 6 units from the following:</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>ACTG 100 Accounting Procedures</td>
<td>3 units</td>
</tr>
<tr>
<td>BUS. 101 Human Relations in the Workplace</td>
<td>3 units</td>
</tr>
<tr>
<td>BUS. 103 Introduction to Business Information Systems</td>
<td>3 units</td>
</tr>
<tr>
<td>BUS. 201 Business Law</td>
<td>3 units</td>
</tr>
<tr>
<td>BUS. 401 Business Communications</td>
<td>3 units</td>
</tr>
</tbody>
</table>

**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.

Major: Core and Selective Requirements

Complete Core Courses, 21.5 units

<table>
<thead>
<tr>
<th>Course</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>ACTG 121</td>
<td>4 units</td>
</tr>
<tr>
<td>ACTG 131</td>
<td>4 units</td>
</tr>
<tr>
<td>ACTG 180</td>
<td>1.5 units</td>
</tr>
<tr>
<td>ACTG 200</td>
<td>3 units</td>
</tr>
<tr>
<td>BUS. 100</td>
<td>3 units</td>
</tr>
<tr>
<td>CBOT 432</td>
<td>3 units</td>
</tr>
<tr>
<td>CBOT 435</td>
<td>3 units</td>
</tr>
</tbody>
</table>

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

<table>
<thead>
<tr>
<th>Course</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>ACTG 100</td>
<td>3 units</td>
</tr>
<tr>
<td>BUS. 101</td>
<td>3 units</td>
</tr>
<tr>
<td>BUS. 103</td>
<td>3 units</td>
</tr>
<tr>
<td>BUS. 201</td>
<td>3 units</td>
</tr>
<tr>
<td>BUS. 401</td>
<td>3 units</td>
</tr>
</tbody>
</table>

Total Required Units: 27.5

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.

Major: Core and Selective Requirements

Complete Core Courses, 12 units

<table>
<thead>
<tr>
<th>Course</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>ACTG 100</td>
<td>3 units</td>
</tr>
<tr>
<td>ACTG 180</td>
<td>1.5 units</td>
</tr>
<tr>
<td>ACTG 200</td>
<td>3 units</td>
</tr>
<tr>
<td>CBOT 435</td>
<td>3 units</td>
</tr>
<tr>
<td>CBOT 472</td>
<td>1.5 units</td>
</tr>
</tbody>
</table>

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.

**Major: Core and Selective Requirements**

<table>
<thead>
<tr>
<th>Complete Core Courses, 16.5 units</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>ACTG 100 Accounting Procedures</td>
<td>3 units</td>
</tr>
<tr>
<td>ACTG 180 Payroll Accounting</td>
<td>1.5 units</td>
</tr>
<tr>
<td>ACTG 200 QuickBooks</td>
<td>3 units</td>
</tr>
<tr>
<td>BUS. 101 Human Relations in the Workplace</td>
<td>3 units</td>
</tr>
<tr>
<td>BUS. 103 Introduction to Business Information Systems</td>
<td>3 units</td>
</tr>
<tr>
<td>CBOT 435 Spreadsheets</td>
<td>3 units</td>
</tr>
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</table>

<table>
<thead>
<tr>
<th>Selective Courses, choose a minimum of 1.5 units from the following:</th>
<th>Units</th>
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</thead>
<tbody>
<tr>
<td>CBOT 470 Advanced Spreadsheets</td>
<td>1.5 units</td>
</tr>
<tr>
<td>CBOT 472 Beginning Word Processing</td>
<td>1.5 units</td>
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</tbody>
</table>

**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**

**Program Learning Outcomes**
Students completing this program will be able to:
1. Analyze social science concepts and theories.
2. Evaluate diverse viewpoints related to humans.
3. Produce evidence-based arguments.

**AA Degree Requirements**

<table>
<thead>
<tr>
<th>Complete Core requirements, 9 units:</th>
<th>Units</th>
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</thead>
<tbody>
<tr>
<td>ANTH 110 Cultural Anthropology</td>
<td>3 units</td>
</tr>
<tr>
<td>ANTH 125 Physical Anthropology</td>
<td>3 units</td>
</tr>
</tbody>
</table>
### DEGREES & CERTIFICATES

#### ANTH 351 Archaeology 3 units

**Selective Courses, choose a minimum of 9-11 units from the following:**

**List A:** Choose a minimum of 3 units from the following:

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>MATH 200</td>
<td>Elementary Probability and Statistics</td>
<td>4 units</td>
</tr>
<tr>
<td>ANTH 126</td>
<td>Biological Anthropology Laboratory</td>
<td>1 unit</td>
</tr>
</tbody>
</table>

**List B:** Choose one to two courses, 3 - 5 units:

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>Choose any courses not selected from List A</td>
<td>1 unit</td>
<td></td>
</tr>
<tr>
<td>BIOL 250</td>
<td>Human Anatomy</td>
<td>4 units</td>
</tr>
<tr>
<td>GEOL 100</td>
<td>Introduction to Geology AND Geology Laboratory</td>
<td>3 units</td>
</tr>
<tr>
<td>GEOL 121</td>
<td>Earth Science</td>
<td>4 units</td>
</tr>
<tr>
<td>PSYC 205</td>
<td>Social Science Research Methods OR SOCIAL 205</td>
<td>3 units</td>
</tr>
</tbody>
</table>

**List C:** Choose one course from the following list, 3 - 4 units:

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>Any course not selected from List A or B</td>
<td>3 - 4 units</td>
<td></td>
</tr>
<tr>
<td>ANTH 200</td>
<td>Ethnographic Film</td>
<td>3 units</td>
</tr>
<tr>
<td>COMM 150</td>
<td>Intercultural Communication</td>
<td>3 units</td>
</tr>
<tr>
<td>GEOG 110</td>
<td>Cultural Geography</td>
<td>3 units</td>
</tr>
<tr>
<td>HIST 242</td>
<td>African-American History</td>
<td>3 units</td>
</tr>
<tr>
<td>HIST 245</td>
<td>Race, Ethnicity and Immigration in the U.S.</td>
<td>3 units</td>
</tr>
<tr>
<td>HIST 246</td>
<td>History of Latinos in the U.S.</td>
<td>3 units</td>
</tr>
<tr>
<td>HIST 247</td>
<td>Women in U.S. History</td>
<td>3 units</td>
</tr>
<tr>
<td>MUS. 250</td>
<td>World Music</td>
<td>3 units</td>
</tr>
<tr>
<td>PHIL 300</td>
<td>Introduction to World Religions</td>
<td>3 units</td>
</tr>
<tr>
<td>PSYC 106</td>
<td>Psychology of Prejudice and Discrimination</td>
<td>3 units</td>
</tr>
<tr>
<td>SOCI 100</td>
<td>Introduction to Sociology</td>
<td>3 units</td>
</tr>
<tr>
<td>SOCI 105</td>
<td>Social Problems</td>
<td>3 units</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>SOCI 141</td>
<td>Ethnicity and Race in Society</td>
<td>3 units</td>
</tr>
</tbody>
</table>

**Total Required Major Units:** 18 - 21

*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


### Program Learning Outcomes

Students completing this program will be able to:

1. Analyze social science concepts and theories.
2. Evaluate diverse viewpoints related to humans.
## AA-T Degree Requirements

### Major: Core and Selective Requirements

#### Complete Core Courses, 9 units

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>ANTH 110</td>
<td>Cultural Anthropology</td>
<td>3 units</td>
</tr>
<tr>
<td>ANTH 125</td>
<td>Physical Anthropology</td>
<td>3 units</td>
</tr>
<tr>
<td>ANTH 351</td>
<td>Archaeology</td>
<td>3 units</td>
</tr>
</tbody>
</table>

#### Selective Courses, choose a minimum of 9 - 12 units from the following:

**List A:** Choose a minimum of 3 units from the following:

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>MATH 200</td>
<td>Elementary Probability and Statistics</td>
<td>4 units</td>
</tr>
<tr>
<td>ANTH 126</td>
<td>Biological Anthropology Laboratory</td>
<td>1 unit</td>
</tr>
</tbody>
</table>

**List B:** Choose one to two courses, 3 - 5 units:

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>Choose any courses not selected from List A</td>
<td>1 unit</td>
<td></td>
</tr>
<tr>
<td>BIOL 250</td>
<td>Human Anatomy</td>
<td>4 units</td>
</tr>
<tr>
<td>GEO 100</td>
<td>Introduction to Geology AND Geology Laboratory</td>
<td>3 units</td>
</tr>
<tr>
<td>GEO 101</td>
<td>Geology Laboratory</td>
<td>1 unit</td>
</tr>
<tr>
<td>GEO 121</td>
<td>Earth Science</td>
<td>4 units</td>
</tr>
<tr>
<td>PSYC 205</td>
<td>Social Science Research Methods OR Social Science Research Methods</td>
<td>3 units</td>
</tr>
</tbody>
</table>

**List C:** Choose one course from the following list, 3 - 4 units:

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>Any course not selected from List A or B</td>
<td>3 - 4 units</td>
<td></td>
</tr>
<tr>
<td>COMM 150</td>
<td>Intercultural Communication</td>
<td>3 units</td>
</tr>
<tr>
<td>GEOG 110</td>
<td>Cultural Geography</td>
<td>3 units</td>
</tr>
<tr>
<td>HIST 242</td>
<td>African-American History</td>
<td>3 units</td>
</tr>
<tr>
<td>HIST 245</td>
<td>Race, Ethnicity and Immigration in the U.S.</td>
<td>3 units</td>
</tr>
<tr>
<td>HIST 246</td>
<td>History of Latinos in the U.S.</td>
<td>3 units</td>
</tr>
<tr>
<td>HIST 247</td>
<td>Women in U.S. History</td>
<td>3 units</td>
</tr>
<tr>
<td>MUS 250</td>
<td>World Music</td>
<td>3 units</td>
</tr>
</tbody>
</table>

**List D:** Choose any courses not selected from List A or B

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>PSYL 200</td>
<td>Social Psychology</td>
<td>3 units</td>
</tr>
<tr>
<td>PSYL 300</td>
<td>Introduction to World Religions</td>
<td>3 units</td>
</tr>
<tr>
<td>PSYC 100</td>
<td>Psychology of Prejudice and Discrimination</td>
<td>3 units</td>
</tr>
<tr>
<td>SOCI 100</td>
<td>Introduction to Sociology</td>
<td>3 units</td>
</tr>
<tr>
<td>SOCI 105</td>
<td>Social Problems</td>
<td>3 units</td>
</tr>
<tr>
<td>SOCI 141</td>
<td>Ethnicity and Race in Society</td>
<td>3 units</td>
</tr>
</tbody>
</table>

**Total Required Major Units:** 18 - 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.

## ART

### AA Associate in Arts Degree Program

Art History................................................................. 60 units

### AA-T Associate in Arts Degree for Transfer

Art History................................................................. 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**

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>ART 101</td>
<td>Ancient, Classical and Medieval Art History</td>
<td>3</td>
</tr>
<tr>
<td>ART 102</td>
<td>Late Medieval, Renaissance and Baroque Art History</td>
<td>3</td>
</tr>
<tr>
<td>ART 103</td>
<td>History of Art from the Baroque Period to Post-Impressionism</td>
<td>3</td>
</tr>
<tr>
<td>ART 104</td>
<td>History of Modern Art</td>
<td>3</td>
</tr>
</tbody>
</table>

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

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>ART 204</td>
<td>Drawing I</td>
<td>3</td>
</tr>
<tr>
<td>ART 205</td>
<td>Drawing II</td>
<td>3</td>
</tr>
<tr>
<td>ART 206</td>
<td>Figure Drawing and Portraiture</td>
<td>3</td>
</tr>
<tr>
<td>ART 207</td>
<td>Life Drawing</td>
<td>3</td>
</tr>
<tr>
<td>ART 214</td>
<td>Color</td>
<td>3</td>
</tr>
<tr>
<td>ART 221</td>
<td>Painting I</td>
<td>3</td>
</tr>
<tr>
<td>ART 222</td>
<td>Painting II</td>
<td>3</td>
</tr>
<tr>
<td>ART 229</td>
<td>Landscape Painting</td>
<td>2</td>
</tr>
<tr>
<td>ART 301</td>
<td>Two-Dimensional Design</td>
<td>3</td>
</tr>
</tbody>
</table>

Complete 8 units from the following courses:

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>ART 204</td>
<td>Drawing I</td>
<td>3</td>
</tr>
<tr>
<td>ART 205</td>
<td>Drawing II</td>
<td>3</td>
</tr>
<tr>
<td>ART 206</td>
<td>Figure Drawing and Portraiture</td>
<td>3</td>
</tr>
<tr>
<td>ART 207</td>
<td>Life Drawing</td>
<td>3</td>
</tr>
<tr>
<td>ART 214</td>
<td>Color</td>
<td>3</td>
</tr>
<tr>
<td>ART 221</td>
<td>Painting I</td>
<td>3</td>
</tr>
<tr>
<td>ART 222</td>
<td>Painting II</td>
<td>3</td>
</tr>
<tr>
<td>ART 229</td>
<td>Landscape Painting</td>
<td>2</td>
</tr>
<tr>
<td>ART 301</td>
<td>Two-Dimensional Design</td>
<td>3</td>
</tr>
</tbody>
</table>

Complete 3 units from the following courses:

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>ART 105</td>
<td>Art of Asia and the Near East</td>
<td>3</td>
</tr>
<tr>
<td>ART 113</td>
<td>Great Museums of America</td>
<td>3</td>
</tr>
<tr>
<td>ART 114</td>
<td>The Art History of Paris</td>
<td>3</td>
</tr>
<tr>
<td>ART 116</td>
<td>The Art of Great Britain</td>
<td>3</td>
</tr>
<tr>
<td>ART 118</td>
<td>The Art and Architecture of Spain</td>
<td>3</td>
</tr>
<tr>
<td>ART 128</td>
<td>Great Museums of California</td>
<td>3</td>
</tr>
<tr>
<td>ART 131</td>
<td>Art History Goes to the Movies</td>
<td>3</td>
</tr>
<tr>
<td>ART 250</td>
<td>The Art History of Rome</td>
<td>3</td>
</tr>
</tbody>
</table>

**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**

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>ART 101</td>
<td>Ancient, Classical and Medieval Art History</td>
<td>3</td>
</tr>
<tr>
<td>ART 102</td>
<td>Late Medieval, Renaissance and Baroque Art History</td>
<td>3</td>
</tr>
<tr>
<td>ART 103</td>
<td>History of Art from the Baroque Period to Post-Impressionism</td>
<td>3</td>
</tr>
<tr>
<td>ART 104</td>
<td>History of Modern Art</td>
<td>3</td>
</tr>
</tbody>
</table>

Selective Courses, choose 9 units from the following:

**List A**: 3 units

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>ART 105</td>
<td>Art of Asia and the Near East</td>
<td>3</td>
</tr>
</tbody>
</table>

**List B**: Studio Art Courses - Select one course from the following: 3 units

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>ART 205</td>
<td>Drawing II</td>
<td>3</td>
</tr>
<tr>
<td>ART 207</td>
<td>Life Drawing</td>
<td>3</td>
</tr>
<tr>
<td>Course</td>
<td>Title</td>
<td>Units</td>
</tr>
<tr>
<td>----------</td>
<td>--------------------------------------------</td>
<td>-------</td>
</tr>
<tr>
<td>ART 214</td>
<td>Color</td>
<td>3</td>
</tr>
<tr>
<td>ART 221</td>
<td>Painting I</td>
<td>3</td>
</tr>
<tr>
<td>ART 301</td>
<td>Two-Dimensional Design</td>
<td>3</td>
</tr>
<tr>
<td>ART 306</td>
<td>Three-Dimensional Design</td>
<td>3</td>
</tr>
</tbody>
</table>

**List C: Select one course from the following, 3 units**

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>ART 113</td>
<td>Great Museums of America</td>
<td>3</td>
</tr>
<tr>
<td>ART 114</td>
<td>The Art History of Paris</td>
<td>3</td>
</tr>
<tr>
<td>ART 116</td>
<td>The Art of Great Britain</td>
<td>3</td>
</tr>
<tr>
<td>ART 118</td>
<td>The Art and Architecture of Spain</td>
<td>3</td>
</tr>
<tr>
<td>ART 128</td>
<td>Great Museums of California</td>
<td>3</td>
</tr>
<tr>
<td>ART 131</td>
<td>Art History Goes to the Movies</td>
<td>3</td>
</tr>
<tr>
<td>ART 250</td>
<td>The Art History of Rome</td>
<td>3</td>
</tr>
<tr>
<td>HIST 100</td>
<td>History of Western Civilization I</td>
<td>3</td>
</tr>
<tr>
<td>HIST 101</td>
<td>History of Western Civilization II</td>
<td>3</td>
</tr>
</tbody>
</table>

**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.

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**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**

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>ART 102**</td>
<td>Late Medieval, Renaissance and Baroque Art History</td>
<td>3</td>
</tr>
<tr>
<td>ART 103**</td>
<td>History of Art from the Baroque Period to Post-Impressionism</td>
<td>3</td>
</tr>
<tr>
<td>ART 204</td>
<td>Drawing I</td>
<td>3</td>
</tr>
<tr>
<td>ART 301</td>
<td>Two-Dimensional Design</td>
<td>3</td>
</tr>
<tr>
<td>ART 306</td>
<td>Three-Dimensional Design</td>
<td>3</td>
</tr>
</tbody>
</table>

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

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

**Art History:**

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>ART 101**</td>
<td>Ancient, Classical and Medieval Art History</td>
<td>3</td>
</tr>
<tr>
<td>ART 105</td>
<td>Art of Asia and the Near East</td>
<td>3</td>
</tr>
</tbody>
</table>

**List B: Choose 9 units from the following:**

**Drawing:**

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>ART 205</td>
<td>Drawing II</td>
<td>3</td>
</tr>
</tbody>
</table>
DEGREES & CERTIFICATES

BIOLOGICAL SCIENCES

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

General Education - Area C's required 9 units (but no more than 6).

ART 103 and/or ART 104 may be used to cover up to 6 units of **6 semester units may be double counted. ART 101, ART 102, Total Required Major Units: 27

AS-T 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

<table>
<thead>
<tr>
<th>Complete Core Courses, 17-18 units</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>BIOL 240 General Microbiology</td>
<td>4</td>
</tr>
<tr>
<td>BIOL 250 Human Anatomy</td>
<td>4</td>
</tr>
<tr>
<td>BIOL 260 Human Physiology</td>
<td>5</td>
</tr>
<tr>
<td>CHEM 192 Elementary Chemistry</td>
<td>4</td>
</tr>
<tr>
<td>OR</td>
<td></td>
</tr>
<tr>
<td>CHEM 210 General Chemistry I</td>
<td>5</td>
</tr>
<tr>
<td>OR</td>
<td></td>
</tr>
<tr>
<td>CHEM 410 Chemistry for Health Sciences</td>
<td>4</td>
</tr>
</tbody>
</table>

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

<table>
<thead>
<tr>
<th>Complete 3-4 units from the following courses:</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>BIOL 100 Introduction to the Life Sciences</td>
<td>3</td>
</tr>
<tr>
<td>BIOL 110 Principles Of Biology</td>
<td>4</td>
</tr>
<tr>
<td>BIOL 130 Human Biology</td>
<td>3</td>
</tr>
</tbody>
</table>

BIOLOGICAL SCIENCES

Associate in Science Degree Program

Allied Health.......................................................... 60 units

Biological Sciences.................................................. 60 units

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
Complete 9-10 units from the following courses:

<table>
<thead>
<tr>
<th>Course</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>BIOL 310</td>
<td>Nutrition</td>
</tr>
<tr>
<td>COMM 130</td>
<td>Interpersonal Communication</td>
</tr>
<tr>
<td>HSCI 100</td>
<td>General Health Science</td>
</tr>
<tr>
<td>HSCI 116</td>
<td>Women’s Health Issues</td>
</tr>
<tr>
<td>MATH 200</td>
<td>Elementary Probability and Statistics</td>
</tr>
<tr>
<td>MEDA 110</td>
<td>Medical Terminology</td>
</tr>
<tr>
<td>PSYC 100</td>
<td>General Psychology</td>
</tr>
<tr>
<td>SOCI 100</td>
<td>Introduction to Sociology</td>
</tr>
</tbody>
</table>

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**

<table>
<thead>
<tr>
<th>Course</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>BIOL 225</td>
<td>Biology Of Organisms</td>
</tr>
<tr>
<td>BIOL 230</td>
<td>Cell and Molecular Biology</td>
</tr>
<tr>
<td>CHEM 210</td>
<td>General Chemistry I</td>
</tr>
<tr>
<td>CHEM 220</td>
<td>General Chemistry II</td>
</tr>
</tbody>
</table>

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

<table>
<thead>
<tr>
<th>Course</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>BIOL 130</td>
<td>Human Biology</td>
</tr>
<tr>
<td>BIOL 132</td>
<td>Human Biology Laboratory</td>
</tr>
<tr>
<td>BIOL 240</td>
<td>General Microbiology</td>
</tr>
<tr>
<td>BIOL 250</td>
<td>Human Anatomy</td>
</tr>
<tr>
<td>BIOL 260</td>
<td>Human Physiology</td>
</tr>
<tr>
<td>BIOL 310</td>
<td>Nutrition</td>
</tr>
<tr>
<td>CHEM 231</td>
<td>Organic Chemistry I</td>
</tr>
<tr>
<td>CHEM 232</td>
<td>Organic Chemistry II</td>
</tr>
<tr>
<td>MATH 200</td>
<td>Elementary Probability and Statistics</td>
</tr>
<tr>
<td>MATH 251</td>
<td>Analytical Geometry and Calculus I</td>
</tr>
<tr>
<td></td>
<td>AND</td>
</tr>
<tr>
<td>MATH 252</td>
<td>Analytical Geometry and Calculus II</td>
</tr>
<tr>
<td>MATH 253</td>
<td>Analytic Geometry and Calculus III</td>
</tr>
<tr>
<td>PHYS 210</td>
<td>General Physics I</td>
</tr>
<tr>
<td></td>
<td>AND</td>
</tr>
<tr>
<td>PHYS 220</td>
<td>General Physics II</td>
</tr>
<tr>
<td></td>
<td>OR</td>
</tr>
<tr>
<td>PHYS 250</td>
<td>Physics with Calculus I</td>
</tr>
<tr>
<td></td>
<td>AND</td>
</tr>
<tr>
<td>PHYS 260</td>
<td>Physics with Calculus II</td>
</tr>
<tr>
<td>PHYS 270</td>
<td>Physics with Calculus III</td>
</tr>
</tbody>
</table>
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 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 Dieticians, Dietetic Technicians, Licensed Nutritionists, Sports Nutritionists and Health Coaches.

**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.
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
- Marketing ......................................................... 60 units

#### AS-T Associate in Science Degree for Transfer

- Business Administration 2.0 ................................. 60 units

#### CA Certificate of Achievement

- Business Administration ........................................ 19 units
- Business Information Worker ................................. 18 units
- Entrepreneurship  .............................................. 19 units
- Human Relations in the Workplace ......................... 18 units
- Marketing ......................................................... 18 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.

AS Degree Requirements
Major: Core and Selective Requirements

Complete Core Courses, 20 units

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>ACTG 121</td>
<td>Financial Accounting</td>
<td>4 units</td>
</tr>
<tr>
<td>ACTG 131</td>
<td>Managerial Accounting</td>
<td>4 units</td>
</tr>
<tr>
<td>BUS. 100</td>
<td>Introduction to Business</td>
<td>3 units</td>
</tr>
<tr>
<td>BUS. 201</td>
<td>Business Law</td>
<td>3 units</td>
</tr>
<tr>
<td>ECON 100</td>
<td>Principles of Macro Economics</td>
<td>3 units</td>
</tr>
<tr>
<td>ECON 102</td>
<td>Principles of Micro Economics</td>
<td>3 units</td>
</tr>
</tbody>
</table>

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

Complete 3 units from the following courses:

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>MATH 125</td>
<td>Elementary Finite Mathematics</td>
<td>3 units</td>
</tr>
<tr>
<td>MATH 200</td>
<td>Elementary Probability and Statistics</td>
<td>4 units</td>
</tr>
<tr>
<td>MATH 241</td>
<td>Business Calculus I</td>
<td>5 units</td>
</tr>
</tbody>
</table>

Complete 6 units from the following courses:

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>BUS. 101</td>
<td>Human Relations in the Workplace</td>
<td>3 units</td>
</tr>
<tr>
<td>BUS. 103</td>
<td>Introduction to Business Information Systems</td>
<td>3 units</td>
</tr>
<tr>
<td>BUS. 113</td>
<td>Personal Finance</td>
<td>3 units</td>
</tr>
<tr>
<td>BUS. 125</td>
<td>International Business</td>
<td>3 units</td>
</tr>
</tbody>
</table>

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 Assistant

The Business Assistant Associate's Degree offers an advanced layer of core training for business and office assistants for a variety of duties. The business assistant curriculum enriches the chosen career of all who work in a professional office setting. This program trains business and office assistants for a variety of duties. Advanced core training for this program includes organizational behavior and interpersonal relations curriculum, Quickbooks accounting software training, and management principles with an emphasis on effective leadership.

Career Opportunities

Business Assistants perform routine clerical and administrative functions such as drafting correspondence, scheduling appointments, organizing and maintaining paper and electronic files, or providing information to callers. A sample of reported job titles includes Administrative Associate, Administrative Specialist, Administrative Technician, Clerk Typist, Office Assistant and Staff Assistant. As defined by the Bureau of Labor Statistics, the median yearly wage in the San Francisco, San Mateo and Redwood City Metropolitan Division is $44,500.

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.

AS Degree Requirements
Major: Core and Selective Requirements

Complete Core Courses, 27 units

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>ACTG 100</td>
<td>Accounting Procedures</td>
<td>3</td>
</tr>
<tr>
<td>ACTG 200</td>
<td>QuickBooks</td>
<td>3</td>
</tr>
<tr>
<td>BUS. 100</td>
<td>Introduction to Business</td>
<td>3</td>
</tr>
<tr>
<td>BUS. 101</td>
<td>Human Relations in the Workplace</td>
<td>3</td>
</tr>
<tr>
<td>BUS. 103</td>
<td>Introduction to Business Information Systems</td>
<td>3</td>
</tr>
<tr>
<td>BUS. 401</td>
<td>Business Communications</td>
<td>3</td>
</tr>
<tr>
<td>CBOT 432</td>
<td>Introduction to Computer Applications</td>
<td>3</td>
</tr>
<tr>
<td>CBOT 435</td>
<td>Spreadsheets</td>
<td>3</td>
</tr>
<tr>
<td>MGMT 100</td>
<td>Introduction to Business Management</td>
<td>3</td>
</tr>
</tbody>
</table>

Selective Courses, choose a minimum of 3 units from the following:

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>CBOT 415</td>
<td>Beginning Computer Keyboarding</td>
<td>1.5</td>
</tr>
<tr>
<td>CBOT 417</td>
<td>Skill Building</td>
<td>1.5</td>
</tr>
<tr>
<td>CBOT 448</td>
<td>Using Microsoft Windows</td>
<td>1.5</td>
</tr>
<tr>
<td>CBOT 470</td>
<td>Advanced Spreadsheets</td>
<td>1.5</td>
</tr>
<tr>
<td>CBOT 472</td>
<td>Beginning Word Processing</td>
<td>1.5</td>
</tr>
<tr>
<td>CBOT 474</td>
<td>Intermediate Word Processing</td>
<td>1.5</td>
</tr>
<tr>
<td>CBOT 475</td>
<td>Using Outlook</td>
<td>1.5</td>
</tr>
<tr>
<td>CBOT 476</td>
<td>Adobe Acrobat</td>
<td>1.5</td>
</tr>
</tbody>
</table>

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 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.

AS Degree Requirements

Major: Core and Selective Requirements

Complete Core Courses, 29 units

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>ACTG 121</td>
<td>Financial Accounting</td>
<td>4</td>
</tr>
<tr>
<td>ACTG 131</td>
<td>Managerial Accounting</td>
<td>4</td>
</tr>
<tr>
<td>BUS. 100</td>
<td>Introduction to Business</td>
<td>3</td>
</tr>
<tr>
<td>BUS. 101</td>
<td>Human Relations in the Workplace</td>
<td>3</td>
</tr>
<tr>
<td>BUS. 201</td>
<td>Business Law</td>
<td>3</td>
</tr>
<tr>
<td>BUS. 401</td>
<td>Business Communications</td>
<td>3</td>
</tr>
<tr>
<td>CBOT 435</td>
<td>Spreadsheets</td>
<td>3</td>
</tr>
<tr>
<td>ECON 100</td>
<td>Principles of Macro Economics</td>
<td>3</td>
</tr>
<tr>
<td>MGMT 100</td>
<td>Introduction to Business Management</td>
<td>3</td>
</tr>
</tbody>
</table>

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

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>BUS. 103</td>
<td>Introduction to Business Information Systems</td>
<td>3</td>
</tr>
<tr>
<td>BUS. 180</td>
<td>Marketing</td>
<td>3</td>
</tr>
<tr>
<td>COMM 110</td>
<td>Public Speaking</td>
<td>3</td>
</tr>
<tr>
<td></td>
<td>OR</td>
<td></td>
</tr>
<tr>
<td>COMM 130</td>
<td>Interpersonal Communication</td>
<td>3</td>
</tr>
</tbody>
</table>
ECON 102 Principles of Micro Economics 3 units
EDUC 249 Redefining Leadership: Individuals Effecting Change 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 students seeking to become new business owners, to update their skills as current business owners, or to work for a small business. The program teaches students the fundamentals of starting and managing a business and prepares them for likely challenges.

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.

AS Degree Requirements

Major: Core and Selective Requirements

Complete Core Courses, 15 units

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>ACTG 100</td>
<td>Accounting Procedures</td>
<td>3</td>
</tr>
<tr>
<td>ACTG 200</td>
<td>QuickBooks</td>
<td>3</td>
</tr>
<tr>
<td>BUS. 100</td>
<td>Introduction to Business</td>
<td>3</td>
</tr>
<tr>
<td>BUS. 180</td>
<td>Marketing</td>
<td>3</td>
</tr>
<tr>
<td>BUS. 201</td>
<td>Business Law</td>
<td>3</td>
</tr>
</tbody>
</table>

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

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>BUS. 101</td>
<td>Human Relations in the Workplace</td>
<td>3</td>
</tr>
</tbody>
</table>

Total Required Major Units: 24

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

AS Marketing

As an introduction to the world of marketing, the Marketing Associate's Degree is about creating customer value and engagement in a fast-changing, increasingly digital and social marketplace with entry-level training in the marketing field. Students learn about consumer behavior, supply chain management, advertising, pricing strategy, social media, and international marketing. Students will learn how to offer the most value to customers, including dealing with customer complaints and concerns. This program introduces advanced topics in business marketing with a focus in communications and digital technology.

Career Opportunities

According to the U.S. Bureau of Labor Statistics' 2014-15 Occupational Outlook Handbook, marketing professionals perform a wide variety of tasks, including: negotiating contracts; researching and planning advertising campaigns; deciding which media to advertise in, such as radio, television, print, online and billboards; organizing market research studies and analyze their findings; developing pricing strategies for products to be marketed; and, overseeing staff and ensure deadlines are met.

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.

**AS Degree Requirements**

**Major: Core and Selective Requirements**

<table>
<thead>
<tr>
<th>Complete Core Courses, 6 units</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>BUS. 100 Introduction to Business</td>
<td>3 units</td>
</tr>
<tr>
<td>BUS. 180 Marketing</td>
<td>3 units</td>
</tr>
</tbody>
</table>

**Selective Courses, choose a minimum of 18 units from the following:**

**List A, complete 12 units from the following:**

<table>
<thead>
<tr>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>ANTH 110 Cultural Anthropology</td>
</tr>
<tr>
<td>BUS. 101 Human Relations in the Workplace</td>
</tr>
<tr>
<td>OR</td>
</tr>
<tr>
<td>BUS. 401 Business Communications</td>
</tr>
<tr>
<td>BUS. 103 Introduction to Business Information Systems</td>
</tr>
<tr>
<td>BUS. 125 International Business</td>
</tr>
<tr>
<td>OR</td>
</tr>
<tr>
<td>BUS. 230 International Marketing</td>
</tr>
<tr>
<td>COMM 110 Public Speaking</td>
</tr>
<tr>
<td>OR</td>
</tr>
<tr>
<td>COMM 130 Interpersonal Communication</td>
</tr>
<tr>
<td>EDUC 249 Redefining Leadership: Individuals Effecting Change</td>
</tr>
<tr>
<td>MGMT 100 Introduction to Business Management</td>
</tr>
</tbody>
</table>

**List B, complete 6 units from the following:**

<table>
<thead>
<tr>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>MART 366 Color Management and Theory</td>
</tr>
<tr>
<td>MART 371 User Interface/User Experience Design</td>
</tr>
<tr>
<td>MART 378 Digital Page Layout</td>
</tr>
<tr>
<td>MART 405 Storyboard Development for Animation and Interactive Media</td>
</tr>
</tbody>
</table>

Total Required Major Units: 24

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

**AS-T Business Administration 2.0**

The AS-T major in Business Administration 2.0 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 each course in the major to apply these courses to the AS-T degree. The AS-T degree also requires the completion of 60 transfer semester units, a minimum overall grade point average of 2.0, and completion of the CSU GE-breadth or IGETC.

**Career Opportunities**

Includes a wide variety of positions in business, marketing, international business, 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.

**AS-T Degree Requirements**

**Major: Core and Selective Requirements**

<table>
<thead>
<tr>
<th>Complete Core Courses, 27-29 units</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>ACTG 121 Financial Accounting</td>
<td>4 units</td>
</tr>
<tr>
<td>ACTG 131 Managerial Accounting</td>
<td>4 units</td>
</tr>
<tr>
<td>BUS. 100 Introduction to Business</td>
<td>3 units</td>
</tr>
<tr>
<td>OR</td>
<td></td>
</tr>
<tr>
<td>BUS. 401 Business Communications</td>
<td>3 units</td>
</tr>
<tr>
<td>BUS. 201 Business Law</td>
<td>3 units</td>
</tr>
<tr>
<td>ECON 100 Principles of Macro Economics</td>
<td>3 units</td>
</tr>
<tr>
<td>ECON 102 Principles of Micro Economics</td>
<td>3 units</td>
</tr>
<tr>
<td>MATH 125 Elementary Finite Mathematics</td>
<td>3 units</td>
</tr>
</tbody>
</table>
Total Required Major Units: 27 - 29

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.

## 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.

## Business Assistant

The Business Assistant certificate offers an advanced layer of core training for business and office assistants for a variety of duties. The business assistant curriculum enriches the chosen career of all who work in a professional office setting. This program continues with advanced topics in management information systems and technical skills in spreadsheets, such as formulas, functions, analyzing data, creating and formatting charts, and advanced data analysis.

**Career Opportunities**

Business Assistants perform routine clerical and administrative functions such as drafting correspondence, scheduling appointments, organizing and maintaining paper and electronic files, or providing information to callers. A sample of reported job titles includes Administrative Associate, Administrative Specialist, Administrative Technician, Clerk Typist, Office Assistant and Staff Assistant. As defined by the Bureau of Labor Statistics, the median yearly wage in the San Francisco, San Mateo and Redwood City Metropolitan Division is $44,500.

**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.


**Major: Core and Selective Requirements**

**Complete Core Courses, 18 units**

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>ACTG 100</td>
<td>Accounting Procedures</td>
<td>3</td>
</tr>
<tr>
<td>BUS. 100</td>
<td>Introduction to Business</td>
<td>3</td>
</tr>
<tr>
<td>BUS. 103</td>
<td>Introduction to Business Information Systems</td>
<td>3</td>
</tr>
<tr>
<td>BUS. 401</td>
<td>Business Communications</td>
<td>3</td>
</tr>
<tr>
<td>CBOT 432</td>
<td>Introduction to Computer Applications</td>
<td>3</td>
</tr>
<tr>
<td>CBOT 435</td>
<td>Spreadsheets</td>
<td>3</td>
</tr>
</tbody>
</table>

**Total Required Units: 18**

**CA Business Information Worker**

The Business Information Worker Certificate of Achievement is designed to prepare students for entry-level office and administrative support in a variety of fields or businesses. This certificate is a job readiness certificate for office workers, and was developed with local employers. Essential components of the Business Information Worker curriculum include a solid foundation in Microsoft Windows, Outlook and MS Office software, as well as strong digital and web literacy skills.

**Career Opportunities**

The Business Information Worker (BIW) Certificate of Achievement is often used by students who already have Associate or Bachelor’s Degrees who want to change careers or enhance their skills. Alternatively, students who are working on their Associate or Bachelor’s Degrees are encouraged to complete the BIW Certificate of Achievement to aid them in securing employment to support themselves while continuing to attend college. The BIW Certificate of Achievement is ideal for students seeking to be trained in a field different from their previous work experience, and offers an affordable alternative to more costly private college and university programs in this field of study. Upon successful completion of the BIW Certificate of Achievement, students should be able to: produce basic business correspondence and reports with appropriate formatting using Word, maintain an office calendar for one or more individuals, develop simple spreadsheets with charting, discuss computer equipment and programming systems needs and troubleshoot basic computer problems. Moreover, students should be prepared to communicate, make informed decisions, and handle personnel problems in office environments. After successful completion of the Certificate of Achievement in Business Information Worker, employment possibilities include: General Office Clerk, Retail Salespersons, Customer Service Representatives, and Receptionists and Information Clerks.

**Program Learning Outcomes**

Students completing this program will be able to:

1. Work in teams analyzing and solving business problems.
2. Determine the most appropriate software for a specific project or task.
3. Improve keyboarding and proofreading skills.

**Major: Core and Selective Requirements**

**Complete Core Courses, 16.5 units**

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>BUS. 101</td>
<td>Human Relations in the Workplace</td>
<td>3</td>
</tr>
<tr>
<td>BUS. 103</td>
<td>Introduction to Business Information Systems</td>
<td>3</td>
</tr>
<tr>
<td>BUS. 401</td>
<td>Business Communications</td>
<td>3</td>
</tr>
<tr>
<td>CBOT 415</td>
<td>Beginning Computer Keyboarding</td>
<td>1.5</td>
</tr>
<tr>
<td>CBOT 435</td>
<td>Spreadsheets</td>
<td>3</td>
</tr>
<tr>
<td>CBOT 448</td>
<td>Using Microsoft Windows</td>
<td>1.5</td>
</tr>
<tr>
<td>CBOT 475</td>
<td>Using Outlook</td>
<td>1.5</td>
</tr>
</tbody>
</table>

**Selective Courses, choose 1.5 units from the following:**

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>CBOT 472</td>
<td>Beginning Word Processing</td>
<td>1.5</td>
</tr>
<tr>
<td>OR</td>
<td></td>
<td></td>
</tr>
<tr>
<td>CBOT 474</td>
<td>Intermediate Word Processing</td>
<td>1.5</td>
</tr>
</tbody>
</table>

**Total Required Units: 18**

**CA Business Management**

The Business Management certificate is designed to offer an advanced layer of core training in the management field for working professionals seeking career advancement. This program continues students’ 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 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.

Major: Core and Selective Requirements

<table>
<thead>
<tr>
<th>Complete Core Courses, 19 units</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>ACTG 121 Financial Accounting</td>
<td>4 units</td>
</tr>
<tr>
<td>BUS. 100 Introduction to Business</td>
<td>3 units</td>
</tr>
<tr>
<td>BUS. 101 Human Relations in the Workplace</td>
<td>3 units</td>
</tr>
<tr>
<td>BUS. 401 Business Communications</td>
<td>3 units</td>
</tr>
<tr>
<td>ECON 100 Principles of Macro Economics</td>
<td>3 units</td>
</tr>
<tr>
<td>MGMT 100 Introduction to Business Management</td>
<td>3 units</td>
</tr>
</tbody>
</table>

Total Required Units: 19

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.

Major: Core and Selective Requirements

<table>
<thead>
<tr>
<th>Complete Core Courses, 15 units</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>ACTG 100 Accounting Procedures</td>
<td>3 units</td>
</tr>
<tr>
<td>ACTG 200 QuickBooks</td>
<td>3 units</td>
</tr>
<tr>
<td>BUS. 100 Introduction to Business</td>
<td>3 units</td>
</tr>
<tr>
<td>BUS. 180 Marketing</td>
<td>3 units</td>
</tr>
<tr>
<td>BUS. 201 Business Law</td>
<td>3 units</td>
</tr>
</tbody>
</table>

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

<table>
<thead>
<tr>
<th>Selective Courses</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>BUS. 101 Human Relations in the Workplace</td>
<td>3 units</td>
</tr>
<tr>
<td>BUS. 103 Introduction to Business Information Systems</td>
<td>3 units</td>
</tr>
<tr>
<td>BUS. 125 International Business</td>
<td>3 units</td>
</tr>
<tr>
<td>BUS. 150 Entrepreneurship: Small Business Management</td>
<td>3 units</td>
</tr>
<tr>
<td>BUS. 401 Business Communications</td>
<td>3 units</td>
</tr>
<tr>
<td>CBOT 432 Introduction to Computer Applications</td>
<td>3 units</td>
</tr>
<tr>
<td>EDUC 249 Redefining Leadership: Individuals Effecting Change</td>
<td>3 units</td>
</tr>
<tr>
<td>MGMT 100 Introduction to Business Management</td>
<td>3 units</td>
</tr>
</tbody>
</table>

Total Required Units: 24

Entrepreneurship and Small Business Management

The business department offers both an A.S. degree and a certificate program for students seeking to become new business owners, update their skills as current business owners, or to work for 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.

Human Relations in the Workplace

This certificate is an introduction to how to effectively manage interpersonal workplace relationships. Students learn effective professional business communication.
techniques and strategies for the workplace. Individuals who work in or wish to work in agencies, nonprofit and business organizations, government institutions, the military, schools and universities, religious organizations, athletics, advising, personnel services, hospitals or any other setting in which human relation skills are a necessity will benefit from this certificate.

Career Opportunities

A career in human relations allows individuals to work in an interpersonal setting in diverse fields. The human relations career path includes jobs such as corporate trainer, human relations/leadership consultant, industrial/labor relations consultant, job recruiter, and personnel manager.

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.

Major: Core and Selective Requirements

Complete Core Courses, 18 units:  

<table>
<thead>
<tr>
<th>Course</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>BUS. 100</td>
<td>3 units</td>
</tr>
<tr>
<td>BUS. 101</td>
<td>3 units</td>
</tr>
<tr>
<td>BUS. 180</td>
<td>3 units</td>
</tr>
<tr>
<td>BUS. 401</td>
<td>3 units</td>
</tr>
<tr>
<td>COMM 110</td>
<td>3 units</td>
</tr>
<tr>
<td>COMM 130</td>
<td>3 units</td>
</tr>
</tbody>
</table>

Total Required Units: 18

CA Marketing

As an introduction to the world of marketing, this certificate is about creating customer value and engagement in a fast-changing, increasingly digital and social marketplace. Students learn about consumer behavior, supply chain management, advertising, pricing strategy, social media, and international marketing. Students will learn how to offer the most value to customers, including dealing with customer complaints and concerns.

Career Opportunities

According to the U.S. Bureau of Labor Statistics’ 2014-15 Occupational Outlook Handbook, marketing professionals perform a wide variety of tasks, including: negotiating contracts; researching and planning advertising campaigns; deciding which media to advertise in, such as radio, television, print, online and billboards; organizing market research studies and analyze their findings; developing pricing strategies for products to be marketed; and, overseeing staff and ensure deadlines are met.

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.

Major: Core and Selective Requirements

Complete Core Courses, 6 units:  

<table>
<thead>
<tr>
<th>Course</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>BUS. 100</td>
<td>3 units</td>
</tr>
<tr>
<td>BUS. 180</td>
<td>3 units</td>
</tr>
</tbody>
</table>

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

List A, complete 6 units from the following:  

<table>
<thead>
<tr>
<th>Course</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>ANTH 110</td>
<td>3 units</td>
</tr>
<tr>
<td>BUS. 101</td>
<td>3 units</td>
</tr>
<tr>
<td>BUS. 401</td>
<td>3 units</td>
</tr>
<tr>
<td>BUS. 103</td>
<td>3 units</td>
</tr>
<tr>
<td>BUS. 125</td>
<td>3 units</td>
</tr>
<tr>
<td>BUS. 230</td>
<td>3 units</td>
</tr>
<tr>
<td>COMM 110</td>
<td>3 units</td>
</tr>
</tbody>
</table>

www.canadacollege.edu
DEGREES & CERTIFICATES

COMM 130 Interpersonal Communication 3 units
EDUC 249 Redefining Leadership: Individuals Effecting Change 3 units
MGMT 100 Introduction to Business Management 3 units

List B, complete 6 units from the following:

MART 366 Color Management and Theory 3 units
MART 371 User Interface/User Experience Design 3 units
MART 378 Digital Page Layout 3 units
MART 405 Storyboard Development for Animation and Interactive Media 3 units

Total Required Units: 18

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.
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, 30 units

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>CHEM 210</td>
<td>General Chemistry I</td>
<td>5 units</td>
</tr>
<tr>
<td>CHEM 220</td>
<td>General Chemistry II</td>
<td>5 units</td>
</tr>
<tr>
<td>CHEM 231</td>
<td>Organic Chemistry I</td>
<td>5 units</td>
</tr>
<tr>
<td>CHEM 232</td>
<td>Organic Chemistry II</td>
<td>5 units</td>
</tr>
<tr>
<td>MATH 251</td>
<td>Analytical Geometry and Calculus I</td>
<td>5 units</td>
</tr>
<tr>
<td>MATH 252</td>
<td>Analytical Geometry and Calculus II</td>
<td>5 units</td>
</tr>
</tbody>
</table>

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

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>PHYS 210</td>
<td>General Physics I</td>
<td>4 units</td>
</tr>
<tr>
<td>PHYS 220</td>
<td>General Physics II</td>
<td>4 units</td>
</tr>
<tr>
<td>PHYS 250</td>
<td>Physics with Calculus I</td>
<td>4 units</td>
</tr>
<tr>
<td>PHYS 260</td>
<td>Physics with Calculus II</td>
<td>4 units</td>
</tr>
<tr>
<td>PHYS 270</td>
<td>Physics with Calculus III</td>
<td>4 units</td>
</tr>
</tbody>
</table>

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:
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 Degree Requirements
Major: Core and Selective Requirements

Complete Core Courses, 9 units

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>COMM 110</td>
<td>Public Speaking</td>
<td>3</td>
</tr>
<tr>
<td>COMM 150</td>
<td>Intercultural Communication</td>
<td>3</td>
</tr>
<tr>
<td>COMM 180</td>
<td>Introduction to Communication Studies</td>
<td>3</td>
</tr>
</tbody>
</table>

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

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

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>COMM 127</td>
<td>Argumentation and Debate</td>
<td>3</td>
</tr>
<tr>
<td>COMM 130</td>
<td>Interpersonal Communication</td>
<td>3</td>
</tr>
<tr>
<td>COMM 140</td>
<td>Small Group Communication</td>
<td>3</td>
</tr>
</tbody>
</table>

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

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>ANTH 110</td>
<td>Cultural Anthropology</td>
<td>3</td>
</tr>
<tr>
<td>ENGL 110</td>
<td>Composition, Literature, and Critical Thinking</td>
<td>3</td>
</tr>
<tr>
<td>PSYC 100</td>
<td>General Psychology</td>
<td>3</td>
</tr>
<tr>
<td>SOCI 100</td>
<td>Introduction to Sociology</td>
<td>3</td>
</tr>
</tbody>
</table>

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.

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.
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**

<table>
<thead>
<tr>
<th>Complete Core Courses, 17 units</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>BUS. 101 Human Relations in the Workplace</td>
<td>3 units</td>
</tr>
</tbody>
</table>

**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 Degree Requirements**

**Major: Core and Selective Requirements**

<table>
<thead>
<tr>
<th>Complete Core Courses, 9 units</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>COMM 110 Public Speaking</td>
<td>3 units</td>
</tr>
<tr>
<td>COMM 150 Intercultural Communication</td>
<td>3 units</td>
</tr>
<tr>
<td>COMM 180 Introduction to Communication Studies</td>
<td>3 units</td>
</tr>
</tbody>
</table>

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

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

<table>
<thead>
<tr>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>COMM 127 Argumentation and Debate</td>
</tr>
<tr>
<td>COMM 130 Interpersonal Communication</td>
</tr>
<tr>
<td>COMM 140 Small Group Communication</td>
</tr>
</tbody>
</table>

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

<table>
<thead>
<tr>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>Any List A course not used above.</td>
</tr>
<tr>
<td>ANTH 110 Cultural Anthropology</td>
</tr>
<tr>
<td>ENGL 110 Composition, Literature, and Critical Thinking</td>
</tr>
<tr>
<td>PSYC 100 General Psychology</td>
</tr>
<tr>
<td>SOCI 100 Introduction to Sociology</td>
</tr>
</tbody>
</table>

**Total Required Major Units: 18**

**Use both written and verbal expression in interdisciplinary contexts.**
Selective Courses, choose a minimum of 10 units from the following courses:

<table>
<thead>
<tr>
<th>Units</th>
<th></th>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>ACTG 100</td>
<td>Accounting Procedures</td>
<td>3 units</td>
<td></td>
</tr>
<tr>
<td>ACTG 200</td>
<td>QuickBooks</td>
<td>3 units</td>
<td></td>
</tr>
<tr>
<td>BUS. 100</td>
<td>Introduction to Business</td>
<td>3 units</td>
<td></td>
</tr>
<tr>
<td>BUS. 201</td>
<td>Business Law</td>
<td>3 units</td>
<td></td>
</tr>
<tr>
<td>CBOT 470</td>
<td>Advanced Spreadsheets</td>
<td>1.5 units</td>
<td></td>
</tr>
<tr>
<td>MATH 120</td>
<td>Intermediate Algebra</td>
<td>5 units</td>
<td></td>
</tr>
</tbody>
</table>

**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.*

### 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 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**

<table>
<thead>
<tr>
<th>Units</th>
<th></th>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>BUS. 101</td>
<td>Human Relations in the Workplace</td>
<td>3 units</td>
<td></td>
</tr>
<tr>
<td>BUS. 401</td>
<td>Business Communications</td>
<td>3 units</td>
<td></td>
</tr>
<tr>
<td>CBOT 432</td>
<td>Introduction to Computer Applications</td>
<td>3 units</td>
<td></td>
</tr>
<tr>
<td>CBOT 448</td>
<td>Using Microsoft Windows</td>
<td>1.5 units</td>
<td></td>
</tr>
<tr>
<td>CBOT 472</td>
<td>Beginning Word Processing</td>
<td>1.5 units</td>
<td></td>
</tr>
<tr>
<td>CBOT 474</td>
<td>Intermediate Word Processing</td>
<td>1.5 units</td>
<td></td>
</tr>
<tr>
<td>CBOT 475</td>
<td>Using Outlook</td>
<td>1.5 units</td>
<td></td>
</tr>
<tr>
<td>CBOT 476</td>
<td>Adobe Acrobat</td>
<td>1.5 units</td>
<td></td>
</tr>
</tbody>
</table>

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

<table>
<thead>
<tr>
<th>Units</th>
<th></th>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>BUS. 100</td>
<td>Introduction to Business</td>
<td>3 units</td>
<td></td>
</tr>
<tr>
<td>BUS. 201</td>
<td>Business Law</td>
<td>3 units</td>
<td></td>
</tr>
<tr>
<td>CBOT 415</td>
<td>Beginning Computer Keyboarding</td>
<td>1.5 units</td>
<td></td>
</tr>
<tr>
<td>OR</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>CBOT 417</td>
<td>Skill Building</td>
<td>1.5 units</td>
<td></td>
</tr>
<tr>
<td>CBOT 435</td>
<td>Spreadsheets</td>
<td>3 units</td>
<td></td>
</tr>
<tr>
<td>CBOT 457</td>
<td>Using PowerPoint in Business</td>
<td>2 units</td>
<td></td>
</tr>
<tr>
<td>MATH 120</td>
<td>Intermediate Algebra</td>
<td>5 units</td>
<td></td>
</tr>
</tbody>
</table>

**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**

<table>
<thead>
<tr>
<th></th>
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<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Units</td>
<td>3 units</td>
<td>3 units</td>
<td>3 units</td>
<td>2 units</td>
<td>1.5 units</td>
<td>1.5 units</td>
<td>1.5 units</td>
<td>1.5 units</td>
</tr>
</tbody>
</table>

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

<table>
<thead>
<tr>
<th>Units</th>
<th>ACTG 100 Accounting Procedures</th>
<th>ACTG 200 QuickBooks</th>
<th>BUS. 100 Introduction to Business</th>
<th>BUS. 201 Business Law</th>
<th>CBOT 470 Advanced Spreadsheets</th>
<th>MATH 120 Intermediate Algebra</th>
</tr>
</thead>
<tbody>
<tr>
<td>Units</td>
<td>3 units</td>
<td>3 units</td>
<td>3 units</td>
<td>3 units</td>
<td>1.5 units</td>
<td>5 units</td>
</tr>
</tbody>
</table>

Total Required Units: 27

---

**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**

<table>
<thead>
<tr>
<th></th>
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<th></th>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Units</td>
<td>3 units</td>
<td>3 units</td>
<td>3 units</td>
<td>1.5 units</td>
<td>1.5 units</td>
<td>1.5 units</td>
<td>1.5 units</td>
<td>1.5 units</td>
</tr>
</tbody>
</table>

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

<table>
<thead>
<tr>
<th>Units</th>
<th>BUS. 100 Introduction to Business</th>
<th>BUS. 201 Business Law</th>
<th>CBOT 415 Beginning Computer Keyboarding</th>
<th>CBOT 417 Skill Building</th>
</tr>
</thead>
<tbody>
<tr>
<td>Units</td>
<td>3 units</td>
<td>3 units</td>
<td>1.5 units</td>
<td>1.5 units</td>
</tr>
</tbody>
</table>
CBOT 435  Spreadsheets  3 units
CBOT 457  Using PowerPoint in Business  2 units
MATH 120  Intermediate Algebra  5 units

Total Required Units: 23.5

**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.
3. Utilize current supporting technology, according to industry standards, to increase workplace effectiveness.

**Major: Core and Selective Requirements**

<table>
<thead>
<tr>
<th>Complete Core Courses, 10.5 units</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>BUS. 101 Human Relations in the Workplace</td>
<td>3 units</td>
</tr>
<tr>
<td>CBOT 432 Introduction to Computer Applications</td>
<td>3 units</td>
</tr>
<tr>
<td>CBOT 448 Using Microsoft Windows</td>
<td>1.5 units</td>
</tr>
<tr>
<td>CBOT 472 Beginning Word Processing</td>
<td>1.5 units</td>
</tr>
<tr>
<td>CBOT 475 Using Outlook</td>
<td>1.5 units</td>
</tr>
</tbody>
</table>

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

<table>
<thead>
<tr>
<th>Course</th>
<th>Description</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>CBOT 415</td>
<td>Beginning Computer Keyboarding</td>
<td>1.5 units</td>
</tr>
<tr>
<td>CBOT 417</td>
<td>Skill Building</td>
<td>1.5 units</td>
</tr>
<tr>
<td>CBOT 474</td>
<td>Intermediate Word Processing</td>
<td>1.5 units</td>
</tr>
<tr>
<td>CBOT 476</td>
<td>Adobe Acrobat</td>
<td>1.5 units</td>
</tr>
</tbody>
</table>

Total Required Units: 12

**COMPUTER SCIENCE**

**AS-T Associate in Science Degree for Transfer**

Computer Science.......................................................... 60 units

**CA Certificate of Achievement**

Cloud Computing.......................................................... 15 units
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:

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 or experiments, analyze and interpret data, and prepare a report summarizing the results of the tests of 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-T Degree Requirements

Major: Core and Selective Requirements

Complete Core Courses, 30 units

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>CIS 242</td>
<td>Computer Architecture and Assembly Language</td>
<td>3</td>
</tr>
<tr>
<td>CIS 250</td>
<td>Introduction to Object Oriented Programming: C++</td>
<td>3</td>
</tr>
<tr>
<td>CIS 252</td>
<td>Introduction to Data Structures - C++</td>
<td>3</td>
</tr>
<tr>
<td>CIS 284</td>
<td>Introduction to Object Oriented Programming- Java</td>
<td>3</td>
</tr>
<tr>
<td>CIS 286</td>
<td>Introduction to Data Structures - Java</td>
<td>3</td>
</tr>
<tr>
<td>CIS 262</td>
<td>Discrete Mathematics for Computer Science</td>
<td>3</td>
</tr>
<tr>
<td>MATH 251</td>
<td>Analytical Geometry and Calculus I</td>
<td>5</td>
</tr>
<tr>
<td>MATH 252</td>
<td>Analytical Geometry and Calculus II</td>
<td>5</td>
</tr>
<tr>
<td>PHYS 250</td>
<td>Physics with Calculus I</td>
<td>4</td>
</tr>
<tr>
<td>PHYS 260</td>
<td>Physics with Calculus II</td>
<td>4</td>
</tr>
</tbody>
</table>

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 Cloud Computing

The Certificate of Achievement offers students the opportunity to study cloud computing principles and theories that focus on programming, database management, security, and other essentials. In this program, students learn cloud computing, database, and design principles. Graduates can find employment in federal or local government, military service, and private sector.

Career Opportunities


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, 15 units

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>CIS 284</td>
<td>Introduction to Object Oriented Programming- Java</td>
<td>3</td>
</tr>
<tr>
<td>CIS 295</td>
<td>Introduction to Cloud Computing</td>
<td>3</td>
</tr>
<tr>
<td>CIS 296</td>
<td>Database Essentials in the Cloud</td>
<td>3</td>
</tr>
<tr>
<td>CIS 297</td>
<td>Amazon Web Services (AWS) and Cloud Compute Engines</td>
<td>3</td>
</tr>
<tr>
<td>CIS 298</td>
<td>Amazon Web Services (AWS) and Cloud Security</td>
<td>3</td>
</tr>
</tbody>
</table>

Total Required Units: 15

www.canadacollege.edu
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

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>CIS 118</td>
<td>Introduction to Computer Science</td>
<td>4 units</td>
</tr>
<tr>
<td>CIS 242</td>
<td>Computer Architecture and Assembly Language</td>
<td>3 units</td>
</tr>
<tr>
<td>CIS 250</td>
<td>Introduction to Object Oriented Programming: C++</td>
<td>3 units</td>
</tr>
<tr>
<td>CIS 252</td>
<td>Introduction to Data Structures - C++</td>
<td>3 units</td>
</tr>
<tr>
<td>CIS 262</td>
<td>Discrete Mathematics for Computer Science</td>
<td>3 units</td>
</tr>
<tr>
<td>CIS 284</td>
<td>Introduction to Object Oriented Programming - Java</td>
<td>3 units</td>
</tr>
<tr>
<td>CIS 286</td>
<td>Introduction to Data Structures - Java</td>
<td>3 units</td>
</tr>
</tbody>
</table>

Total Required Units: 16

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.

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.

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 re-creation, 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**

<table>
<thead>
<tr>
<th>Complete Core Courses, 16 units</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>CIS 118 Introduction to Computer Science</td>
<td>4 units</td>
</tr>
<tr>
<td>CIS 242 Computer Architecture and Assembly Language</td>
<td>3 units</td>
</tr>
<tr>
<td>CIS 262 Discrete Mathematics for Computer Science</td>
<td>3 units</td>
</tr>
<tr>
<td>CIS 294 Introduction to Object Oriented Programming: Swift</td>
<td>3 units</td>
</tr>
<tr>
<td>CIS 321 iPhone Programming: Swift</td>
<td>3 units</td>
</tr>
</tbody>
</table>

**Total Required Units: 16**

**DIGITAL ART AND ANIMATION**

**AA Associate in Arts Degree Program**

3D Animation and Videogame Art.................................60 units
Digital Art and Animation.........................................60 units

**CA Certificate of Achievement**

3D Animation and Videogame Art.................................42 units
Digital Art and Animation.........................................27 units
Graphic Design.....................................................19.5 units
Video Game Design..................................................33 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
Selective Courses, choose a minimum of 3 units from the following:

<table>
<thead>
<tr>
<th>Units</th>
<th>Course Title</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>MART 362 Introduction to Digital Photography</td>
</tr>
<tr>
<td>3 units</td>
<td>MART 363 Advanced Digital Photography</td>
</tr>
<tr>
<td></td>
<td>MART 366 Color Management and Theory</td>
</tr>
<tr>
<td>3 units</td>
<td>MART 372 Digital Illustration</td>
</tr>
<tr>
<td></td>
<td>MART 376 Introduction to Digital Imaging</td>
</tr>
<tr>
<td>3 units</td>
<td>MART 380 Advanced Digital Animation</td>
</tr>
<tr>
<td></td>
<td>MART 422 Introduction to Rigging</td>
</tr>
<tr>
<td>3 units</td>
<td>MART 431 Special Effects and Compositing</td>
</tr>
<tr>
<td>1.5 units</td>
<td>MART 432 3D Environments and Hard Surface Modeling</td>
</tr>
<tr>
<td>1.5 units</td>
<td>MART 433 Advanced Special Effects and Compositing</td>
</tr>
</tbody>
</table>

Total Required Major Units: 42

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.

### AA Degree Requirements

**Major: Core and Selective Requirements**

Complete Core Courses, 21 units

<table>
<thead>
<tr>
<th>Units</th>
<th>Course Title</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>MART 314 Introduction to Computer Graphics</td>
</tr>
<tr>
<td>3 units</td>
<td>MART 366 Color Management and Theory</td>
</tr>
<tr>
<td></td>
<td>MART 372 Digital Illustration</td>
</tr>
<tr>
<td>3 units</td>
<td>MART 376 Introduction to Digital Imaging</td>
</tr>
<tr>
<td></td>
<td>MART 379 Introduction to Digital Animation</td>
</tr>
<tr>
<td>3 units</td>
<td>MART 385 Coding for Designers and Artists</td>
</tr>
<tr>
<td>3 units</td>
<td>MART 389 Digital Media Careers</td>
</tr>
<tr>
<td></td>
<td>MART 390 Portfolio Creation</td>
</tr>
<tr>
<td>1.5 units</td>
<td>MART 325 Digital Painting</td>
</tr>
<tr>
<td>3 units</td>
<td>MART 362 Introduction to Digital Photography</td>
</tr>
<tr>
<td>3 units</td>
<td>MART 371 User Interface/User Experience Design</td>
</tr>
<tr>
<td>3 units</td>
<td>MART 378 Digital Page Layout</td>
</tr>
</tbody>
</table>

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 3D Animation and Videogame Art

The 3D Animation & Video Game Art Program is a comprehensive program that puts equal emphasis on the artistic and 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 re-creation, 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, 39 units**

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>ART 207</td>
<td>Life Drawing</td>
<td>3</td>
</tr>
<tr>
<td>MART 325</td>
<td>Digital Painting</td>
<td>3</td>
</tr>
<tr>
<td>MART 379</td>
<td>Introduction to Digital Animation</td>
<td>3</td>
</tr>
<tr>
<td>MART 385</td>
<td>Coding for Designers and Artists</td>
<td>3</td>
</tr>
<tr>
<td>MART 389</td>
<td>Digital Media Careers</td>
<td>1.5</td>
</tr>
<tr>
<td>MART 390</td>
<td>Portfolio Creation</td>
<td>1.5</td>
</tr>
<tr>
<td>MART 400</td>
<td>Motion Graphics</td>
<td>1.5</td>
</tr>
<tr>
<td>MART 405</td>
<td>Storyboard Development for Animation and Interactive Media</td>
<td>3</td>
</tr>
<tr>
<td>MART 416</td>
<td>Drawing For Animation</td>
<td>3</td>
</tr>
<tr>
<td>MART 417</td>
<td>Principles of Animation</td>
<td>3</td>
</tr>
<tr>
<td>MART 418</td>
<td>History of Animation</td>
<td>1.5</td>
</tr>
<tr>
<td>MART 420</td>
<td>Introduction to 3D Modeling and Animation</td>
<td>3</td>
</tr>
<tr>
<td>MART 421</td>
<td>Advanced 3D Modeling and Animation</td>
<td>3</td>
</tr>
<tr>
<td>MART 424</td>
<td>3D Animation Fundamentals</td>
<td>3</td>
</tr>
<tr>
<td>MART 425</td>
<td>Advanced 3D Animation</td>
<td>3</td>
</tr>
</tbody>
</table>

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

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>MART 314</td>
<td>Introduction to Computer Graphics</td>
<td>3</td>
</tr>
<tr>
<td>MART 362</td>
<td>Introduction to Digital Photography</td>
<td>3</td>
</tr>
</tbody>
</table>

**Total Required Units: 42**

**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.
### 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 Digital Art and Animation 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.

### Video Game Design

Video game design is a rapidly growing field, both nationally and in the Bay Area. The Video Game Design certificate trains students in the skills they need to secure an entry-level position as a game designer, level designer, or associate producer in the video game industry. Curriculum was developed in conjunction with veteran game industry designers and reflects the skills currently in demand in the industry.

### Career Opportunities

Game designer, game developer, level designer, coder, game artist, technical artist, director, producer, studio owner (indie game developer)

### 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**

<table>
<thead>
<tr>
<th>Complete Core Courses, 30 units</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>MART 441 Introduction to Video Game Design</td>
<td>3 units</td>
</tr>
<tr>
<td>MART 442 History of Video Games</td>
<td>3 units</td>
</tr>
<tr>
<td>MART 443 Game Design Fundamentals</td>
<td>3 units</td>
</tr>
<tr>
<td>MART 445 3D Game Scripting</td>
<td>3 units</td>
</tr>
<tr>
<td>MART 446 Storytelling with Games</td>
<td>3 units</td>
</tr>
<tr>
<td>MART 447 3D Level Design</td>
<td>3 units</td>
</tr>
<tr>
<td>MART 450 Collaborative Game Production</td>
<td>3 units</td>
</tr>
<tr>
<td>MART 451 Rapid Game Development</td>
<td>3 units</td>
</tr>
<tr>
<td>MART 452 Advanced Game Design</td>
<td>3 units</td>
</tr>
<tr>
<td>MART 455 Indie Game Development &amp; Entrepreneurship</td>
<td>3 units</td>
</tr>
</tbody>
</table>

Selective Courses, choose a minimum of 3 units from the following:

<table>
<thead>
<tr>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>MART 314 Introduction to Computer Graphics</td>
</tr>
<tr>
<td>MART 366 Color Management and Theory</td>
</tr>
<tr>
<td>MART 376 Introduction to Digital Imaging</td>
</tr>
<tr>
<td>MART 420 Introduction to 3D Modeling and Animation</td>
</tr>
</tbody>
</table>

**Total Required Units: 33**

**EARTH SCIENCE**

**AS Associate in Science Degree Program**

**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:

<table>
<thead>
<tr>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>GEOL 100 Introduction to Geology</td>
</tr>
<tr>
<td>AND</td>
</tr>
<tr>
<td>GEOL 101 Geology Laboratory</td>
</tr>
<tr>
<td>METE 100 Meteorology - Weather and Climate</td>
</tr>
<tr>
<td>OCEN 100 Oceanography</td>
</tr>
<tr>
<td>AND</td>
</tr>
<tr>
<td>OCEN 101 Oceanography Lab</td>
</tr>
</tbody>
</table>

List B, choose a minimum of 23 units from the following:

<table>
<thead>
<tr>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>CHEM 210 General Chemistry I</td>
</tr>
<tr>
<td>AND</td>
</tr>
<tr>
<td>CHEM 220 General Chemistry II</td>
</tr>
<tr>
<td>GEOG 100 Physical Geography</td>
</tr>
<tr>
<td>GEOG 101 Physical Geography Lab</td>
</tr>
<tr>
<td>GEOG 110 Cultural Geography</td>
</tr>
<tr>
<td>GEOL 100 Introduction to Geology</td>
</tr>
<tr>
<td>AND</td>
</tr>
<tr>
<td>GEOL 101 Geology Laboratory</td>
</tr>
</tbody>
</table>
MATH 200 Elementary Probability and Statistics 4 units
MATH 251 Analytical Geometry and Calculus I AND MATH 252 Analytical Geometry and Calculus II 5 units AND METE 100 Meteorology - Weather and Climate 3 units AND OCEN 100 Oceanography 3 units AND OCEN 101 Oceanography Lab 1 unit AND PHYS 210 General Physics I AND PHYS 220 General Physics II OR PHYS 250 Physics with Calculus I AND PHYS 260 Physics with Calculus II 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

ECONOMICS

AA Economics
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.". The field is broken down into macroeconomics, the performance of the economy as a whole, and microeconomics, the economic behavior of consumers or firms. Macroeconomics includes topics such as economic growth, inflation, changes in employment and unemployment, international trade performance, and the relative success or failure of government and Federal Reserve economic policies. The general concern of microeconomics, on the other hand, is the efficient allocation of scarce resources between alternative uses. Therefore, 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

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>ECON 100</td>
<td>Principles of Macro Economics</td>
<td>3</td>
</tr>
<tr>
<td>ECON 102</td>
<td>Principles of Micro Economics</td>
<td>3</td>
</tr>
</tbody>
</table>

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

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>ACTG 121</td>
<td>Financial Accounting</td>
<td>4</td>
</tr>
<tr>
<td>ACTG 131</td>
<td>Managerial Accounting</td>
<td>4</td>
</tr>
<tr>
<td>ANTH 110</td>
<td>Cultural Anthropology</td>
<td>3</td>
</tr>
<tr>
<td>ECON 230</td>
<td>Economic History of the United States</td>
<td>3</td>
</tr>
<tr>
<td>HIST 101</td>
<td>History of Western Civilization II</td>
<td>3</td>
</tr>
<tr>
<td>HIST 201</td>
<td>U.S. History through 1877</td>
<td>3</td>
</tr>
<tr>
<td>HIST 202</td>
<td>U.S. History from 1877 to the Present</td>
<td>3</td>
</tr>
<tr>
<td>IDST 150</td>
<td>Honors Research Seminar</td>
<td>1</td>
</tr>
</tbody>
</table>
189

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>MATH 200</td>
<td>Elementary Probability and Statistics</td>
<td>4</td>
</tr>
<tr>
<td>MATH 241</td>
<td>Business Calculus I</td>
<td>5</td>
</tr>
<tr>
<td>OR</td>
<td></td>
<td></td>
</tr>
<tr>
<td>MATH 251</td>
<td>Analytical Geometry and Calculus I</td>
<td>5</td>
</tr>
<tr>
<td>PHIL 100</td>
<td>Introduction to Philosophy</td>
<td>3</td>
</tr>
<tr>
<td>PSYC 100</td>
<td>General Psychology</td>
<td>3</td>
</tr>
</tbody>
</table>

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

<table>
<thead>
<tr>
<th>Major: Core and Selective Requirements</th>
</tr>
</thead>
<tbody>
<tr>
<td>Complete Core Courses, 15 units</td>
</tr>
<tr>
<td>Units</td>
</tr>
<tr>
<td>ECON 100 Principles of Macro Economics</td>
</tr>
<tr>
<td>ECON 102 Principles of Micro Economics</td>
</tr>
<tr>
<td>MATH 200 Elementary Probability and Statistics</td>
</tr>
<tr>
<td>MATH 241 Business Calculus I</td>
</tr>
<tr>
<td>OR</td>
</tr>
<tr>
<td>MATH 251 Analytical Geometry and Calculus I</td>
</tr>
</tbody>
</table>

Selective Courses, choose a minimum of 6-10 units from the following:

List A, select 3-5 units from the following:

<table>
<thead>
<tr>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>ACTG 121 Financial Accounting</td>
</tr>
<tr>
<td>ACTG 131 Managerial Accounting</td>
</tr>
<tr>
<td>BUS. 103 Introduction to Business Information Systems</td>
</tr>
<tr>
<td>BUS. 401 Business Communications</td>
</tr>
<tr>
<td>MATH 125 Elementary Finite Mathematics</td>
</tr>
<tr>
<td>MATH 252 Analytical Geometry and Calculus II</td>
</tr>
</tbody>
</table>

List B, select 3-5 units from the following:

<table>
<thead>
<tr>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>Any course from List A not already used</td>
</tr>
<tr>
<td>ECON 230 Economic History of the United States</td>
</tr>
<tr>
<td>MATH 253 Analytic Geometry and Calculus III</td>
</tr>
<tr>
<td>MATH 270 Linear Algebra</td>
</tr>
</tbody>
</table>

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 AND HUMAN DEVELOPMENT: EARLY CHILDHOOD EDUCATION/EDUCATION

**AA-T Associate in Arts Degree for Transfer**
Child and Adolescent Development.......................... 60 units
Elementary Teacher Education................................ 60 units

**AS Associate in Science Degree Program**
Early Childhood Education.................................... 60 units

**AA-T Associate in Science Degree for Transfer**
Early Childhood Education.................................... 60 units

**CA Certificate of Achievement**
Early Childhood Education.................................... 27 units
Inclusion Support.............................................. 10 units
Youth and After School........................................ 27 units

**Preparation/Specialization Information**
Child Development Permits and Areas of Specialization. N/A

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**AA-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.

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**Program Learning Outcomes**
Students completing this program will be able to:

1. Communicate their understanding of education and human development concepts through written, oral and visual presentations in various professional and academic contexts.
2. Demonstrate an understanding of education and human development theories, trends and needs of young children by developing and maintaining healthy, safe, respectful, challenging and culturally responsive learning environments.
3. Critically assess their own teaching and learning experiences through critical thinking and reflection that will guide and inform their practice.

**AA-T Degree Requirements**

**Major: Core and Selective Requirements**

<table>
<thead>
<tr>
<th>Complete Core Courses, 20 units</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>BIOL 110 Principles Of Biology</td>
<td>4 units</td>
</tr>
<tr>
<td>ECE. 201 Child Development</td>
<td>3 units</td>
</tr>
<tr>
<td>ECE. 212 Child, Family, and Community</td>
<td>3 units</td>
</tr>
<tr>
<td>MATH 200 Elementary Probability and Statistics</td>
<td>4 units</td>
</tr>
<tr>
<td>PSYC 100 General Psychology</td>
<td>3 units</td>
</tr>
<tr>
<td>PSYC 200 Developmental Psychology</td>
<td>3 units</td>
</tr>
</tbody>
</table>

**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.*

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**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 bachelor's 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**

<table>
<thead>
<tr>
<th>Complete Core Courses, 48 units</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>BIOL 110 Principles Of Biology</td>
<td>4 units</td>
</tr>
<tr>
<td>CHEM 114 Survey of Chemistry and Physics</td>
<td>4 units</td>
</tr>
<tr>
<td>OR PHYS 114 Survey of Chemistry and Physics</td>
<td>4 units</td>
</tr>
<tr>
<td>COMM 110 Public Speaking</td>
<td>3 units</td>
</tr>
<tr>
<td>DRAM 140 Introduction to the Theatre</td>
<td>3 units</td>
</tr>
<tr>
<td>ENGL 100 Reading and Composition</td>
<td>3 units</td>
</tr>
<tr>
<td>ECE. 201 Child Development</td>
<td>3 units</td>
</tr>
<tr>
<td>EDUC 200 Introduction to Classroom Teaching</td>
<td>3 units</td>
</tr>
<tr>
<td>ENGL 110 Composition, Literature, and Critical Thinking</td>
<td>3 units</td>
</tr>
<tr>
<td>ENGL 165 Advanced Composition</td>
<td>3 units</td>
</tr>
<tr>
<td>GEOG 150 World Regional Geography</td>
<td>3 units</td>
</tr>
<tr>
<td>GEOL 121 Earth Science</td>
<td>4 units</td>
</tr>
<tr>
<td>HIST 104 World History I</td>
<td>3 units</td>
</tr>
<tr>
<td>HIST 201 U.S. History through 1877</td>
<td>3 units</td>
</tr>
<tr>
<td>MATH 150 Mathematics for Elementary School Teachers</td>
<td>3 units</td>
</tr>
<tr>
<td>PLSC 210 American Politics</td>
<td>3 units</td>
</tr>
</tbody>
</table>

Total Required Major Units: 48

**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.

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**AS Early Childhood Education**

The Education and Human Development program is designed to meet the needs of people planning for a career working with children from birth through school-age. Students in the program focus on current research, practical application and critical thinking in professional care settings. Children's growth, developmentally appropriate practice, cultural diversity, observational skills, family support and professional development within the various fields of education and human development are major components of the program.

**Career Opportunities**

Graduates of the Education and Human Development program with the ECE 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 ECE AS degree 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 education and human development concepts through written, oral and visual presentations in various professional and academic contexts.
2. Demonstrate an understanding of education and human development theories, trends and needs of young children by developing and maintaining healthy, safe, respectful, challenging and culturally responsive learning environments.
3. Critically assess their own teaching and learning experiences through critical thinking and reflection that will guide and inform their practice.

**AS Degree Requirements**

**Major: Core and Selective Requirements**

<table>
<thead>
<tr>
<th>Complete Core Courses, 27 units</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>ECE. 201 Child Development</td>
<td>3 units</td>
</tr>
</tbody>
</table>

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2021-2022 Catalog
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. 260	Children with Special Needs	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: 27

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

AS-T Early Childhood Education

The Education and Human Development program is designed to meet the needs of people planning for a career working with children from birth through school-age. Students in the program focus on current research, practical application and critical thinking in professional care settings. Children's growth, developmentally appropriate practice, cultural diversity, observational skills, family support and professional development within the various fields of education and human development are major components of the program.

Career Opportunities

Graduates with an AS degree with a major in Education and Human Development 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 education and human development concepts through written, oral and visual presentations in various professional and academic contexts.

2. Demonstrate an understanding of education and human development theories, trends and needs of young children by developing and maintaining healthy, safe, respectful, challenging and culturally responsive learning environments.

3. Critically assess their own teaching and learning experiences through critical thinking and reflection that will guide and inform their practice.

AS-T Degree Requirements

Major: Core and Selective Requirements

Complete Core Courses, 24 units

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>ECE. 201</td>
<td>Child Development</td>
<td>3 units</td>
</tr>
<tr>
<td>ECE. 210</td>
<td>Early Childhood Education Principles</td>
<td>3 units</td>
</tr>
<tr>
<td>ECE. 211</td>
<td>Early Childhood Education Curriculum</td>
<td>3 units</td>
</tr>
<tr>
<td>ECE. 212</td>
<td>Child, Family, and Community</td>
<td>3 units</td>
</tr>
<tr>
<td>ECE. 254</td>
<td>Teaching in a Diverse Society</td>
<td>3 units</td>
</tr>
<tr>
<td>ECE. 313</td>
<td>Health, Safety and Nutrition</td>
<td>3 units</td>
</tr>
<tr>
<td>ECE. 333</td>
<td>Observation and Assessment of Young Children</td>
<td>3 units</td>
</tr>
<tr>
<td>ECE. 366</td>
<td>Practicum in Early Childhood Education</td>
<td>3 units</td>
</tr>
</tbody>
</table>

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

The Education and Human Development program is designed to meet the needs of people planning for a career working with children from birth through school-age. Students in the program focus on current research, practical application and critical thinking in professional care settings. Children's growth, developmentally appropriate practice, cultural diversity, observational skills, family support and professional development within the various fields of education and human development are major components of the program.
Career Opportunities

Students who complete the Early Childhood Education certificate are eligible to apply for their Associate Teacher-Level 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 education and human development concepts through written, oral and visual presentations in various professional and academic contexts.
2. Demonstrate an understanding of education and human development theories, trends and needs of young children by developing and maintaining healthy, safe, respectful, challenging and culturally responsive learning environments.
3. Critically assess their own teaching and learning experiences through critical thinking and reflection that will guide and inform their practice.

Major: Core and Selective Requirements

Complete Core Courses, 27 units

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>ECE. 201</td>
<td>Child Development</td>
<td>3</td>
</tr>
<tr>
<td>ECE. 210</td>
<td>Early Childhood Education Principles</td>
<td>3</td>
</tr>
<tr>
<td>ECE. 211</td>
<td>Early Childhood Education Curriculum</td>
<td>3</td>
</tr>
<tr>
<td>ECE. 212</td>
<td>Child, Family, and Community</td>
<td>3</td>
</tr>
<tr>
<td>ECE. 254</td>
<td>Teaching in a Diverse Society</td>
<td>3</td>
</tr>
<tr>
<td>ECE. 260</td>
<td>Children with Special Needs</td>
<td>3</td>
</tr>
<tr>
<td>ECE. 313</td>
<td>Health, Safety and Nutrition</td>
<td>3</td>
</tr>
<tr>
<td>ECE. 333</td>
<td>Observation and Assessment of Young Children</td>
<td>3</td>
</tr>
<tr>
<td>ECE. 366</td>
<td>Practicum in Early Childhood Education</td>
<td>3</td>
</tr>
</tbody>
</table>

Total Required Units: 27

Inclusion Support

The Inclusion Support Certificate provides students with foundational knowledge and skills for those working with children with disabilities (PreK-12) in either self-contained or inclusive learning environments.

The 10-unit certificate requires 4 courses, each of which targets key concepts and competencies integral to the Special Education profession, including but not limited to:

1. Characteristics of children with diverse disabilities as outlined by legislated categorical definitions and criteria
2. Curriculum adaptations and modifications
3. Positive Behavior Support, and
4. Culminating experience requiring observation and case-analysis

Career Opportunities

Paraprofessional (PreK-12); Early Intervention Assistant; Early Childhood Special Education Assistant; Early Childhood Education Assistant.

Program Learning Outcomes

Students completing this program will be able to:

1. Communicate their understanding of education and human development concepts through written, oral and visual presentations in various professional and academic contexts.
2. Demonstrate an understanding of education and human development theories, trends and needs of young children by developing and maintaining healthy, safe, respectful, challenging and culturally responsive learning environments.
3. Critically assess their own teaching and learning experiences through critical thinking and reflection that will guide and inform their practice.

Core Courses

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>ECE. 260</td>
<td>Children with Special Needs</td>
<td>3</td>
</tr>
<tr>
<td>ECE. 263</td>
<td>Curriculum and Strategies for Children with Special Needs</td>
<td>3</td>
</tr>
<tr>
<td>EDUC 265</td>
<td>Positive Behavior Support in Inclusive Settings</td>
<td>3</td>
</tr>
<tr>
<td>EDUC 300</td>
<td>Applied Inclusive Strategies</td>
<td>1</td>
</tr>
</tbody>
</table>

Total Required Units: 10

Youth and After School

The Education and Human Development program is designed to meet the needs of people planning for a career working with children from birth through school-age. Students earning the Youth and After School Certificate will focus on school age children in diverse settings including, but not limited to, recreation and health and academic enrichment. The program emphasizes current research.
and practical application involving issues related to youth learning and development.

**Career Opportunities**

Individuals taking this certificate will learn knowledge and skills to support their work in out of school or after school programs, youth coaching and athletic settings as well as academic enrichment support. The certificate also provides a foundation for individuals interested in working as a credentialed teacher (with further post-BA coursework).

**Program Learning Outcomes**

Students completing this program will be able to:

1. Communicate their understanding of education and human development concepts as it relates to school age learning, recreation and out of school time, through written, oral and visual presentations in various professional and academic contexts.
2. Demonstrates an understanding of education and human development theories, trends and needs of the school age child by maintaining healthy, safe, respectful, challenging and culturally responsive environments.
3. Critically assess their own teaching and learning experiences through critical thinking and reflection that will guide and inform their practice with school age children in various settings including recreation and after school programs.

**Major: Core and Selective Requirements**

**Complete Core Courses, 21 units**

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>ECE. 201</td>
<td>Child Development</td>
<td>3 units</td>
</tr>
<tr>
<td>ECE. 212</td>
<td>Child, Family, and Community</td>
<td>3 units</td>
</tr>
<tr>
<td>ECE. 213</td>
<td>The School Age Child</td>
<td>3 units</td>
</tr>
<tr>
<td>ECE. 260</td>
<td>Children with Special Needs</td>
<td>3 units</td>
</tr>
<tr>
<td>EDUC 200</td>
<td>Introduction to Classroom Teaching</td>
<td>3 units</td>
</tr>
<tr>
<td>EDUC 265</td>
<td>Positive Behavior Support in Inclusive Settings</td>
<td>3 units</td>
</tr>
<tr>
<td>KINE 101</td>
<td>Introduction to Kinesiology</td>
<td>3 units</td>
</tr>
</tbody>
</table>

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

**List A - Recreation and Health, complete 3 units from the following:**

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>ECE. 313</td>
<td>Health, Safety and Nutrition</td>
<td>3 units</td>
</tr>
<tr>
<td>KINE 105</td>
<td>Stress Management</td>
<td>3 units</td>
</tr>
<tr>
<td>KINE 109</td>
<td>Lifetime Fitness and Nutrition</td>
<td>3 units</td>
</tr>
</tbody>
</table>

**List B - School Age Academic Enrichment, complete 3 units from the following:**

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>ECE. 191</td>
<td>Children's Literature</td>
<td>3 units</td>
</tr>
<tr>
<td>ECE. 244</td>
<td>Curriculum and Strategies for PreK-Kindergarten</td>
<td>3 units</td>
</tr>
<tr>
<td>ECE. 247</td>
<td>Foundations for School Success</td>
<td>3 units</td>
</tr>
<tr>
<td>ECE. 275</td>
<td>Children's Language and Literacy Development</td>
<td>3 units</td>
</tr>
</tbody>
</table>

**Total Required Units: 27**

**Child Development Permits and Areas of Specialization**

**CHILD DEVELOPMENT PERMIT**

Cañada College's Early Childhood Education 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 EDUCATION AND HUMAN DEVELOPMENT 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 Education and Human Development 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 and Toddler Development 3
ECE. 225 Care and Education for Infants and Toddlers 3

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

ECE. 260 Children with Special Needs 3
ECE. 263 Curriculum and Strategies for Children with Special Needs 3

COURSES WITHIN THE EDUCATION AND HUMAN DEVELOPMENT PROGRAM APPLICABLE TO THE SITE SUPERVISOR AND PROGRAM DIRECTOR PERMITS
ECE. 240 Administration I: Business/Legal 3
ECE. 241 Administration II: Personnel and Leadership 3
ECE. 242 Adult Supervision and Mentoring 2

ENGINEERING

## AS Associate in Science Degree Program
Engineering.................................................................60 units

## CA Certificate of Achievement
Engineering.................................................................32 - 36 units
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 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**

<table>
<thead>
<tr>
<th>Course</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>CHEM 210 General Chemistry I</td>
<td>5</td>
</tr>
<tr>
<td>MATH 251 Analytical Geometry and Calculus I</td>
<td>5 units</td>
</tr>
<tr>
<td>MATH 252 Analytical Geometry and Calculus II</td>
<td>5 units</td>
</tr>
<tr>
<td>PHYS 250 Physics with Calculus I</td>
<td>4</td>
</tr>
<tr>
<td>PHYS 260 Physics with Calculus II</td>
<td>4</td>
</tr>
</tbody>
</table>

**Selective Courses, choose a minimum of 16-20 units from the following:**

**List A, complete 6-8 units from the following:**

<table>
<thead>
<tr>
<th>Course</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>ENGR 100 Introduction to Engineering</td>
<td>3</td>
</tr>
<tr>
<td>ENGR 111 Surveying</td>
<td>4</td>
</tr>
<tr>
<td>ENGR 210 Engineering Graphics</td>
<td>4</td>
</tr>
<tr>
<td>ENGR 215 Computational Methods for Engineers and Scientists</td>
<td>3 units</td>
</tr>
<tr>
<td>ENGR 230 Statics</td>
<td>3</td>
</tr>
<tr>
<td>ENGR 240 Engineering Dynamics</td>
<td>3</td>
</tr>
<tr>
<td>ENGR 260 Circuits and Devices</td>
<td>3</td>
</tr>
<tr>
<td>ENGR 261 Circuits and Devices Laboratory</td>
<td>1 unit</td>
</tr>
<tr>
<td>ENGR 270 Materials Science</td>
<td>4</td>
</tr>
</tbody>
</table>

**List B, complete 10-12 units from the following:**

<table>
<thead>
<tr>
<th>Course</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>Any courses from List A not already chosen</td>
<td>1 - 4 units</td>
</tr>
<tr>
<td>CHEM 220 General Chemistry II</td>
<td>5</td>
</tr>
<tr>
<td>CIS 250 Introduction to Object Oriented Programming: C++</td>
<td>3 units</td>
</tr>
</tbody>
</table>
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 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 to identify, formulate, and solve engineering 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 practice.

Major: Core and Selective Requirements

Complete Core Courses, 26-28 units

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>CHEM 210</td>
<td>General Chemistry I</td>
<td>5 units</td>
</tr>
<tr>
<td>ENGL 100</td>
<td>Reading and Composition OR</td>
<td></td>
</tr>
<tr>
<td>ENGL 105</td>
<td>Intensive Composition and Reading</td>
<td>5 units</td>
</tr>
<tr>
<td>MATH 252</td>
<td>Analytical Geometry and Calculus II</td>
<td>5 units</td>
</tr>
<tr>
<td>MATH 251</td>
<td>Analytical Geometry and Calculus I</td>
<td>5 units</td>
</tr>
<tr>
<td>PHYS 250</td>
<td>Physics with Calculus I</td>
<td>4 units</td>
</tr>
<tr>
<td>PHYS 260</td>
<td>Physics with Calculus II</td>
<td>4 units</td>
</tr>
</tbody>
</table>

Selectives: Complete 6-8 units from the following courses:

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>ENGR 100</td>
<td>Introduction to Engineering</td>
<td>3 units</td>
</tr>
<tr>
<td>ENGR 111</td>
<td>Surveying</td>
<td>4 units</td>
</tr>
<tr>
<td>ENGR 210</td>
<td>Engineering Graphics</td>
<td>4 units</td>
</tr>
<tr>
<td>ENGR 215</td>
<td>Computational Methods for Engineers and Scientists</td>
<td>3 units</td>
</tr>
<tr>
<td>ENGR 230</td>
<td>Statics</td>
<td>3 units</td>
</tr>
<tr>
<td>ENGR 240</td>
<td>Engineering Dynamics</td>
<td>3 units</td>
</tr>
<tr>
<td>ENGR 260</td>
<td>Circuits and Devices</td>
<td>3 units</td>
</tr>
<tr>
<td>ENGR 261</td>
<td>Circuits and Devices Laboratory</td>
<td>1 unit</td>
</tr>
<tr>
<td>ENGR 270</td>
<td>Materials Science</td>
<td>4 units</td>
</tr>
</tbody>
</table>

Total Required Units: 32 - 36

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 as an engineering CAD technician, or other technical drafting positions. Upon completion of the certificate, students will be two semesters away from obtaining a position as an engineering CAD technician, or other technical drafting positions. 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

<table>
<thead>
<tr>
<th>Complete Core Courses, 27 units</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>CHEM 210 General Chemistry I</td>
<td>5 units</td>
</tr>
<tr>
<td>ENGR 111 Surveying</td>
<td>4 units</td>
</tr>
<tr>
<td>ENGR 210 Engineering Graphics</td>
<td>4 units</td>
</tr>
</tbody>
</table>

Total Required Units: 27

**ENGLISH**

**AA Associate in Arts Degree Program**

<table>
<thead>
<tr>
<th>English</th>
<th>60 units</th>
</tr>
</thead>
</table>

**AA-T Associate in Arts Degree for Transfer**

<table>
<thead>
<tr>
<th>English</th>
<th>60 units</th>
</tr>
</thead>
</table>

**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**

<table>
<thead>
<tr>
<th>Course</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>MATH 251 Analytical Geometry and Calculus I</td>
<td>5 units</td>
</tr>
<tr>
<td>MATH 252 Analytical Geometry and Calculus II</td>
<td>5 units</td>
</tr>
<tr>
<td>PHYS 250 Physics with Calculus I</td>
<td>4 units</td>
</tr>
</tbody>
</table>

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Major: Core and Selective Requirements

Complete Core Courses, 6 units

<table>
<thead>
<tr>
<th>Course</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>ENGL 110</td>
<td>Composition, Literature, and Critical Thinking</td>
</tr>
<tr>
<td>ENGL 165</td>
<td>Advanced Composition</td>
</tr>
</tbody>
</table>

Selective Courses, choose 12 units from the following:

List A, choose 6 units from the following:

<table>
<thead>
<tr>
<th>Course</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>LIT. 200</td>
<td>American Literature</td>
</tr>
<tr>
<td>LIT. 205</td>
<td>New Voices in World Literature</td>
</tr>
<tr>
<td>LIT. 231</td>
<td>Survey of English Literature I</td>
</tr>
<tr>
<td>LIT. 232</td>
<td>Survey of English Literature II</td>
</tr>
</tbody>
</table>

List B, choose 3 units from the following:

<table>
<thead>
<tr>
<th>Course</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>Any course from List A not already used</td>
<td>3 units</td>
</tr>
<tr>
<td>ENGL 161</td>
<td>Creative Writing I</td>
</tr>
<tr>
<td>ENGL 162</td>
<td>Creative Writing II</td>
</tr>
<tr>
<td>LIT. 151</td>
<td>Introduction to Shakespeare I</td>
</tr>
<tr>
<td>LIT. 252</td>
<td>Women Writers: Multicultural Perspectives</td>
</tr>
<tr>
<td>LIT. 266</td>
<td>Black Literature</td>
</tr>
<tr>
<td>LIT. 371</td>
<td>Mexican-American Literature</td>
</tr>
<tr>
<td>LIT. 372</td>
<td>Myth and Folklore of La Raza</td>
</tr>
<tr>
<td>LIT. 373</td>
<td>Latin American Literature in Translation</td>
</tr>
<tr>
<td>LIT. 375</td>
<td>Native-American Literature</td>
</tr>
<tr>
<td>LIT. 441</td>
<td>Survey of Film</td>
</tr>
<tr>
<td>LIT. 442</td>
<td>Film Study and Appreciation</td>
</tr>
</tbody>
</table>

List C, choose 3 units from the following:

<table>
<thead>
<tr>
<th>Course</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>Any course from lists A or B not used above</td>
<td>3 units</td>
</tr>
<tr>
<td>ENGL 200</td>
<td>Introduction to Linguistics: A Survey of Language</td>
</tr>
</tbody>
</table>
| OR
| LING 200     | Introduction to Linguistics: A Survey of Language | 3 units |
| DRAM 140     | Introduction to the Theatre                      | 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

<table>
<thead>
<tr>
<th>Course</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>ENGL 110</td>
<td>Composition, Literature, and Critical Thinking</td>
</tr>
<tr>
<td>ENGL 165</td>
<td>Advanced Composition</td>
</tr>
</tbody>
</table>

Selective Courses, choose 12 units from the following:

List A, choose 6 units from the following:

<table>
<thead>
<tr>
<th>Course</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>LIT. 200</td>
<td>American Literature</td>
</tr>
<tr>
<td>LIT. 231</td>
<td>Survey of English Literature I</td>
</tr>
<tr>
<td>LIT. 232</td>
<td>Survey of English Literature II</td>
</tr>
</tbody>
</table>

List B, choose 3 units from the following:

<table>
<thead>
<tr>
<th>Course</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>Any course from List A not already used</td>
<td>3 units</td>
</tr>
<tr>
<td>ENGL 161</td>
<td>Creative Writing I</td>
</tr>
</tbody>
</table>

List C, choose 3 units from the following:

<table>
<thead>
<tr>
<th>Course</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>Any course from lists A or B not used above</td>
<td>3 units</td>
</tr>
<tr>
<td>LIT. 200</td>
<td>American Literature</td>
</tr>
<tr>
<td>LIT. 231</td>
<td>Survey of English Literature I</td>
</tr>
<tr>
<td>LIT. 232</td>
<td>Survey of English Literature II</td>
</tr>
</tbody>
</table>

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:

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>Any course</td>
<td>from List A or B not already used</td>
<td>3 units</td>
</tr>
<tr>
<td>ENGL 200</td>
<td>Introduction to Linguistics: A Survey of Language</td>
<td>3 units</td>
</tr>
<tr>
<td>LING 200</td>
<td>Introduction to Linguistics: A Survey of Language</td>
<td>3 units</td>
</tr>
<tr>
<td>DRAM 140</td>
<td>Introduction to the Theatre</td>
<td>3 units</td>
</tr>
<tr>
<td>SPAN 162</td>
<td>Latino Literature II</td>
<td>3 units</td>
</tr>
</tbody>
</table>

**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.

### AS-T Associate in Science Degree for Transfer
Environmental Science............................................60 units

### AS Environmental Science

**Optional Program Header**

The Environmental Science degree provides students with a strong and broad scientific foundation to prepare students for transfer into bachelor's degree programs in Environmental Science or Environmental Studies.

**Career Opportunities**

Students with a bachelor's degree in Environmental Science find employment in a wide variety of fields in both the public and private sector, including (but not limited to) environmental consulting, environmental education, urban and regional planning, recycling and waste management, hydrology, pollution control, natural resource management, park management, oceanography, meteorology, ecology, etc. The job growth in environmental fields is consistently greater than the national average.

**Program Learning Outcomes**

Students completing this program will be able to:

1. Use the Scientific Method and appreciate its role in the development of scientific thought.
2. Critically evaluate scientific information and examine its significance and impact on society and the environment.
3. Demonstrate an understanding of the interdisciplinary nature of environmental issues.
4. Document and communicate their work effectively.

Content here...

### AS Degree Requirements

**Major: Core and Selective Requirements**

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>BIOL 230</td>
<td>Cell and Molecular Biology</td>
<td>5 units</td>
</tr>
<tr>
<td>CHEM 210</td>
<td>General Chemistry I</td>
<td>5 units</td>
</tr>
<tr>
<td>ECON 102</td>
<td>Principles of Micro Economics</td>
<td>3 units</td>
</tr>
<tr>
<td>ENVS 101</td>
<td>Environmental Science Laboratory</td>
<td>1 unit</td>
</tr>
<tr>
<td>ENVS 115</td>
<td>Environmental Science</td>
<td>3 units</td>
</tr>
<tr>
<td>GEOL 100</td>
<td>Introduction to Geology</td>
<td>3 units</td>
</tr>
<tr>
<td>GEOL 101</td>
<td>Geology Laboratory</td>
<td>1 unit</td>
</tr>
</tbody>
</table>

AS Environmental Science............................................60 units
Selective Courses, choose a minimum of 13 - 16 units from the following:

List A, complete 8 units from the following:

<table>
<thead>
<tr>
<th>Units</th>
<th>Description</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>PHYS 210</td>
<td>General Physics I</td>
<td>4</td>
</tr>
<tr>
<td>PHYS 220</td>
<td>General Physics II</td>
<td>4</td>
</tr>
<tr>
<td>PHYS 250</td>
<td>Physics with Calculus I</td>
<td>4</td>
</tr>
<tr>
<td>PHYS 260</td>
<td>Physics with Calculus II</td>
<td>4</td>
</tr>
</tbody>
</table>

List B, complete 5 - 8 units from the following:

<table>
<thead>
<tr>
<th>Units</th>
<th>Description</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>BIOL 225</td>
<td>Biology Of Organisms</td>
<td>5</td>
</tr>
<tr>
<td>CHEM 220</td>
<td>General Chemistry II</td>
<td>5</td>
</tr>
<tr>
<td>ENVS 695</td>
<td>Independent Study</td>
<td>0.5 - 3</td>
</tr>
</tbody>
</table>

Total Required Major Units: 43 - 46

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

Program Learning Outcomes

Students completing this program will be able to:

1. Use the Scientific Method and appreciate its role in the development of scientific thought
2. Critically evaluate scientific information and examine its significance and impact on society and the environment.
3. Demonstrate an understanding of the interdisciplinary nature of environmental issues
4. Document and communicate their work effectively.

AS-T Degree Requirements

Major: Core and Selective Requirements

Complete Core Courses, 15 units

<table>
<thead>
<tr>
<th>Units</th>
<th>Description</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>BIOL 230</td>
<td>Cell and Molecular Biology</td>
<td>5</td>
</tr>
<tr>
<td>CHEM 210</td>
<td>General Chemistry I</td>
<td>5</td>
</tr>
<tr>
<td>CHEM 220</td>
<td>General Chemistry II</td>
<td>5</td>
</tr>
</tbody>
</table>

Selective Courses, choose 27 units from the following:

List A, 16 units:

<table>
<thead>
<tr>
<th>Units</th>
<th>Description</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>ENVS 115</td>
<td>Environmental Science</td>
<td>3</td>
</tr>
<tr>
<td>GEOL 100</td>
<td>Introduction to Geology</td>
<td>3</td>
</tr>
<tr>
<td>GEOL 101</td>
<td>Geology Laboratory</td>
<td>1</td>
</tr>
<tr>
<td>MATH 200</td>
<td>Elementary Probability and</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Statistics</td>
<td></td>
</tr>
<tr>
<td></td>
<td>MATH 251</td>
<td></td>
</tr>
</tbody>
</table>

List B, choose 11 units from the following:

<table>
<thead>
<tr>
<th>Units</th>
<th>Description</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>ECON 102</td>
<td>Principles of Micro Economics</td>
<td>3</td>
</tr>
<tr>
<td>PHYS 210</td>
<td>General Physics I</td>
<td>4</td>
</tr>
<tr>
<td></td>
<td>AND</td>
<td></td>
</tr>
<tr>
<td>PHYS 220</td>
<td>General Physics II</td>
<td>4</td>
</tr>
<tr>
<td></td>
<td>OR</td>
<td></td>
</tr>
<tr>
<td>PHYS 250</td>
<td>Physics with Calculus I</td>
<td>4</td>
</tr>
<tr>
<td></td>
<td>AND</td>
<td></td>
</tr>
<tr>
<td>PHYS 260</td>
<td>Physics with Calculus II</td>
<td>4</td>
</tr>
</tbody>
</table>

Total Required Major Units: 42

General Education Requirements:*  
Certified Completion of CSU-GE Breadth for STEM Pattern, 33 units

Optional Program Footer

AS-T Environmental Science

The Environmental Science degree provides students with a strong and broad scientific foundation to prepare students for transfer into Bachelor’s degree programs in Environmental Science or Environmental Studies.

Career Opportunities

This transfer degree prepares students to complete Bachelor’s degrees in Environmental Science. Students with Bachelor’s degrees in Environmental Science can find employment in a wide variety of field in both the public and private sector, including (but not limited to) environmental consulting, environmental education, urban and regional planning, recycling and waste management, hydrology, ecology, etc.
Certified Completion of IGETC for STEM Pattern, **31 units**

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**ETHNIC STUDIES**

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### AA Associate in Arts Degree Program

Ethnic Studies...........................................................................................................60 units

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### AA Ethnic Studies

Ethnic studies is a multidisciplinary field focused on the analysis of socially-constructed categories such as race, ethnicity, gender, sexual identity, nationality and (non)citizenship. Using a range of materials, from literary and musical works to sociological studies and historical texts, we deeply examine the processes whereby social categories of identity and difference are produced, resisted, inhabited, embraced, and transformed across historical time and geographic space. We trace the ways in which these racialized categories shape and are shaped by a variety of other complex issues, such as colonialism, military conflict, and the relations between capital and labor. Our classes interrogate systems of power and inequality, analyze the effects of social justice movements past and present, and delve into the ontology and phenomenology of the elusive notion of liberation. By familiarizing students with a range of methodological tools for the study of social life, while prioritizing the voices and perspectives of marginalized individuals and minoritized communities, we open up an intellectual space within which the term “ethnic” in “ethnic studies” is both critically deconstructed and strategically affirmed.

**Career Opportunities**

Students who transfer and complete a Bachelor’s degree in Ethnic Studies can pursue careers in the arts, business, city planning, creative writing, education at all levels, international relations, journalism, law, medicine, politics, psychology, public health, research, and social work. In addition, Ethnic Studies courses allow public school teachers the opportunity to meet California State requirements in ethnic education.

**Program Learning Outcomes**

Students completing this program will be able to:

1. Describe the historical development and contributions of various ethnic groups to the United States and to California in particular.
2. Analyze the role in the political process played by various ethnic groups in the United States and in California particularly.

3. Discuss public policies involving various ethnic groups in the United Stated and in California particularly.
4. Analyze concepts such as race and racism, racialization, ethnicity, discrimination, neocolonialism, patriarchy and transnationalism.

**AA Degree Requirements**

**Major: Core and Selective Requirements**

<table>
<thead>
<tr>
<th>Complete Core requirements, 6 units:</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>ETHN 108 Rethinking Race, Gender, and Nation</td>
<td>3 units</td>
</tr>
<tr>
<td>ETHN 109 Borders and Crossings</td>
<td>3 units</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Selective Courses, choose a minimum of 12 units from the following:</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>ETHN 103 Asian American Studies</td>
<td>3 units</td>
</tr>
<tr>
<td>ETHN 105 African American History and Culture</td>
<td>3 units</td>
</tr>
<tr>
<td>ETHN 107 Introduction to Native American Studies</td>
<td>3 units</td>
</tr>
<tr>
<td>ETHN 265 Evolution of Hip Hop Culture: A Socio-Economic and Political Perspective</td>
<td>3 units</td>
</tr>
<tr>
<td>ETHN 288 African-American Cinema</td>
<td>3 units</td>
</tr>
</tbody>
</table>

**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.*

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**FASHION DESIGN AND MERCHANDISING**

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### 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
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

<table>
<thead>
<tr>
<th>Units</th>
<th>Course Code</th>
<th>Course Title</th>
</tr>
</thead>
<tbody>
<tr>
<td>3 units</td>
<td>BUS 150</td>
<td>Entrepreneurship: Small Business Management</td>
</tr>
<tr>
<td>3 units</td>
<td>FASH 100</td>
<td>Principles of Design</td>
</tr>
<tr>
<td>3 units</td>
<td>FASH 111</td>
<td>Techniques of Fit</td>
</tr>
<tr>
<td>3 units</td>
<td>FASH 113</td>
<td>Textiles</td>
</tr>
<tr>
<td>3 units</td>
<td>FASH 115</td>
<td>Intermediate Clothing Construction</td>
</tr>
<tr>
<td>3 units</td>
<td>FASH 116</td>
<td>Tailoring</td>
</tr>
<tr>
<td>3 units</td>
<td>FASH 118</td>
<td>Flat Pattern</td>
</tr>
<tr>
<td>3 units</td>
<td>FASH 123</td>
<td>Introduction to the Fashion Industry</td>
</tr>
<tr>
<td>3 units</td>
<td>FASH 162</td>
<td>Advanced Flat Pattern</td>
</tr>
<tr>
<td>3 units</td>
<td>FASH 168</td>
<td>Fashion Draping</td>
</tr>
<tr>
<td>1 unit</td>
<td>FASH 195</td>
<td>Portfolio Development</td>
</tr>
</tbody>
</table>

Selective Courses, choose a minimum of 3 units from the following:

<table>
<thead>
<tr>
<th>Units</th>
<th>Course Code</th>
<th>Course Title</th>
</tr>
</thead>
<tbody>
<tr>
<td>3 units</td>
<td>FASH 114</td>
<td>Travel Study: Introduction to Italian Fashion</td>
</tr>
<tr>
<td>3 units</td>
<td>FASH 122</td>
<td>Advanced Tailoring</td>
</tr>
<tr>
<td>1 unit</td>
<td>FASH 132</td>
<td>Trouser Construction</td>
</tr>
<tr>
<td>1 unit</td>
<td>FASH 133</td>
<td>Copying Ready-to-Wear</td>
</tr>
<tr>
<td>1 unit</td>
<td>FASH 140</td>
<td>Basic Serging</td>
</tr>
<tr>
<td>3 units</td>
<td>FASH 146</td>
<td>Designer Techniques in Sewing</td>
</tr>
<tr>
<td>3 units</td>
<td>FASH 150</td>
<td>History of Fashion</td>
</tr>
<tr>
<td>3 units</td>
<td>FASH 164</td>
<td>Fashion Illustration</td>
</tr>
<tr>
<td>1 unit</td>
<td>FASH 167</td>
<td>The Custom Dress Form</td>
</tr>
<tr>
<td>2 units</td>
<td>FASH 169</td>
<td>Evening Gown Construction</td>
</tr>
<tr>
<td>2 units</td>
<td>FASH 170</td>
<td>French Pattern Drafting</td>
</tr>
<tr>
<td>2 units</td>
<td>FASH 171</td>
<td>Pants Drafting</td>
</tr>
<tr>
<td>1 unit</td>
<td>FASH 172</td>
<td>Bustier</td>
</tr>
<tr>
<td>3 units</td>
<td>FASH 672</td>
<td>Cooperative Education: Internship</td>
</tr>
</tbody>
</table>

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

<table>
<thead>
<tr>
<th>Complete Core Courses, 18 units</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>FASH 100 Principles of Design</td>
<td>3 units</td>
</tr>
<tr>
<td>FASH 113 Textiles</td>
<td>3 units</td>
</tr>
<tr>
<td>FASH 123 Introduction to the Fashion Industry</td>
<td>3 units</td>
</tr>
<tr>
<td>FASH 151 Fashion Merchandising</td>
<td>3 units</td>
</tr>
<tr>
<td>FASH 225 Apparel Analysis</td>
<td>3 units</td>
</tr>
<tr>
<td>FASH 226 Visual Merchandising and Display</td>
<td>3 units</td>
</tr>
</tbody>
</table>

**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. 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

<table>
<thead>
<tr>
<th>Major: Core and Selective Requirements</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Complete Core Courses, 27 units</strong></td>
</tr>
<tr>
<td><strong>Units</strong></td>
</tr>
<tr>
<td>FASH 100 Principles of Design</td>
</tr>
<tr>
<td>FASH 113 Textiles</td>
</tr>
<tr>
<td>FASH 115 Intermediate Clothing Construction</td>
</tr>
<tr>
<td>FASH 118 Flat Pattern</td>
</tr>
<tr>
<td>FASH 123 Introduction to the Fashion Industry</td>
</tr>
<tr>
<td>FASH 163 Pattern Grading</td>
</tr>
<tr>
<td>FASH 164 Fashion Illustration</td>
</tr>
<tr>
<td>FASH 175 Advanced Illustration</td>
</tr>
<tr>
<td>FASH 178 Computerized Pattern Grading</td>
</tr>
<tr>
<td>FASH 180 Computerized Pattern Design</td>
</tr>
<tr>
<td>FASH 195 Portfolio Development</td>
</tr>
</tbody>
</table>

**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
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

<table>
<thead>
<tr>
<th>Course</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>FASH 113</td>
<td>Textiles</td>
</tr>
<tr>
<td>FASH 116</td>
<td>Tailoring</td>
</tr>
<tr>
<td>FASH 150</td>
<td>History of Fashion</td>
</tr>
<tr>
<td>FASH 162</td>
<td>Advanced Flat Pattern</td>
</tr>
<tr>
<td>FASH 164</td>
<td>Fashion Illustration</td>
</tr>
<tr>
<td>FASH 168</td>
<td>Fashion Draping</td>
</tr>
<tr>
<td>FASH 196</td>
<td>Introduction to the Costume Industry</td>
</tr>
<tr>
<td>FASH 197</td>
<td>Pattern Design for Historic Costume</td>
</tr>
</tbody>
</table>

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

List A, complete 3 units from the following:

<table>
<thead>
<tr>
<th>Course</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>FASH 199</td>
<td>Costuming for Theatrical Production</td>
</tr>
<tr>
<td>FASH 672</td>
<td>Cooperative Education: Internship</td>
</tr>
</tbody>
</table>

List B, complete 3 units from the following:

<table>
<thead>
<tr>
<th>Course</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>FASH 134</td>
<td>Beginning Millinery</td>
</tr>
</tbody>
</table>

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.

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

<table>
<thead>
<tr>
<th>Course</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>BUS. 150</td>
<td>Entrepreneurship: Small Business Management</td>
</tr>
<tr>
<td>FASH 100</td>
<td>Principles of Design</td>
</tr>
<tr>
<td>FASH 111</td>
<td>Techniques of Fit</td>
</tr>
<tr>
<td>FASH 113</td>
<td>Textiles</td>
</tr>
<tr>
<td>FASH 115</td>
<td>Intermediate Clothing Construction</td>
</tr>
<tr>
<td>FASH 116</td>
<td>Tailoring</td>
</tr>
<tr>
<td>FASH 118</td>
<td>Flat Pattern</td>
</tr>
</tbody>
</table>
DEGREES & CERTIFICATES

FASH 123 Introduction to the Fashion Industry 3 units
FASH 162 Advanced Flat Pattern 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:

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>FASH 114</td>
<td>Travel Study: Introduction to Italian Fashion</td>
<td>3</td>
</tr>
<tr>
<td>FASH 122</td>
<td>Advanced Tailoring</td>
<td>3</td>
</tr>
<tr>
<td>FASH 132</td>
<td>Trouser Construction</td>
<td>1</td>
</tr>
<tr>
<td>FASH 133</td>
<td>Copying Ready-to-Wear</td>
<td>1</td>
</tr>
<tr>
<td>FASH 140</td>
<td>Basic Serging</td>
<td>1</td>
</tr>
<tr>
<td>FASH 146</td>
<td>Designer Techniques in Sewing</td>
<td>3</td>
</tr>
<tr>
<td>FASH 150</td>
<td>History of Fashion</td>
<td>3</td>
</tr>
<tr>
<td>FASH 164</td>
<td>Fashion Illustration</td>
<td>3</td>
</tr>
<tr>
<td>FASH 167</td>
<td>The Custom Dress Form</td>
<td>1</td>
</tr>
<tr>
<td>FASH 169</td>
<td>Evening Gown Construction</td>
<td>2</td>
</tr>
<tr>
<td>FASH 170</td>
<td>French Pattern Drafting</td>
<td>2</td>
</tr>
<tr>
<td>FASH 171</td>
<td>Pants Drafting</td>
<td>2</td>
</tr>
<tr>
<td>FASH 172</td>
<td>Bustier</td>
<td>1</td>
</tr>
<tr>
<td>FASH 672</td>
<td>Cooperative Education: Internship</td>
<td>3</td>
</tr>
</tbody>
</table>

Total Required Units: 34

FASH 100 Principles of Design 3 units
FASH 113 Textiles 3 units
FASH 123 Introduction to the Fashion Industry 3 units
FASH 151 Fashion Merchandising 3 units
FASH 225 Apparel Analysis 3 units
FASH 226 Visual Merchandising and Display 3 units

Total Required Units: 18

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

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>FASH 100</td>
<td>Principles of Design</td>
<td>3</td>
</tr>
<tr>
<td>FASH 113</td>
<td>Textiles</td>
<td>3</td>
</tr>
<tr>
<td>FASH 123</td>
<td>Introduction to the Fashion Industry</td>
<td>3</td>
</tr>
<tr>
<td>FASH 151</td>
<td>Fashion Merchandising</td>
<td>3</td>
</tr>
<tr>
<td>FASH 225</td>
<td>Apparel Analysis</td>
<td>3</td>
</tr>
<tr>
<td>FASH 226</td>
<td>Visual Merchandising and Display</td>
<td>3</td>
</tr>
</tbody>
</table>

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. 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.

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,
Major: Core and Selective Requirements

Complete Core Courses, 27 units

<table>
<thead>
<tr>
<th>Units</th>
<th>FASH 100 Principles of Design 3 units</th>
</tr>
</thead>
<tbody>
<tr>
<td>Units</td>
<td>FASH 113 Textiles 3 units</td>
</tr>
<tr>
<td>Units</td>
<td>FASH 115 Intermediate Clothing Construction 3 units</td>
</tr>
<tr>
<td>Units</td>
<td>FASH 118 Flat Pattern 3 units</td>
</tr>
<tr>
<td>Units</td>
<td>FASH 123 Introduction to the Fashion Industry 3 units</td>
</tr>
<tr>
<td>Units</td>
<td>FASH 163 Pattern Grading 1 unit</td>
</tr>
<tr>
<td>Units</td>
<td>FASH 164 Fashion Illustration 3 units</td>
</tr>
<tr>
<td>Units</td>
<td>FASH 175 Advanced Illustration 3 units</td>
</tr>
<tr>
<td>Units</td>
<td>FASH 178 Computerized Pattern Grading 1 unit</td>
</tr>
<tr>
<td>Units</td>
<td>FASH 180 Computerized Pattern Design 3 units</td>
</tr>
<tr>
<td>Units</td>
<td>FASH 195 Portfolio Development 1 unit</td>
</tr>
</tbody>
</table>

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

<table>
<thead>
<tr>
<th>Units</th>
<th>BUS. 150 Entrepreneurship: Small Business Management 3 units</th>
</tr>
</thead>
<tbody>
<tr>
<td>Units</td>
<td>FASH 110 Beginning Clothing Construction 3 units</td>
</tr>
<tr>
<td>Units</td>
<td>FASH 111 Techniques of Fit 3 units</td>
</tr>
<tr>
<td>Units</td>
<td>FASH 114 Travel Study: Introduction to Italian Fashion 3 units</td>
</tr>
<tr>
<td>Units</td>
<td>FASH 140 Basic Serging 1 unit</td>
</tr>
<tr>
<td>Units</td>
<td>FASH 150 History of Fashion 3 units</td>
</tr>
<tr>
<td>Units</td>
<td>FASH 173 Lingerie Design and Construction 1 unit</td>
</tr>
<tr>
<td>Units</td>
<td>FASH 672 Cooperative Education: Internship 3 units</td>
</tr>
</tbody>
</table>

Total Required Units: 33

Career Opportunities

The theater provides many interesting part-time, freelance 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

<table>
<thead>
<tr>
<th>Units</th>
<th>FASH 113 Textiles 3 units</th>
</tr>
</thead>
<tbody>
<tr>
<td>Units</td>
<td>FASH 116 Tailoring 3 units</td>
</tr>
<tr>
<td>Units</td>
<td>FASH 150 History of Fashion 3 units</td>
</tr>
<tr>
<td>Units</td>
<td>FASH 162 Advanced Flat Pattern 3 units</td>
</tr>
<tr>
<td>Units</td>
<td>FASH 164 Fashion Illustration 3 units</td>
</tr>
<tr>
<td>Units</td>
<td>FASH 168 Fashion Draping 3 units</td>
</tr>
<tr>
<td>Units</td>
<td>FASH 196 Introduction to the Costume Industry 1 unit</td>
</tr>
<tr>
<td>Units</td>
<td>FASH 197 Pattern Design for Historic Costume 3 units</td>
</tr>
</tbody>
</table>

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

List A, complete 3 units from the following:

<table>
<thead>
<tr>
<th>Units</th>
<th>FASH 199 Costuming for Theatrical Production 3 units</th>
</tr>
</thead>
<tbody>
<tr>
<td>Units</td>
<td>FASH 672 Cooperative Education: Internship 3 units</td>
</tr>
</tbody>
</table>

List B, complete 3 units from the following:

<table>
<thead>
<tr>
<th>Units</th>
<th>FASH 134 Beginning Millinery 1 unit</th>
</tr>
</thead>
<tbody>
<tr>
<td>Units</td>
<td>FASH 140 Basic Serging 1 unit</td>
</tr>
<tr>
<td>Units</td>
<td>FASH 169 Evening Gown Construction 2 units</td>
</tr>
<tr>
<td>Units</td>
<td>FASH 170 French Pattern Drafting 2 units</td>
</tr>
</tbody>
</table>
FUNERAL SERVICES EDUCATION

AS Associate in Science Degree Program
Funeral Service Education............................................. 60 units

AS Funeral Service Education

The Funeral Service Education degree prepares students for entry-level positions in funeral service. The student is exposed to theory-based and clinical experiences reflective of the current industry standards. It is designed to meet the prerequisites for licensure and employment in the field of funeral service as funeral directors or embalmers.

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. Information workshops are held in April and August for prospective students. For more information, please call the Science and Technology Division office at (650)306-3291.

Career Opportunities

Graduates of the Funeral Service Education program are able to seek careers in the following fields: Funeral Service Managers, Embalmers, Funeral Attendant, Mortician, Undertaker, Funeral Director.

Program Learning Outcomes

Students completing this program will be able to:

1. Explain the importance of funeral service professionals in developing relationships with the families and communities they serve.
2. Identify standards of ethical conduct in funeral service practice.
3. Interpret how federal, state, and local laws apply to funeral service in order to ensure compliance.
4. Apply principles of public health and safety in the handling and preparation of human remains.
5. Demonstrate technical skills in embalming and restorative art that are necessary for the preparation and handling of human remains.
6. Demonstrate skills required for conducting arrangement conferences, visitations, services, and ceremonies.
7. Describe the requirements and procedures for burial, cremation, and other accepted forms of final disposition of human remains.
8. Describe methods to address the grief-related needs of the bereaved.
9. Explain management skills associated with operating a funeral establishment.
10. Demonstrate verbal and written communication skills and research skills needed for funeral service practice.

AS Degree Requirements

Major: Core Requirements

Complete Core Courses, 44 units

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>FSE. 200</td>
<td>Introduction to Funeral Service</td>
<td>2</td>
</tr>
<tr>
<td>FSE. 210</td>
<td>Funeral Directing I</td>
<td>3</td>
</tr>
<tr>
<td>FSE. 212</td>
<td>Funeral Service Science</td>
<td>5</td>
</tr>
<tr>
<td>FSE. 215</td>
<td>Funeral Directing II</td>
<td>3</td>
</tr>
<tr>
<td>FSE. 220</td>
<td>Funeral Service Law and Ethics</td>
<td>3</td>
</tr>
<tr>
<td>FSE. 225</td>
<td>Psychology of Death and Dying</td>
<td>3</td>
</tr>
<tr>
<td>FSE. 230</td>
<td>Merchandising in the Funeral Service Industry</td>
<td>3</td>
</tr>
<tr>
<td>FSE. 235</td>
<td>Funeral Service Management</td>
<td>3</td>
</tr>
<tr>
<td>FSE. 250</td>
<td>Restorative Art</td>
<td>5</td>
</tr>
<tr>
<td>FSE. 260</td>
<td>Embalming I</td>
<td>4</td>
</tr>
<tr>
<td>FSE. 265</td>
<td>Embalming II</td>
<td>2</td>
</tr>
<tr>
<td>FSE. 270</td>
<td>Funeral Service Counseling</td>
<td>3</td>
</tr>
<tr>
<td>FSE. 280</td>
<td>Funeral Service Education Practicum</td>
<td>5</td>
</tr>
</tbody>
</table>

A grade of "C" or better is required for progression through the program.

Program Entrance Criteria:

- A. Microbiology - BIOL 240
- B. Human Anatomy - BIOL 250
- C. Business Law - BUS. 201
- D. Chemistry - CHEM 410
- E. Reading and Composition - ENGL 100
- F. Introduction to Funeral Service - FSE. 200
- G. Intermediate Algebra - MATH 120

Total Required Units: 28
Students must take the Arts and the Sciences section of the National Board Exam (NBE) as a requirement for graduation.

The Funeral Service Education Program at Cañada College aims to be accredited by the American Board of Funeral Service Education (ABFSE) 992 Mantua Pike, Suite 108, Woodbury Heights, NJ 08097 (816) 233-3747. Web: www.abfse.org

The annual passage rate of first-time takers on the National Board Examination (NBE) for the most recent three-year period for this institution and all ABFSE accredited funeral service education programs is posted on the ABFSE web site (www.abfse.org).

National Board Examination scores, graduation rates, and employment rates for this and other ABFSE-accredited programs are available at www.abfse.org. To request a printed copy of this program's scores and rates, go to BLDG - 23-137C or by email at thompsona@smccd.edu or by phone at 650-306-3322

Total Required Major Units: 44
And required General Education coursework and electives as needed to meet the minimum 60 units required for the Associate degree.

**GENERAL STUDIES**

<table>
<thead>
<tr>
<th><strong>CA Certificate of Achievement</strong></th>
</tr>
</thead>
<tbody>
<tr>
<td>Pathways to Student Success........</td>
</tr>
<tr>
<td>Preparation for Academic Scholarship and Success (PASS)...............</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th><strong>CA Pathways to Student Success</strong></th>
</tr>
</thead>
<tbody>
<tr>
<td>The Pathways to Student Success certificate of achievement acknowledges students’ completion of the first level of college work in English, reading, math, and other academic and technology courses. 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 the communication and critical thinking skills to compete in today's workforce. Earning this certificate of achievement also encourages students to persist and earn other certificates and/or associate degrees.</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th><strong>Program Learning Outcomes</strong></th>
</tr>
</thead>
<tbody>
<tr>
<td>Students completing this program will be able to:</td>
</tr>
<tr>
<td>1. Use the reading, writing, and computation skills necessary to succeed in transfer level courses.</td>
</tr>
<tr>
<td>2. Successfully prepare written and oral communication that illustrates critical thinking and creation of inquiry-or research based texts, and information literacy.</td>
</tr>
<tr>
<td>3. Use mathematical reasoning and a generalized problem solving process to solve real-world problems.</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th><strong>Major: Core and Selective Requirements</strong></th>
</tr>
</thead>
<tbody>
<tr>
<td>Complete Core Courses, minimum of 3 units</td>
</tr>
<tr>
<td>ENGL 100 Reading and Composition</td>
</tr>
<tr>
<td>OR</td>
</tr>
<tr>
<td>ENGL 105 Intensive Composition and Reading</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Selective courses, choose a minimum of 13 units from the following:</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Area A: Complete 3 units from the following courses:</strong></td>
</tr>
<tr>
<td>COMM 110 Public Speaking</td>
</tr>
<tr>
<td>COMM 127 Argumentation and Debate</td>
</tr>
<tr>
<td>COMM 130 Interpersonal Communication</td>
</tr>
<tr>
<td>COMM 140 Small Group Communication</td>
</tr>
</tbody>
</table>

| **Area B: Complete a minimum of 3 units from the following courses:** | Units |
| BUS. 113 Personal Finance | 3 units |
| MATH 120 Intermediate Algebra | 5 units |
| MATH 190 Path to Statistics | 6 units |

| **Area C: Complete a minimum of 7 units from the following courses:** | Units |
| BUS. 401 Business Communications | 3 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 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, minimum of 8 units**

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>ENGL 100</td>
<td>Reading and Composition</td>
<td>3 units</td>
</tr>
<tr>
<td>OR</td>
<td></td>
<td></td>
</tr>
<tr>
<td>ENGL 105</td>
<td>Intensive Composition and Reading</td>
<td>5 units</td>
</tr>
<tr>
<td>ESL 400</td>
<td>Composition for Multilingual Students</td>
<td>5 units</td>
</tr>
</tbody>
</table>

**Selective Courses, choose a minimum of 4 units from the following (units must be completed from more than one subject):**

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>CBOT 432</td>
<td>Introduction to Computer Applications</td>
<td>3 units</td>
</tr>
<tr>
<td>CBOT 435</td>
<td>Spreadsheets</td>
<td>3 units</td>
</tr>
<tr>
<td>CBOT 448</td>
<td>Using Microsoft Windows</td>
<td>1.5 units</td>
</tr>
<tr>
<td>CBOT 457</td>
<td>Using PowerPoint in Business</td>
<td>2 units</td>
</tr>
<tr>
<td>CBOT 470</td>
<td>Advanced Spreadsheets</td>
<td>1.5 units</td>
</tr>
<tr>
<td>CBOT 472</td>
<td>Beginning Word Processing</td>
<td>1.5 units</td>
</tr>
<tr>
<td>CBOT 474</td>
<td>Intermediate Word Processing</td>
<td>1.5 units</td>
</tr>
<tr>
<td>CBOT 475</td>
<td>Using Outlook</td>
<td>1.5 units</td>
</tr>
<tr>
<td>CBOT 476</td>
<td>Adobe Acrobat</td>
<td>1.5 units</td>
</tr>
<tr>
<td>CRER 110</td>
<td>Honors Colloquium in Career and Personal Development: Transfer Essentials and Planning</td>
<td>1 unit</td>
</tr>
<tr>
<td>CRER 137</td>
<td>Life and Career Planning</td>
<td>3 units</td>
</tr>
<tr>
<td>CRER 300</td>
<td>Introduction to Scholarships</td>
<td>1.5 units</td>
</tr>
<tr>
<td>CRER 401</td>
<td>College Success</td>
<td>1 unit</td>
</tr>
<tr>
<td>IDST 150</td>
<td>Honors Research Seminar</td>
<td>1 unit</td>
</tr>
<tr>
<td>LIBR 100</td>
<td>Introduction to Information Research</td>
<td>1 unit</td>
</tr>
</tbody>
</table>

**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, aerial 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

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>GEOG 100</td>
<td>Physical Geography</td>
<td>3 units</td>
</tr>
<tr>
<td>GEOG 110</td>
<td>Cultural Geography</td>
<td>3 units</td>
</tr>
<tr>
<td>MATH 200</td>
<td>Elementary Probability and Statistics</td>
<td>4 units</td>
</tr>
</tbody>
</table>

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

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>ANTH 110</td>
<td>Cultural Anthropology</td>
<td>3 units</td>
</tr>
<tr>
<td>CIS 118</td>
<td>Introduction to Computer Science</td>
<td>4 units</td>
</tr>
<tr>
<td>OR</td>
<td></td>
<td></td>
</tr>
<tr>
<td>CIS 122</td>
<td>Introduction to Programming: Python</td>
<td>3 units</td>
</tr>
<tr>
<td>ECON 100</td>
<td>Principles of Macro Economics</td>
<td>3 units</td>
</tr>
</tbody>
</table>

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, aerial 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

<table>
<thead>
<tr>
<th>Required Core Courses (6 units)</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>GEOG 100 Physical Geography</td>
<td>3 units</td>
</tr>
<tr>
<td>GEOG 110 Cultural Geography</td>
<td>3 units</td>
</tr>
</tbody>
</table>

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

**List A: (6 units)**

<table>
<thead>
<tr>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>GEOG 150 World Regional Geography</td>
</tr>
<tr>
<td>METE 100 Meteorology - Weather and Climate</td>
</tr>
</tbody>
</table>

**List B: (6 units)**

<table>
<thead>
<tr>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>ANTH 110 Cultural Anthropology</td>
</tr>
<tr>
<td>GEOL 100 Introduction to Geology</td>
</tr>
</tbody>
</table>

**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.*

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### HISTORY

#### 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**

<table>
<thead>
<tr>
<th>Complete Core Courses, 6 units</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>HIST 201 U.S. History through 1877</td>
<td>3 units</td>
</tr>
<tr>
<td>HIST 202 U.S. History from 1877 to the Present</td>
<td>3 units</td>
</tr>
</tbody>
</table>

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

**List A, complete 6 units from the following courses:**

<table>
<thead>
<tr>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>HIST 100 History of Western Civilization I OR</td>
</tr>
<tr>
<td>HIST 104 World History I</td>
</tr>
<tr>
<td>HIST 101 History of Western Civilization II OR</td>
</tr>
</tbody>
</table>
List B, complete 6 units from the following courses:

<table>
<thead>
<tr>
<th>Units</th>
<th>Select any courses from List A not already used</th>
<th>3 - 6 units</th>
</tr>
</thead>
<tbody>
<tr>
<td>HIST 242</td>
<td>African-American History</td>
<td>3 units</td>
</tr>
<tr>
<td>HIST 245</td>
<td>Race, Ethnicity and Immigration in the U.S.</td>
<td>3 units</td>
</tr>
<tr>
<td>HIST 246</td>
<td>History of Latinos in the U.S.</td>
<td>3 units</td>
</tr>
<tr>
<td>HIST 247</td>
<td>Women in U.S. History</td>
<td>3 units</td>
</tr>
<tr>
<td>HIST 422</td>
<td>Modern Latin America</td>
<td>3 units</td>
</tr>
</tbody>
</table>

**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**

<table>
<thead>
<tr>
<th>Units</th>
<th>HIST 201</th>
<th>U.S. History through 1877</th>
<th>3 units</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>HIST 202</td>
<td>U.S. History from 1877 to the Present</td>
<td>3 units</td>
</tr>
</tbody>
</table>

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

**List A, select 2 courses, 6 units:**

<table>
<thead>
<tr>
<th>Units</th>
<th>HIST 100</th>
<th>History of Western Civilization I</th>
<th>3 units</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>HIST 104</td>
<td>World History I</td>
<td>OR</td>
</tr>
<tr>
<td></td>
<td>HIST 101</td>
<td>History of Western Civilization II</td>
<td>3 units</td>
</tr>
</tbody>
</table>

**List B, Area 1, select 1 course, 3 units:**

<table>
<thead>
<tr>
<th>Units</th>
<th>HIST 104</th>
<th>World History I **</th>
<th>3 units</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>HIST 106</td>
<td>World History II **</td>
<td>3 units</td>
</tr>
<tr>
<td></td>
<td>HIST 242</td>
<td>African-American History</td>
<td>3 units</td>
</tr>
<tr>
<td></td>
<td>HIST 245</td>
<td>Race, Ethnicity and Immigration in the U.S.</td>
<td>3 units</td>
</tr>
<tr>
<td></td>
<td>HIST 246</td>
<td>History of Latinos in the U.S.</td>
<td>3 units</td>
</tr>
<tr>
<td></td>
<td>HIST 247</td>
<td>Women in U.S. History</td>
<td>3 units</td>
</tr>
<tr>
<td></td>
<td>HIST 422</td>
<td>Modern Latin America</td>
<td>3 units</td>
</tr>
</tbody>
</table>

**List B, Area 2, select 1 course, 3 units:**

<table>
<thead>
<tr>
<th>Units</th>
<th>Any course from List A or B Area 1 not already used, 3 units</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>ANTH 110 Cultural Anthropology</td>
</tr>
<tr>
<td></td>
<td>ART 101 Ancient, Classical and Medieval Art History</td>
</tr>
<tr>
<td></td>
<td>ART 102 Late Medieval, Renaissance and Baroque Art History</td>
</tr>
<tr>
<td></td>
<td>ART 103 History of Art from the Baroque Period to Post-Impressionism</td>
</tr>
</tbody>
</table>
** 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

### AA-T Associate in Arts Degree for Transfer
Social Work and Human Services........................................... 60 units

### AA-T Social Work and Human Services

Through this program, 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. The program will also encourage students to think critically about societal conditions that contribute to the need for social services.

#### Career Opportunities

This program is designed for transfer to a CSU for completion of a Bachelor's degree in Social Work or Human Services. Students completing the Bachelor's degree are trained to provide value-based services for families in need of temporary social, health, and economic assistance. State and county agencies, non profits, and private providers of services, social workers, psychologist 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, culture, and community in assessing the client's strengths and needs.
2. Demonstrate a working knowledge of public and private entities that deliver human services, locally and statewide.
3. Demonstrate an understanding of the qualities and characteristics of effective human service professionals.
4. Critically analyze societal factors that create and contribute to social service needs.
5. Be prepared for CA State University transfer in the majors of Social Work or Human Services.

#### AA-T Degree Requirements

**Major: Core and Selective Requirements**

**Complete Core Courses, 22-23 units**

<table>
<thead>
<tr>
<th>Units</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>3 units</td>
<td>BIOL 130 Human Biology</td>
</tr>
<tr>
<td></td>
<td>OR</td>
</tr>
<tr>
<td>4 units</td>
<td>BIOL 250 Human Anatomy</td>
</tr>
<tr>
<td>3 units</td>
<td>ECON 100 Principles of Macro Economics</td>
</tr>
<tr>
<td></td>
<td>OR</td>
</tr>
<tr>
<td>3 units</td>
<td>ECON 102 Principles of Micro Economics</td>
</tr>
<tr>
<td>3 units</td>
<td>HMSV 100 Introduction to Social Work and Human Services</td>
</tr>
<tr>
<td>3 units</td>
<td>HMSV 300 Field Experience in Social Work and Human Services</td>
</tr>
<tr>
<td>4 units</td>
<td>MATH 200 Elementary Probability and Statistics</td>
</tr>
<tr>
<td>3 units</td>
<td>PSYC 100 General Psychology</td>
</tr>
<tr>
<td>3 units</td>
<td>SOCI 100 Introduction to Sociology</td>
</tr>
</tbody>
</table>

**Selective Courses, choose 6 units from the following:**

<table>
<thead>
<tr>
<th>Units</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>3 units</td>
<td>ANTH 110 Cultural Anthropology</td>
</tr>
</tbody>
</table>

[2021-2022 Catalog](www.canadacollege.edu)
**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, F) of the General Education requirements for the AA/AS degree (22 units).

B. Complete 18 units in the Arts and Humanities area of emphasis as shown below.

C. Select 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 connecti

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:

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>COMM 150</td>
<td>Intercultural Communication</td>
<td>3</td>
</tr>
<tr>
<td>ECE. 201</td>
<td>Child Development</td>
<td>3</td>
</tr>
<tr>
<td>ECE. 212</td>
<td>Child, Family, and Community</td>
<td>3</td>
</tr>
<tr>
<td>ENGL 165</td>
<td>Advanced Composition</td>
<td>3</td>
</tr>
<tr>
<td>HIST 201</td>
<td>U.S. History through 1877</td>
<td>3</td>
</tr>
<tr>
<td>HIST 202</td>
<td>U.S. History from 1877 to the Present</td>
<td>3</td>
</tr>
<tr>
<td>PSYC 200</td>
<td>Developmental Psychology</td>
<td>3</td>
</tr>
<tr>
<td>PSYC 410</td>
<td>Abnormal Psychology</td>
<td>3</td>
</tr>
<tr>
<td>SOCI 105</td>
<td>Social Problems</td>
<td>3</td>
</tr>
<tr>
<td>SOCI 141</td>
<td>Ethnicity and Race in Society</td>
<td>3</td>
</tr>
</tbody>
</table>

**Total Required Major Units: 28 - 29**

**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.*

**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
I. Arts:
Select 9 units, courses must be selected from at least 2 disciplines:

<table>
<thead>
<tr>
<th>Units</th>
<th>Course Title</th>
<th>Discipline</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>ART 101</td>
<td>Ancient, Classical and Medieval Art History</td>
<td>Art</td>
<td>3</td>
</tr>
<tr>
<td>ART 102</td>
<td>Late Medieval, Renaissance and Baroque Art History</td>
<td>Art</td>
<td>3</td>
</tr>
<tr>
<td>ART 103</td>
<td>History of Art from the Baroque Period to Post-Impressionism</td>
<td>Art</td>
<td>3</td>
</tr>
<tr>
<td>ART 104</td>
<td>History of Modern Art</td>
<td>Art</td>
<td>3</td>
</tr>
<tr>
<td>ART 204</td>
<td>Drawing I</td>
<td>Art</td>
<td>3</td>
</tr>
<tr>
<td>ART 214</td>
<td>Color</td>
<td>Art</td>
<td>3</td>
</tr>
<tr>
<td>ART 301</td>
<td>Two-Dimensional Design</td>
<td>Art</td>
<td>3</td>
</tr>
<tr>
<td>DRAM 140</td>
<td>Introduction to the Theatre</td>
<td>Drama</td>
<td>3</td>
</tr>
<tr>
<td>DRAM 151</td>
<td>Introduction to Shakespeare I</td>
<td>Drama</td>
<td>3</td>
</tr>
<tr>
<td>LIT. 441</td>
<td>Survey of Film</td>
<td>Literature</td>
<td>3</td>
</tr>
<tr>
<td>LIT. 442</td>
<td>Film Study and Appreciation</td>
<td>Literature</td>
<td>3</td>
</tr>
<tr>
<td>MUS. 100</td>
<td>Fundamentals of Music</td>
<td>Music</td>
<td>3</td>
</tr>
<tr>
<td>MUS. 202</td>
<td>Music Appreciation</td>
<td>Music</td>
<td>3</td>
</tr>
<tr>
<td>MUS. 210</td>
<td>Histories of Popular Music and Rock</td>
<td>Music</td>
<td>3</td>
</tr>
<tr>
<td>MUS. 240</td>
<td>Music of the Americas</td>
<td>Music</td>
<td>3</td>
</tr>
<tr>
<td>MUS. 250</td>
<td>World Music</td>
<td>Music</td>
<td>3</td>
</tr>
<tr>
<td>MUS. 260</td>
<td>Music in Film, Television and Multimedia</td>
<td>Music</td>
<td>3</td>
</tr>
<tr>
<td>MUS. 271</td>
<td>Opera and Musical Theater History</td>
<td>Music</td>
<td>3</td>
</tr>
</tbody>
</table>

II. Humanities:
Select 9 units, courses must be selected from at least 2 disciplines:

<table>
<thead>
<tr>
<th>Units</th>
<th>Course Title</th>
<th>Discipline</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>DRAM 151</td>
<td>Introduction to Shakespeare I</td>
<td>Drama</td>
<td>3</td>
</tr>
<tr>
<td>ENGL 110</td>
<td>Composition, Literature, and Critical Thinking</td>
<td>English</td>
<td>3</td>
</tr>
<tr>
<td>ENGL 161</td>
<td>Creative Writing I</td>
<td>English</td>
<td>3</td>
</tr>
<tr>
<td>HIST 100</td>
<td>History of Western Civilization I</td>
<td>History</td>
<td>3</td>
</tr>
<tr>
<td>HIST 101</td>
<td>History of Western Civilization II</td>
<td>History</td>
<td>3</td>
</tr>
<tr>
<td>HIST 104</td>
<td>World History I</td>
<td>History</td>
<td>3</td>
</tr>
<tr>
<td>HIST 106</td>
<td>World History II</td>
<td>History</td>
<td>3</td>
</tr>
<tr>
<td>HIST 201</td>
<td>U.S. History through 1877</td>
<td>History</td>
<td>3</td>
</tr>
<tr>
<td>HIST 202</td>
<td>U.S. History from 1877 to the Present</td>
<td>History</td>
<td>3</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Units</th>
<th>Course Title</th>
<th>Discipline</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>HIST 242</td>
<td>African-American History</td>
<td>History</td>
<td>3</td>
</tr>
<tr>
<td>HIST 245</td>
<td>Race, Ethnicity and Immigration in the U.S.</td>
<td>History</td>
<td>3</td>
</tr>
<tr>
<td>HIST 246</td>
<td>History of Latinos in the U.S.</td>
<td>History</td>
<td>3</td>
</tr>
<tr>
<td>HIST 247</td>
<td>Women in U.S. History</td>
<td>History</td>
<td>3</td>
</tr>
<tr>
<td>LIT. 151</td>
<td>Introduction to Shakespeare I</td>
<td>Drama</td>
<td>3</td>
</tr>
<tr>
<td>LIT. 200</td>
<td>American Literature</td>
<td>Literature</td>
<td>3</td>
</tr>
<tr>
<td>LIT. 205</td>
<td>New Voices in World Literature</td>
<td>Literature</td>
<td>3</td>
</tr>
<tr>
<td>LIT. 231</td>
<td>Survey of English Literature I</td>
<td>Literature</td>
<td>3</td>
</tr>
<tr>
<td>LIT. 232</td>
<td>Survey of English Literature II</td>
<td>Literature</td>
<td>3</td>
</tr>
<tr>
<td>LIT. 252</td>
<td>Women Writers: Multicultural Perspectives</td>
<td>Literature</td>
<td>3</td>
</tr>
<tr>
<td>LIT. 266</td>
<td>Black Literature</td>
<td>Literature</td>
<td>3</td>
</tr>
<tr>
<td>LIT. 371</td>
<td>Mexican-American Literature</td>
<td>Literature</td>
<td>3</td>
</tr>
<tr>
<td>LIT. 372</td>
<td>Myth and Folklore of La Raza</td>
<td>Literature</td>
<td>3</td>
</tr>
<tr>
<td>LIT. 373</td>
<td>Latin American Literature in Translation</td>
<td>Literature</td>
<td>3</td>
</tr>
<tr>
<td>LIT. 375</td>
<td>Native-American Literature</td>
<td>Literature</td>
<td>3</td>
</tr>
<tr>
<td>LIT. 441</td>
<td>Survey of Film</td>
<td>Literature</td>
<td>3</td>
</tr>
<tr>
<td>LIT. 442</td>
<td>Film Study and Appreciation</td>
<td>Literature</td>
<td>3</td>
</tr>
<tr>
<td>PHIL 100</td>
<td>Introduction to Philosophy</td>
<td>Philosophy</td>
<td>3</td>
</tr>
<tr>
<td>PHIL 160</td>
<td>History of Philosophy: Ancient and Medieval</td>
<td>Philosophy</td>
<td>3</td>
</tr>
<tr>
<td>PHIL 190</td>
<td>Contemporary Philosophy</td>
<td>Philosophy</td>
<td>3</td>
</tr>
<tr>
<td>PHIL 240</td>
<td>Introduction to Ethics</td>
<td>Philosophy</td>
<td>3</td>
</tr>
<tr>
<td>PHIL 300</td>
<td>Introduction to World Religions</td>
<td>Philosophy</td>
<td>3</td>
</tr>
<tr>
<td>SPAN 120</td>
<td>Advanced Elementary Spanish</td>
<td>Spanish</td>
<td>5</td>
</tr>
<tr>
<td>SPAN 121</td>
<td>Advanced Elementary Spanish II</td>
<td>Spanish</td>
<td>3</td>
</tr>
<tr>
<td>SPAN 122</td>
<td>Advanced Elementary Spanish II</td>
<td>Spanish</td>
<td>3</td>
</tr>
<tr>
<td>SPAN 131</td>
<td>Intermediate Spanish I</td>
<td>Spanish</td>
<td>3</td>
</tr>
<tr>
<td>SPAN 132</td>
<td>Intermediate Spanish II</td>
<td>Spanish</td>
<td>3</td>
</tr>
<tr>
<td>SPAN 140</td>
<td>Advanced Intermediate Spanish</td>
<td>Spanish</td>
<td>3</td>
</tr>
<tr>
<td>SPAN 150</td>
<td>Spanish for Heritage Speakers I</td>
<td>Spanish</td>
<td>4</td>
</tr>
<tr>
<td>SPAN 152</td>
<td>Spanish for Heritage Speakers II</td>
<td>Spanish</td>
<td>4</td>
</tr>
<tr>
<td>SPAN 162</td>
<td>Latino Literature II</td>
<td>Spanish</td>
<td>3</td>
</tr>
</tbody>
</table>

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.
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, F) of the General Education requirements for the AA/AS degree (22 units).

B. Complete 18 units in the Natural Science and Mathematics area as shown below.

C. Select 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

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>BIOL 110</td>
<td>Principles Of Biology</td>
<td>4</td>
</tr>
<tr>
<td>BIOL 130</td>
<td>Human Biology</td>
<td>3</td>
</tr>
<tr>
<td>BIOL 132</td>
<td>Human Biology Laboratory</td>
<td>1</td>
</tr>
<tr>
<td>BIOL 310</td>
<td>Nutrition</td>
<td>3</td>
</tr>
<tr>
<td>CHEM 192</td>
<td>Elementary Chemistry</td>
<td>4</td>
</tr>
<tr>
<td>CHEM 210</td>
<td>General Chemistry I</td>
<td>5</td>
</tr>
<tr>
<td>CHEM 410</td>
<td>Chemistry for Health Sciences</td>
<td>4</td>
</tr>
<tr>
<td>PHYS 210</td>
<td>General Physics I</td>
<td>4</td>
</tr>
<tr>
<td>PHYS 250</td>
<td>Physics with Calculus I</td>
<td>4</td>
</tr>
<tr>
<td>ANTH 125</td>
<td>Physical Anthropology</td>
<td>3</td>
</tr>
<tr>
<td>ASTR 100</td>
<td>Introduction to Astronomy</td>
<td>3</td>
</tr>
<tr>
<td>ASTR 101</td>
<td>Astronomy Laboratory</td>
<td>1</td>
</tr>
<tr>
<td>CIS 118</td>
<td>Introduction to Computer Science</td>
<td>4</td>
</tr>
<tr>
<td>CIS 122</td>
<td>Introduction to Programming: Python</td>
<td>3</td>
</tr>
<tr>
<td>ENGR 100</td>
<td>Introduction to Engineering</td>
<td>3</td>
</tr>
<tr>
<td>ENV 115</td>
<td>Environmental Science</td>
<td>3</td>
</tr>
<tr>
<td>GEOG 100</td>
<td>Physical Geography</td>
<td>3</td>
</tr>
<tr>
<td>GEOL 100</td>
<td>Introduction to Geology</td>
<td>3</td>
</tr>
<tr>
<td>GEOL 101</td>
<td>Geology Laboratory</td>
<td>1</td>
</tr>
<tr>
<td>HSCI 100</td>
<td>General Health Science</td>
<td>3</td>
</tr>
</tbody>
</table>

**Please consult with a counselor for specific course selection.
**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:

<table>
<thead>
<tr>
<th>Units</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>MATH 125</td>
<td>Elementary Finite Mathematics</td>
</tr>
<tr>
<td>MATH 200</td>
<td>Elementary Probability and Statistics</td>
</tr>
<tr>
<td>MATH 225</td>
<td>Path to Calculus</td>
</tr>
<tr>
<td>MATH 241</td>
<td>Business Calculus I</td>
</tr>
<tr>
<td>MATH 251</td>
<td>Analytical Geometry and Calculus I</td>
</tr>
</tbody>
</table>

III. Advanced Courses**, select a minimum of 6 units:

<table>
<thead>
<tr>
<th>Units</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>BIOL 225</td>
<td>Biology Of Organisms</td>
</tr>
<tr>
<td>BIOL 230</td>
<td>Cell and Molecular Biology</td>
</tr>
<tr>
<td>BIOL 240</td>
<td>General Microbiology</td>
</tr>
<tr>
<td>BIOL 250</td>
<td>Human Anatomy</td>
</tr>
<tr>
<td>BIOL 260</td>
<td>Human Physiology</td>
</tr>
<tr>
<td>CHEM 220</td>
<td>General Chemistry II</td>
</tr>
<tr>
<td>CHEM 231</td>
<td>Organic Chemistry I</td>
</tr>
<tr>
<td>CIS 242</td>
<td>Computer Architecture and Assembly Language</td>
</tr>
<tr>
<td>CIS 262</td>
<td>Discrete Mathematics for Computer Science</td>
</tr>
<tr>
<td>MATH 252</td>
<td>Analytical Geometry and Calculus II</td>
</tr>
<tr>
<td>MATH 253</td>
<td>Analytic Geometry and Calculus III</td>
</tr>
<tr>
<td>PHYS 220</td>
<td>General Physics II</td>
</tr>
<tr>
<td>PHYS 260</td>
<td>Physics with Calculus II</td>
</tr>
<tr>
<td>PHYS 270</td>
<td>Physics with Calculus III</td>
</tr>
</tbody>
</table>

**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 an 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 two Physical Education activity courses, and specific areas (A, B, C, D, E, F) of the General Education requirements for the AA/AS degree (22 units).

B. Complete 18 units in the Social and Behavioral Sciences Area of Emphasis as shown below.

C. Select degree applicable units in consultation with a counselor to fulfill lower-division preparation and/or
selectives 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:

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>ANTH 110</td>
<td>Cultural Anthropology</td>
<td>3 units</td>
</tr>
<tr>
<td>ANTH 125</td>
<td>Physical Anthropology</td>
<td>3 units</td>
</tr>
<tr>
<td>ANTH 126</td>
<td>Biological Anthropology Laboratory</td>
<td>1 unit</td>
</tr>
<tr>
<td>ANTH 351</td>
<td>Archaeology</td>
<td>3 units</td>
</tr>
<tr>
<td>COMM 110</td>
<td>Public Speaking</td>
<td>3 units</td>
</tr>
<tr>
<td>COMM 150</td>
<td>Intercultural Communication</td>
<td>3 units</td>
</tr>
<tr>
<td>COMM 180</td>
<td>Introduction to Communication Studies</td>
<td>3 units</td>
</tr>
<tr>
<td>ECON 100</td>
<td>Principles of Macro Economics</td>
<td>3 units</td>
</tr>
<tr>
<td>ECON 102</td>
<td>Principles of Micro Economics</td>
<td>3 units</td>
</tr>
<tr>
<td>ECON 230</td>
<td>Economic History of the United States</td>
<td>3 units</td>
</tr>
<tr>
<td>GEOG 110</td>
<td>Cultural Geography</td>
<td>3 units</td>
</tr>
<tr>
<td>HIST 100</td>
<td>History of Western Civilization I</td>
<td>3 units</td>
</tr>
<tr>
<td>HIST 101</td>
<td>History of Western Civilization II</td>
<td>3 units</td>
</tr>
<tr>
<td>HIST 104</td>
<td>World History I</td>
<td>3 units</td>
</tr>
<tr>
<td>HIST 106</td>
<td>World History II</td>
<td>3 units</td>
</tr>
<tr>
<td>HIST 201</td>
<td>U.S. History through 1877</td>
<td>3 units</td>
</tr>
<tr>
<td>HIST 202</td>
<td>U.S. History from 1877 to the Present</td>
<td>3 units</td>
</tr>
<tr>
<td>PHIL 100</td>
<td>Introduction to Philosophy</td>
<td>3 units</td>
</tr>
<tr>
<td>PHIL 160</td>
<td>History of Philosophy: Ancient and Medieval</td>
<td>3 units</td>
</tr>
<tr>
<td>PHIL 175</td>
<td>Modern Philosophy</td>
<td>3 units</td>
</tr>
<tr>
<td>PHIL 190</td>
<td>Contemporary Philosophy</td>
<td>3 units</td>
</tr>
<tr>
<td>PHIL 240</td>
<td>Introduction to Ethics</td>
<td>3 units</td>
</tr>
<tr>
<td>PHIL 300</td>
<td>Introduction to World Religions</td>
<td>3 units</td>
</tr>
<tr>
<td>PHIL 312</td>
<td>Introduction to Philosophy of Religion</td>
<td>3 units</td>
</tr>
<tr>
<td>PLSC 130</td>
<td>Introduction to International Relations</td>
<td>3 units</td>
</tr>
<tr>
<td>PLSC 150</td>
<td>Introduction to Political Theory</td>
<td>3 units</td>
</tr>
<tr>
<td>PLSC 210</td>
<td>American Politics</td>
<td>3 units</td>
</tr>
<tr>
<td>PLSC 310</td>
<td>California State and Local Government</td>
<td>3 units</td>
</tr>
<tr>
<td>PSYC 100</td>
<td>General Psychology</td>
<td>3 units</td>
</tr>
<tr>
<td>PSYC 106</td>
<td>Psychology of Prejudice and Discrimination</td>
<td>3 units</td>
</tr>
<tr>
<td>PSYC 200</td>
<td>Developmental Psychology</td>
<td>3 units</td>
</tr>
<tr>
<td>PSYC 205</td>
<td>Social Science Research Methods</td>
<td>3 units</td>
</tr>
<tr>
<td>PSYC 300</td>
<td>Social Psychology</td>
<td>3 units</td>
</tr>
<tr>
<td>PSYC 340</td>
<td>Introduction to Human Sexuality</td>
<td>3 units</td>
</tr>
<tr>
<td>PSYC 410</td>
<td>Abnormal Psychology</td>
<td>3 units</td>
</tr>
<tr>
<td>SOCI 100</td>
<td>Introduction to Sociology</td>
<td>3 units</td>
</tr>
<tr>
<td>SOCI 105</td>
<td>Social Problems</td>
<td>3 units</td>
</tr>
<tr>
<td>SOCI 141</td>
<td>Ethnicity and Race in Society</td>
<td>3 units</td>
</tr>
<tr>
<td>SOCI 205</td>
<td>Social Science Research Methods</td>
<td>3 units</td>
</tr>
</tbody>
</table>

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**

Select the following courses:

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>ART 101</td>
<td>Ancient, Classical and Medieval Art History</td>
<td>3</td>
</tr>
<tr>
<td>ART 102</td>
<td>Late Medieval, Renaissance and Baroque Art History</td>
<td>3</td>
</tr>
<tr>
<td>ART 103</td>
<td>History of Art from the Baroque Period to Post-Impressionism</td>
<td>3</td>
</tr>
<tr>
<td>ART 104</td>
<td>History of Modern Art</td>
<td>3</td>
</tr>
<tr>
<td>ART 204</td>
<td>Drawing I</td>
<td>3</td>
</tr>
<tr>
<td>ART 214</td>
<td>Color</td>
<td>3</td>
</tr>
<tr>
<td>ART 301</td>
<td>Two-Dimensional Design</td>
<td>3</td>
</tr>
<tr>
<td>DRAM 140</td>
<td>Introduction to the Theatre</td>
<td>3</td>
</tr>
<tr>
<td>DRAM 151</td>
<td>Introduction to Shakespeare I</td>
<td>3</td>
</tr>
<tr>
<td>LIT. 441</td>
<td>Survey of Film</td>
<td>3</td>
</tr>
<tr>
<td>LIT. 442</td>
<td>Film Study and Appreciation</td>
<td>3</td>
</tr>
<tr>
<td>MUS. 100</td>
<td>Fundamentals of Music</td>
<td>3</td>
</tr>
<tr>
<td>MUS. 202</td>
<td>Music Appreciation</td>
<td>3</td>
</tr>
<tr>
<td>MUS. 210</td>
<td>Histories of Popular Music and Rock</td>
<td>3</td>
</tr>
<tr>
<td>MUS. 240</td>
<td>Music of the Americas</td>
<td>3</td>
</tr>
<tr>
<td>MUS. 250</td>
<td>World Music</td>
<td>3</td>
</tr>
<tr>
<td>MUS. 260</td>
<td>Music in Film, Television and Multimedia</td>
<td>3</td>
</tr>
<tr>
<td>MUS. 271</td>
<td>Opera and Musical Theater History</td>
<td>3</td>
</tr>
</tbody>
</table>

**II. Humanities**

Select 9 units, courses must be selected from at least 2 disciplines:

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>DRAM 151</td>
<td>Introduction to Shakespeare I</td>
<td>3</td>
</tr>
<tr>
<td>ENGL 110</td>
<td>Composition, Literature, and Critical Thinking</td>
<td>3</td>
</tr>
<tr>
<td>ENGL 161</td>
<td>Creative Writing I</td>
<td>3</td>
</tr>
<tr>
<td>HIST 100</td>
<td>History of Western Civilization I</td>
<td>3</td>
</tr>
<tr>
<td>HIST 101</td>
<td>History of Western Civilization II</td>
<td>3</td>
</tr>
<tr>
<td>HIST 104</td>
<td>World History I</td>
<td>3</td>
</tr>
<tr>
<td>HIST 106</td>
<td>World History II</td>
<td>3</td>
</tr>
<tr>
<td>HIST 201</td>
<td>U.S. History through 1877</td>
<td>3</td>
</tr>
<tr>
<td>HIST 202</td>
<td>U.S. History from 1877 to the Present</td>
<td>3</td>
</tr>
</tbody>
</table>
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
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. 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 175  Modern Philosophy  3 units
PHIL 190  Contemporary Philosophy  3 units
PHIL 240  Introduction to Ethics  3 units
PHIL 300  Introduction to World Religions  3 units
PHIL 312  Introduction to Philosophy of Religion  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 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:

<table>
<thead>
<tr>
<th>Units</th>
<th>Course Code</th>
<th>Course Title</th>
</tr>
</thead>
<tbody>
<tr>
<td>BIOL 110</td>
<td>Principles Of Biology</td>
<td>4 units</td>
</tr>
<tr>
<td>BIOL 130</td>
<td>Human Biology</td>
<td>3 units</td>
</tr>
<tr>
<td>BIOL 132</td>
<td>Human Biology Laboratory</td>
<td>1 unit</td>
</tr>
<tr>
<td>BIOL 310</td>
<td>Nutrition</td>
<td>3 units</td>
</tr>
</tbody>
</table>

**II. Mathematics Competency**, select a minimum of 3 units:

<table>
<thead>
<tr>
<th>Units</th>
<th>Course Code</th>
<th>Course Title</th>
</tr>
</thead>
<tbody>
<tr>
<td>MATH 125</td>
<td>Elementary Finite Mathematics</td>
<td>3 units</td>
</tr>
<tr>
<td>MATH 200</td>
<td>Elementary Probability and Statistics</td>
<td>4 units</td>
</tr>
<tr>
<td>MATH 225</td>
<td>Path to Calculus</td>
<td>6 units</td>
</tr>
<tr>
<td>MATH 241</td>
<td>Business Calculus I</td>
<td>5 units</td>
</tr>
<tr>
<td>MATH 251</td>
<td>Analytical Geometry and Calculus I</td>
<td>5 units</td>
</tr>
</tbody>
</table>

**III. Advanced Courses**, select a minimum of 6 units:

<table>
<thead>
<tr>
<th>Units</th>
<th>Course Code</th>
<th>Course Title</th>
</tr>
</thead>
<tbody>
<tr>
<td>BIOL 225</td>
<td>Biology Of Organisms</td>
<td>5 units</td>
</tr>
<tr>
<td>BIOL 230</td>
<td>Cell and Molecular Biology</td>
<td>5 units</td>
</tr>
<tr>
<td>BIOL 240</td>
<td>General Microbiology</td>
<td>4 units</td>
</tr>
<tr>
<td>BIOL 250</td>
<td>Human Anatomy</td>
<td>4 units</td>
</tr>
<tr>
<td>BIOL 260</td>
<td>Human Physiology</td>
<td>5 units</td>
</tr>
<tr>
<td>CHEM 220</td>
<td>General Chemistry II</td>
<td>5 units</td>
</tr>
</tbody>
</table>

**Note:** At least one introductory OR advanced course MUST have a laboratory experience included or a laboratory course must be taken.

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www.canadacollege.edu

2021-2022 Catalog
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)
- 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:

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>ANTH 110</td>
<td>Cultural Anthropology</td>
<td>3 units</td>
</tr>
<tr>
<td>ANTH 125</td>
<td>Physical Anthropology</td>
<td>3 units</td>
</tr>
<tr>
<td>ANTH 126</td>
<td>Biological Anthropology Laboratory</td>
<td>1 unit</td>
</tr>
<tr>
<td>ANTH 351</td>
<td>Archaeology</td>
<td>3 units</td>
</tr>
</tbody>
</table>
### 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 (Affiliated with NKBA, National Kitchen & Bath Association) .................. 41 units

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**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 affiliated with 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

<table>
<thead>
<tr>
<th>Complete Core Courses, 34 units</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>ARCH 110 Interior Architectural Drafting</td>
<td>3 units</td>
</tr>
<tr>
<td>INTD 115 Introduction to Interior Design</td>
<td>3 units</td>
</tr>
<tr>
<td>INTD 128 Presentation Techniques</td>
<td>3 units</td>
</tr>
<tr>
<td>INTD 148 Color and Design</td>
<td>3 units</td>
</tr>
<tr>
<td>INTD 150 History of Interiors I</td>
<td>3 units</td>
</tr>
<tr>
<td>INTD 151 History of Interiors II</td>
<td>3 units</td>
</tr>
<tr>
<td>INTD 175 Space Planning and Design</td>
<td>3 units</td>
</tr>
<tr>
<td>INTD 250 Professional Practices for Interior Designers</td>
<td>3 units</td>
</tr>
<tr>
<td>INTD 260 Overview of Lighting Design</td>
<td>3 units</td>
</tr>
<tr>
<td>INTD 400 Principles of Sustainable Design</td>
<td>3 units</td>
</tr>
<tr>
<td>INTD 450 Materials and Finishes</td>
<td>3 units</td>
</tr>
<tr>
<td>INTD 672 Cooperative Education: Internship</td>
<td>1 unit</td>
</tr>
</tbody>
</table>

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

<table>
<thead>
<tr>
<th>List A, complete 3 units from the following:</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>INTD 360 CAD Applications for Interior Designers</td>
<td>3 units</td>
</tr>
<tr>
<td>INTD 361 Chief Architect for Interior Designers</td>
<td>3 units</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>List B, complete 3 units from the following:</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>INTD 126 Critical Thinking for Interior Designers</td>
<td>3 units</td>
</tr>
<tr>
<td>INTD 367 3D Modeling SketchUp for Interior Designers</td>
<td>3 units</td>
</tr>
<tr>
<td>INTD 272 Kitchen and Bath Design</td>
<td>3 units</td>
</tr>
<tr>
<td>INTD 300 Studio I: Home Staging</td>
<td>3 units</td>
</tr>
</tbody>
</table>

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.

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 affiliated with 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**

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>ARCH 110</td>
<td>Interior Architectural Drafting</td>
<td>3</td>
</tr>
<tr>
<td>INTD 115</td>
<td>Introduction to Interior Design</td>
<td>3</td>
</tr>
<tr>
<td>INTD 148</td>
<td>Color and Design</td>
<td>3</td>
</tr>
<tr>
<td>INTD 175</td>
<td>Space Planning and Design</td>
<td>3</td>
</tr>
<tr>
<td>INTD 250</td>
<td>Professional Practices for Interior Designers</td>
<td>3</td>
</tr>
<tr>
<td>INTD 260</td>
<td>Overview of Lighting Design</td>
<td>3</td>
</tr>
<tr>
<td>INTD 300</td>
<td>Studio I: Home Staging</td>
<td>3</td>
</tr>
<tr>
<td>INTD 450</td>
<td>Materials and Finishes</td>
<td>3</td>
</tr>
</tbody>
</table>

**Total Required Units: 24**

**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 affiliated with 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, 34 units**

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>ARCH 110</td>
<td>Interior Architectural Drafting</td>
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</tr>
<tr>
<td>INTD 128</td>
<td>Presentation Techniques</td>
<td>3</td>
</tr>
<tr>
<td>INTD 148</td>
<td>Color and Design</td>
<td>3</td>
</tr>
<tr>
<td>INTD 150</td>
<td>History of Interiors I</td>
<td>3</td>
</tr>
<tr>
<td>INTD 151</td>
<td>History of Interiors II</td>
<td>3</td>
</tr>
<tr>
<td>INTD 175</td>
<td>Space Planning and Design</td>
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<td>Principles of Sustainable Design</td>
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<td>Materials and Finishes</td>
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</tr>
<tr>
<td>INTD 672</td>
<td>Cooperative Education: Internship</td>
<td>1</td>
</tr>
</tbody>
</table>

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

**List A, complete 3 units from the following:**

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>INTD 360</td>
<td>CAD Applications for Interior Designers</td>
<td>3</td>
</tr>
<tr>
<td>INTD 361</td>
<td>Chief Architect for Interior Designers</td>
<td>3</td>
</tr>
</tbody>
</table>

**List B, complete 3 units from the following:**

<table>
<thead>
<tr>
<th>Course</th>
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</tr>
</thead>
<tbody>
<tr>
<td>INTD 126</td>
<td>Critical Thinking for Interior Designers</td>
<td>3</td>
</tr>
<tr>
<td>INTD 367</td>
<td>3D Modeling SketchUp for Interior Designers</td>
<td>3</td>
</tr>
<tr>
<td>INTD 272</td>
<td>Kitchen and Bath Design</td>
<td>3</td>
</tr>
<tr>
<td>INTD 300</td>
<td>Studio I: Home Staging</td>
<td>3</td>
</tr>
</tbody>
</table>

**Total Required Units: 40**

www.canadacollege.edu
**Kitchen and Bath Design**  
*(Affiliated with 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 affiliated with 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**

<table>
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<td>3 units</td>
</tr>
<tr>
<td>INTD 148 Color and Design</td>
<td>3 units</td>
</tr>
<tr>
<td>INTD 175 Space Planning and Design</td>
<td>3 units</td>
</tr>
<tr>
<td>INTD 250 Professional Practices for Interior Designers</td>
<td>3 units</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Selective Courses, choose a minimum of 9 units from the following:</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>List A, complete 6 units from the following:</td>
<td></td>
</tr>
<tr>
<td>INTD 150 History of Interiors I</td>
<td>3 units</td>
</tr>
<tr>
<td>INTD 151 History of Interiors II</td>
<td>3 units</td>
</tr>
<tr>
<td>INTD 260 Overview of Lighting Design</td>
<td>3 units</td>
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<tr>
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<td>INTD 361 Chief Architect for Interior Designers</td>
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</tbody>
</table>

**Total Required Units: 41**

**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, 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, 6 units**

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>DANC 100</td>
<td>Dance Appreciation</td>
<td>3</td>
</tr>
<tr>
<td>MUS. 100</td>
<td>Fundamentals of Music</td>
<td>3</td>
</tr>
</tbody>
</table>

**Selective courses, choose a minimum of 15 units from the following:**

**Group A: Complete 6 units from the following (minimum of one course from each one of the families):**

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>DANC 121.1</td>
<td>Contemporary Modern Dance I</td>
<td>1</td>
</tr>
</tbody>
</table>

**Group B: complete 6 units from the following (no more than 2 courses per family):**

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>DANC 115.1</td>
<td>Mexican Folkloric Dance I</td>
<td>1</td>
</tr>
<tr>
<td>DANC 115.2</td>
<td>Mexican Folkloric Dance II</td>
<td>1</td>
</tr>
<tr>
<td>DANC 115.3</td>
<td>Mexican Folkloric Dance III</td>
<td>1</td>
</tr>
<tr>
<td>DANC 115.4</td>
<td>Mexican Folkloric Dance IV</td>
<td>1</td>
</tr>
<tr>
<td>DANC 117.1</td>
<td>Tap Dance I</td>
<td>1</td>
</tr>
<tr>
<td>DANC 117.2</td>
<td>Tap Dance II</td>
<td>1</td>
</tr>
<tr>
<td>Course Code</td>
<td>Course Title</td>
<td>Units</td>
</tr>
<tr>
<td>------------</td>
<td>--------------------------------------</td>
<td>-------</td>
</tr>
<tr>
<td>DANC 117.3</td>
<td>Tap Dance III</td>
<td>1 unit</td>
</tr>
<tr>
<td>DANC 117.4</td>
<td>Tap Dance IV</td>
<td>1 unit</td>
</tr>
<tr>
<td>DANC 125.1</td>
<td>Salsa I</td>
<td>1 unit</td>
</tr>
<tr>
<td>DANC 125.2</td>
<td>Salsa II</td>
<td>1 unit</td>
</tr>
<tr>
<td>DANC 125.3</td>
<td>Salsa III</td>
<td>1 unit</td>
</tr>
<tr>
<td>DANC 125.4</td>
<td>Salsa IV</td>
<td>1 unit</td>
</tr>
<tr>
<td>DANC 150.1</td>
<td>Hip Hop I</td>
<td>1 unit</td>
</tr>
<tr>
<td>DANC 150.2</td>
<td>Hip Hop II</td>
<td>1 unit</td>
</tr>
<tr>
<td>DANC 150.3</td>
<td>Hip Hop III</td>
<td>1 unit</td>
</tr>
<tr>
<td>DANC 150.4</td>
<td>Hip Hop IV</td>
<td>1 unit</td>
</tr>
<tr>
<td>DANC 151.1</td>
<td>Social Dance I</td>
<td>1 unit</td>
</tr>
<tr>
<td>DANC 151.2</td>
<td>Social Dance II</td>
<td>1 unit</td>
</tr>
<tr>
<td>DANC 151.3</td>
<td>Social Dance III</td>
<td>1 unit</td>
</tr>
<tr>
<td>DANC 151.4</td>
<td>Social Dance IV</td>
<td>1 unit</td>
</tr>
<tr>
<td>DANC 161.1</td>
<td>Tango Argentino I</td>
<td>1 unit</td>
</tr>
<tr>
<td>DANC 161.2</td>
<td>Tango Argentino II</td>
<td>1 unit</td>
</tr>
<tr>
<td>DANC 161.3</td>
<td>Tango Argentino III</td>
<td>1 unit</td>
</tr>
<tr>
<td>DANC 161.4</td>
<td>Tango Argentino IV</td>
<td>1 unit</td>
</tr>
<tr>
<td>FITN 334.1</td>
<td>Yoga I</td>
<td>1 unit</td>
</tr>
<tr>
<td>FITN 334.2</td>
<td>Yoga II</td>
<td>1 unit</td>
</tr>
<tr>
<td>FITN 334.3</td>
<td>Yoga III</td>
<td>1 unit</td>
</tr>
<tr>
<td>FITN 334.4</td>
<td>Yoga IV</td>
<td>1 unit</td>
</tr>
<tr>
<td>FITN 335.1</td>
<td>Pilates I</td>
<td>1 unit</td>
</tr>
</tbody>
</table>

- **Group C:** complete 3 units from the following:

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>BUS. 150</td>
<td>Entrepreneurship: Small Business Management</td>
<td>3 units</td>
</tr>
<tr>
<td>COMM 130</td>
<td>Interpersonal Communication</td>
<td>3 units</td>
</tr>
<tr>
<td>DANC 391</td>
<td>Dance Composition - Theory and Choreography</td>
<td>3 units</td>
</tr>
<tr>
<td>DRAM 200</td>
<td>Acting I: Acting For the Stage and the Camera</td>
<td>3 units</td>
</tr>
</tbody>
</table>

**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 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**

<table>
<thead>
<tr>
<th>Complete Core Courses, 15 units</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>BIOL 250 Human Anatomy</td>
<td>4 units</td>
</tr>
<tr>
<td>BIOL 260 Human Physiology</td>
<td>5 units</td>
</tr>
<tr>
<td>KINE 101 Introduction to Kinesiology</td>
<td>3 units</td>
</tr>
</tbody>
</table>

**Movement Based Courses: Select a maximum of one course from any three of the following areas for a maximum of 3 units.**

<table>
<thead>
<tr>
<th>Area 1: Aquatics</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>AQUA 127.1 Swim Stroke Development I</td>
<td>1 unit</td>
</tr>
<tr>
<td>AQUA 127.2 Swim Stroke Development II</td>
<td>1 unit</td>
</tr>
<tr>
<td>AQUA 127.3 Swim Stroke Development III</td>
<td>1 unit</td>
</tr>
<tr>
<td>AQUA 127.4 Swim Stroke Development IV</td>
<td>1 unit</td>
</tr>
<tr>
<td>AQUA 133.1 Individual Swim Conditioning I</td>
<td>1 unit</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Area 2: Dance</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>DANC 117.1 Tap Dance I</td>
<td>1 unit</td>
</tr>
<tr>
<td>DANC 117.2 Tap Dance II</td>
<td>1 unit</td>
</tr>
<tr>
<td>DANC 117.3 Tap Dance III</td>
<td>1 unit</td>
</tr>
<tr>
<td>DANC 117.4 Tap Dance IV</td>
<td>1 unit</td>
</tr>
<tr>
<td>DANC 121.1 Contemporary Modern Dance I</td>
<td>1 unit</td>
</tr>
<tr>
<td>DANC 121.2 Contemporary Modern Dance II</td>
<td>1 unit</td>
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<tr>
<td>DANC 121.3 Contemporary Modern Dance III</td>
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</tr>
<tr>
<td>DANC 121.4 Contemporary Modern Dance IV</td>
<td>1 unit</td>
</tr>
<tr>
<td>DANC 125.1 Salsa I</td>
<td>1 unit</td>
</tr>
<tr>
<td>DANC 125.2 Salsa II</td>
<td>1 unit</td>
</tr>
<tr>
<td>DANC 125.3 Salsa III</td>
<td>1 unit</td>
</tr>
<tr>
<td>DANC 125.4 Salsa IV</td>
<td>1 unit</td>
</tr>
<tr>
<td>DANC 130.1 Jazz Dance I</td>
<td>1 unit</td>
</tr>
<tr>
<td>DANC 130.2 Jazz Dance II</td>
<td>1 unit</td>
</tr>
<tr>
<td>DANC 130.3 Jazz Dance III</td>
<td>1 unit</td>
</tr>
<tr>
<td>DANC 130.4 Jazz Dance IV</td>
<td>1 unit</td>
</tr>
<tr>
<td>DANC 140.1 Ballet I</td>
<td>1 unit</td>
</tr>
<tr>
<td>DANC 140.2 Ballet II</td>
<td>1 unit</td>
</tr>
<tr>
<td>DANC 140.3 Ballet III</td>
<td>1 unit</td>
</tr>
<tr>
<td>DANC 140.4 Ballet IV</td>
<td>1 unit</td>
</tr>
<tr>
<td>DANC 150.1 Hip Hop I</td>
<td>1 unit</td>
</tr>
<tr>
<td>DANC 150.2 Hip Hop II</td>
<td>1 unit</td>
</tr>
<tr>
<td>DANC 150.3 Hip Hop III</td>
<td>1 unit</td>
</tr>
<tr>
<td>DANC 150.4 Hip Hop IV</td>
<td>1 unit</td>
</tr>
<tr>
<td>DANC 151.1 Social Dance I</td>
<td>1 unit</td>
</tr>
<tr>
<td>DANC 151.2 Social Dance II</td>
<td>1 unit</td>
</tr>
<tr>
<td>DANC 151.3 Social Dance III</td>
<td>1 unit</td>
</tr>
<tr>
<td>DANC 151.4 Social Dance IV</td>
<td>1 unit</td>
</tr>
<tr>
<td>DANC 400.1 Dance Performance and Production I</td>
<td>1 unit</td>
</tr>
<tr>
<td>DANC 400.2 Dance Performance and Production II</td>
<td>1 unit</td>
</tr>
<tr>
<td>Course Code</td>
<td>Course Title</td>
</tr>
<tr>
<td>-------------</td>
<td>--------------------------------------------------</td>
</tr>
<tr>
<td>DANC 400.3</td>
<td>Dance Performance and Production III</td>
</tr>
<tr>
<td>DANC 400.4</td>
<td>Dance Performance and Production IV</td>
</tr>
<tr>
<td>DANC 115.1</td>
<td>Mexican Folkloric Dance I</td>
</tr>
<tr>
<td>DANC 115.2</td>
<td>Mexican Folkloric Dance II</td>
</tr>
<tr>
<td>DANC 115.3</td>
<td>Mexican Folkloric Dance III</td>
</tr>
<tr>
<td>DANC 115.4</td>
<td>Mexican Folkloric Dance IV</td>
</tr>
<tr>
<td>DANC 161.1</td>
<td>Tango Argentino I</td>
</tr>
<tr>
<td>DANC 161.2</td>
<td>Tango Argentino II</td>
</tr>
<tr>
<td>DANC 161.3</td>
<td>Tango Argentino III</td>
</tr>
<tr>
<td>DANC 161.4</td>
<td>Tango Argentino IV</td>
</tr>
<tr>
<td>FITN 235</td>
<td>Boot Camp</td>
</tr>
<tr>
<td>FITN 301.1</td>
<td>Spinning I</td>
</tr>
<tr>
<td>FITN 301.2</td>
<td>Spinning II</td>
</tr>
<tr>
<td>FITN 301.3</td>
<td>Spinning III</td>
</tr>
<tr>
<td>FITN 304.1</td>
<td>Walking Fitness I</td>
</tr>
<tr>
<td>FITN 304.2</td>
<td>Walking Fitness II</td>
</tr>
<tr>
<td>FITN 304.3</td>
<td>Walking Fitness III</td>
</tr>
<tr>
<td>FITN 304.4</td>
<td>Walking Fitness IV</td>
</tr>
<tr>
<td>FITN 308.1</td>
<td>Hiking and Trekking for Fitness I</td>
</tr>
<tr>
<td>FITN 332.1</td>
<td>Flexibility and Stretching I</td>
</tr>
<tr>
<td>FITN 332.2</td>
<td>Flexibility and Stretching II</td>
</tr>
<tr>
<td>FITN 334.1</td>
<td>Yoga I</td>
</tr>
<tr>
<td>FITN 334.2</td>
<td>Yoga II</td>
</tr>
<tr>
<td>FITN 334.3</td>
<td>Yoga III</td>
</tr>
<tr>
<td>FITN 334.4</td>
<td>Yoga IV</td>
</tr>
<tr>
<td>FITN 335.1</td>
<td>Pilates I</td>
</tr>
<tr>
<td>FITN 335.2</td>
<td>Pilates II</td>
</tr>
<tr>
<td>FITN 335.3</td>
<td>Pilates III</td>
</tr>
<tr>
<td>FITN 335.4</td>
<td>Pilates IV</td>
</tr>
</tbody>
</table>

**Area 3: Fitness**

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>FITN 112</td>
<td>Cross-Training</td>
<td>1</td>
</tr>
<tr>
<td>FITN 117</td>
<td>Fitness Assessment, Strength and Conditioning</td>
<td>1</td>
</tr>
<tr>
<td>FITN 118</td>
<td>Beginning Fitness Center</td>
<td>1</td>
</tr>
<tr>
<td>FITN 119</td>
<td>Intermediate Fitness Center</td>
<td>1</td>
</tr>
<tr>
<td>FITN 122</td>
<td>Total Body Burn</td>
<td>1</td>
</tr>
<tr>
<td>FITN 128.1</td>
<td>Core Strength and Functional Training I</td>
<td>1</td>
</tr>
<tr>
<td>FITN 128.2</td>
<td>Core Strength and Functional Training II</td>
<td>1</td>
</tr>
<tr>
<td>FITN 152</td>
<td>Basketball Conditioning</td>
<td>1</td>
</tr>
<tr>
<td>FITN 153</td>
<td>Soccer Conditioning</td>
<td>1</td>
</tr>
<tr>
<td>FITN 154</td>
<td>Volleyball Conditioning</td>
<td>1</td>
</tr>
<tr>
<td>FITN 210</td>
<td>Varsity Weight Conditioning</td>
<td>1</td>
</tr>
<tr>
<td>FITN 227.1</td>
<td>TRX® Suspension Training I</td>
<td>1</td>
</tr>
<tr>
<td>FITN 227.2</td>
<td>TRX® Suspension Training II</td>
<td>1</td>
</tr>
<tr>
<td>FITN 227.3</td>
<td>TRX® Suspension Training III</td>
<td>1</td>
</tr>
<tr>
<td>FITN 227.4</td>
<td>TRX® Suspension Training IV</td>
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</table>

**Area 4: Individual Sports**

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>INDV 121.1</td>
<td>Badminton I</td>
<td>1</td>
</tr>
<tr>
<td>INDV 121.2</td>
<td>Badminton II</td>
<td>1</td>
</tr>
<tr>
<td>INDV 160.1</td>
<td>Golf I</td>
<td>1</td>
</tr>
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</table>
## DEGREES & CERTIFICATES

### Area 5: Team Sports

<table>
<thead>
<tr>
<th>Team</th>
<th>Course</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>TEAM 105</td>
<td>Advanced Baseball</td>
<td>1 unit</td>
</tr>
<tr>
<td>TEAM 111.1</td>
<td>Basketball I</td>
<td>1 unit</td>
</tr>
<tr>
<td>TEAM 111.2</td>
<td>Basketball II</td>
<td>1 unit</td>
</tr>
<tr>
<td>TEAM 111.3</td>
<td>Basketball III</td>
<td>1 unit</td>
</tr>
<tr>
<td>TEAM 111.4</td>
<td>Basketball IV</td>
<td>1 unit</td>
</tr>
<tr>
<td>TEAM 132.1</td>
<td>Flag Football I</td>
<td>1 unit</td>
</tr>
<tr>
<td>TEAM 132.2</td>
<td>Flag Football II</td>
<td>1 unit</td>
</tr>
<tr>
<td>TEAM 132.3</td>
<td>Flag Football III</td>
<td>1 unit</td>
</tr>
<tr>
<td>TEAM 141.1</td>
<td>Soccer I</td>
<td>1 unit</td>
</tr>
<tr>
<td>TEAM 141.2</td>
<td>Soccer II</td>
<td>1 unit</td>
</tr>
<tr>
<td>TEAM 141.3</td>
<td>Soccer III</td>
<td>1 unit</td>
</tr>
<tr>
<td>TEAM 141.4</td>
<td>Soccer IV</td>
<td>1 unit</td>
</tr>
<tr>
<td>TEAM 148.1</td>
<td>Indoor Soccer I</td>
<td>1 unit</td>
</tr>
<tr>
<td>TEAM 148.2</td>
<td>Indoor Soccer II</td>
<td>1 unit</td>
</tr>
<tr>
<td>TEAM 148.3</td>
<td>Indoor Soccer III</td>
<td>1 unit</td>
</tr>
<tr>
<td>TEAM 148.4</td>
<td>Indoor Soccer IV</td>
<td>1 unit</td>
</tr>
<tr>
<td>TEAM 171.1</td>
<td>Volleyball I</td>
<td>1 unit</td>
</tr>
<tr>
<td>TEAM 171.2</td>
<td>Volleyball II</td>
<td>1 unit</td>
</tr>
<tr>
<td>TEAM 171.3</td>
<td>Volleyball III</td>
<td>1 unit</td>
</tr>
<tr>
<td>TEAM 171.4</td>
<td>Volleyball IV</td>
<td>1 unit</td>
</tr>
<tr>
<td>TEAM 171.5</td>
<td>Flag Football I</td>
<td>1 unit</td>
</tr>
<tr>
<td>TEAM 171.6</td>
<td>Flag Football II</td>
<td>1 unit</td>
</tr>
<tr>
<td>TEAM 171.7</td>
<td>Flag Football III</td>
<td>1 unit</td>
</tr>
<tr>
<td>TEAM 171.8</td>
<td>Soccer I</td>
<td>1 unit</td>
</tr>
<tr>
<td>TEAM 171.9</td>
<td>Soccer II</td>
<td>1 unit</td>
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<tr>
<td>TEAM 171.10</td>
<td>Soccer III</td>
<td>1 unit</td>
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<tr>
<td>TEAM 171.11</td>
<td>Soccer IV</td>
<td>1 unit</td>
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<tr>
<td>TEAM 171.12</td>
<td>Indoor Soccer I</td>
<td>1 unit</td>
</tr>
<tr>
<td>TEAM 171.13</td>
<td>Indoor Soccer II</td>
<td>1 unit</td>
</tr>
<tr>
<td>TEAM 171.14</td>
<td>Indoor Soccer III</td>
<td>1 unit</td>
</tr>
</tbody>
</table>

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

<table>
<thead>
<tr>
<th>Course</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>BIOL 310</td>
<td>Nutrition</td>
</tr>
<tr>
<td>CBOT 432</td>
<td>Introduction to Computer Applications</td>
</tr>
<tr>
<td>CHEM 210</td>
<td>General Chemistry I</td>
</tr>
<tr>
<td></td>
<td>OR CHEM 410</td>
</tr>
<tr>
<td>COMM 110</td>
<td>Public Speaking</td>
</tr>
<tr>
<td>KINE 119</td>
<td>First Aid/Adult and Pediatric CPR/AED</td>
</tr>
<tr>
<td>MATH 200</td>
<td>Elementary Probability and Statistics</td>
</tr>
<tr>
<td>PHYS 210</td>
<td>General Physics I</td>
</tr>
</tbody>
</table>

**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**

<table>
<thead>
<tr>
<th>Complete Core Courses, 15 units</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>BIOL 250 Human Anatomy</td>
<td>4 units</td>
</tr>
<tr>
<td>BIOL 260 Human Physiology</td>
<td>5 units</td>
</tr>
<tr>
<td>KINE 101 Introduction to Kinesiology</td>
<td>3 units</td>
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</table>

**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**

<table>
<thead>
<tr>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>DANC 125.1 Salsa I</td>
</tr>
<tr>
<td>DANC 125.2 Salsa II</td>
</tr>
<tr>
<td>DANC 125.3 Salsa III</td>
</tr>
<tr>
<td>DANC 125.4 Salsa IV</td>
</tr>
<tr>
<td>DANC 130.1 Jazz Dance I</td>
</tr>
<tr>
<td>DANC 130.2 Jazz Dance II</td>
</tr>
<tr>
<td>DANC 130.3 Jazz Dance III</td>
</tr>
<tr>
<td>DANC 130.4 Jazz Dance IV</td>
</tr>
<tr>
<td>DANC 140.1 Ballet I</td>
</tr>
<tr>
<td>DANC 140.2 Ballet II</td>
</tr>
<tr>
<td>DANC 140.3 Ballet III</td>
</tr>
<tr>
<td>DANC 140.4 Ballet IV</td>
</tr>
<tr>
<td>DANC 150.1 Hip Hop I</td>
</tr>
<tr>
<td>DANC 150.2 Hip Hop II</td>
</tr>
<tr>
<td>DANC 150.3 Hip Hop III</td>
</tr>
<tr>
<td>DANC 150.4 Hip Hop IV</td>
</tr>
<tr>
<td>DANC 151.1 Social Dance I</td>
</tr>
<tr>
<td>DANC 151.2 Social Dance II</td>
</tr>
<tr>
<td>DANC 151.3 Social Dance III</td>
</tr>
<tr>
<td>DANC 151.4 Social Dance IV</td>
</tr>
<tr>
<td>DANC 400.1 Dance Performance and Production I</td>
</tr>
<tr>
<td>DANC 400.2 Dance Performance and Production II</td>
</tr>
<tr>
<td>DANC 400.3 Dance Performance and Production III</td>
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</table>
### Area 2: Fitness

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>FITN 112</td>
<td>Cross-Training</td>
<td>1 unit</td>
</tr>
<tr>
<td>FITN 117</td>
<td>Fitness Assessment, Strength and Conditioning</td>
<td>1 unit</td>
</tr>
<tr>
<td>FITN 118</td>
<td>Beginning Fitness Center</td>
<td>1 unit</td>
</tr>
<tr>
<td>FITN 119</td>
<td>Intermediate Fitness Center</td>
<td>1 unit</td>
</tr>
<tr>
<td>FITN 122</td>
<td>Total Body Burn</td>
<td>1 unit</td>
</tr>
<tr>
<td>FITN 152</td>
<td>Basketball Conditioning</td>
<td>1 unit</td>
</tr>
<tr>
<td>FITN 153</td>
<td>Soccer Conditioning</td>
<td>1 unit</td>
</tr>
<tr>
<td>FITN 154</td>
<td>Volleyball Conditioning</td>
<td>1 unit</td>
</tr>
<tr>
<td>FITN 210</td>
<td>Varsity Weight Conditioning</td>
<td>1 unit</td>
</tr>
<tr>
<td>FITN 227.1</td>
<td>TRX® Suspension Training I</td>
<td>1 unit</td>
</tr>
<tr>
<td>FITN 227.2</td>
<td>TRX® Suspension Training II</td>
<td>1 unit</td>
</tr>
<tr>
<td>FITN 227.3</td>
<td>TRX® Suspension Training III</td>
<td>1 unit</td>
</tr>
<tr>
<td>FITN 227.4</td>
<td>TRX® Suspension Training IV</td>
<td>1 unit</td>
</tr>
<tr>
<td>FITN 235</td>
<td>Boot Camp</td>
<td>1 unit</td>
</tr>
<tr>
<td>FITN 304.1</td>
<td>Walking Fitness I</td>
<td>1 unit</td>
</tr>
<tr>
<td>FITN 304.2</td>
<td>Walking Fitness II</td>
<td>1 unit</td>
</tr>
<tr>
<td>FITN 304.3</td>
<td>Walking Fitness III</td>
<td>1 unit</td>
</tr>
<tr>
<td>FITN 304.4</td>
<td>Walking Fitness IV</td>
<td>1 unit</td>
</tr>
<tr>
<td>FITN 334.1</td>
<td>Yoga I</td>
<td>1 unit</td>
</tr>
<tr>
<td>FITN 334.2</td>
<td>Yoga II</td>
<td>1 unit</td>
</tr>
<tr>
<td>FITN 334.3</td>
<td>Yoga III</td>
<td>1 unit</td>
</tr>
<tr>
<td>FITN 334.4</td>
<td>Yoga IV</td>
<td>1 unit</td>
</tr>
<tr>
<td>FITN 335.1</td>
<td>Pilates I</td>
<td>1 unit</td>
</tr>
<tr>
<td>FITN 335.2</td>
<td>Pilates II</td>
<td>1 unit</td>
</tr>
<tr>
<td>FITN 335.3</td>
<td>Pilates III</td>
<td>1 unit</td>
</tr>
<tr>
<td>FITN 335.4</td>
<td>Pilates IV</td>
<td>1 unit</td>
</tr>
</tbody>
</table>

### Area 3: Individual Sports

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>INDV 160.1</td>
<td>Golf I</td>
<td>1 unit</td>
</tr>
<tr>
<td>INDV 160.2</td>
<td>Golf II</td>
<td>1 unit</td>
</tr>
<tr>
<td>INDV 160.3</td>
<td>Golf III</td>
<td>1 unit</td>
</tr>
<tr>
<td>INDV 160.4</td>
<td>Golf IV</td>
<td>1 unit</td>
</tr>
<tr>
<td>INDV 251.1</td>
<td>Tennis I</td>
<td>1 unit</td>
</tr>
<tr>
<td>INDV 251.2</td>
<td>Tennis II</td>
<td>1 unit</td>
</tr>
<tr>
<td>INDV 251.3</td>
<td>Tennis III</td>
<td>1 unit</td>
</tr>
<tr>
<td>INDV 251.4</td>
<td>Tennis IV</td>
<td>1 unit</td>
</tr>
</tbody>
</table>

### Area 4: Team Sports

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>TEAM 105</td>
<td>Advanced Baseball</td>
<td>1 unit</td>
</tr>
<tr>
<td>TEAM 111.1</td>
<td>Basketball I</td>
<td>1 unit</td>
</tr>
<tr>
<td>TEAM 111.2</td>
<td>Basketball II</td>
<td>1 unit</td>
</tr>
<tr>
<td>TEAM 111.3</td>
<td>Basketball III</td>
<td>1 unit</td>
</tr>
<tr>
<td>TEAM 111.4</td>
<td>Basketball IV</td>
<td>1 unit</td>
</tr>
</tbody>
</table>
TEAM 132.1 Flag Football I 1 unit
TEAM 132.2 Flag Football II 1 unit
TEAM 132.3 Flag Football III 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 186 Basketball: Individual Skill Development 1 unit
TEAM 187 Tennis: Skill Development and Conditioning 1 unit

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

<table>
<thead>
<tr>
<th>Course</th>
<th>Description</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>BIOL 130</td>
<td>Human Biology</td>
<td>3 units</td>
</tr>
<tr>
<td>BIOL 132</td>
<td>Human Biology Laboratory</td>
<td>1 unit</td>
</tr>
<tr>
<td>CHEM 210</td>
<td>General Chemistry I</td>
<td>5 units</td>
</tr>
</tbody>
</table>

CHEM 410 Chemistry for Health Sciences 4 units
KINE 119 First Aid/Adult and Pediatric CPR/AED 3 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 - 23 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, social, and cultural aspects of Latin America and Latino/a communities. Coursework in social sciences, literature, music, dance, drama, and Spanish language provides a 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, and social issues.
2. Engage with the integrative, multidisciplinary nature of Latin American and Latino/a 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 - 23 units from the following:

<table>
<thead>
<tr>
<th>Area 1 - Social Sciences, choose a minimum of 6 units from the following:</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>HIST 245 Race, Ethnicity and Immigration in the U.S.</td>
<td>3 units</td>
</tr>
<tr>
<td>HIST 246 History of Latinos in the U.S.</td>
<td>3 units</td>
</tr>
<tr>
<td>HIST 422 Modern Latin America</td>
<td>3 units</td>
</tr>
<tr>
<td>PSYC 106 Psychology of Prejudice and Discrimination</td>
<td>3 units</td>
</tr>
<tr>
<td>SOCI 141 Ethnicity and Race in Society</td>
<td>3 units</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Area 2 - Arts, Culture and Literature, choose a minimum of 4-6 units from the following:</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>DANC 115.1 Mexican Folkloric Dance I</td>
<td>1 unit</td>
</tr>
<tr>
<td>DANC 115.2 Mexican Folkloric Dance II</td>
<td>1 unit</td>
</tr>
<tr>
<td>DANC 115.3 Mexican Folkloric Dance III</td>
<td>1 unit</td>
</tr>
<tr>
<td>DANC 115.4 Mexican Folkloric Dance IV</td>
<td>1 unit</td>
</tr>
<tr>
<td>DANC 125.1 Salsa I</td>
<td>1 unit</td>
</tr>
<tr>
<td>DANC 125.2 Salsa II</td>
<td>1 unit</td>
</tr>
<tr>
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<td>1 unit</td>
</tr>
<tr>
<td>DANC 125.4 Salsa IV</td>
<td>1 unit</td>
</tr>
<tr>
<td>DRAM 160 Latin American Theatre</td>
<td>3 units</td>
</tr>
<tr>
<td>LIT. 371 Mexican-American Literature</td>
<td>3 units</td>
</tr>
<tr>
<td>LIT. 372 Myth and Folklore of La Raza</td>
<td>3 units</td>
</tr>
<tr>
<td>LIT. 373 Latin American Literature in Translation</td>
<td>3 units</td>
</tr>
<tr>
<td>MUS. 240 Music of the Americas</td>
<td>3 units</td>
</tr>
<tr>
<td>SPAN 162 Latino Literature II</td>
<td>3 units</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Area 3 - Spanish Language and Heritage, choose a minimum of 3-5 units from the following:</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>SPAN 120 Advanced Elementary Spanish</td>
<td>5 units</td>
</tr>
<tr>
<td>SPAN 122 Advanced Elementary Spanish II</td>
<td>3 units</td>
</tr>
<tr>
<td>SPAN 131 Intermediate Spanish I</td>
<td>3 units</td>
</tr>
<tr>
<td>SPAN 132 Intermediate Spanish II</td>
<td>3 units</td>
</tr>
<tr>
<td>SPAN 140 Advanced Intermediate Spanish</td>
<td>3 units</td>
</tr>
<tr>
<td>SPAN 145 Spanish Conversation through Film</td>
<td>3 units</td>
</tr>
<tr>
<td>SPAN 150 Spanish for Heritage Speakers I</td>
<td>4 units</td>
</tr>
<tr>
<td>SPAN 152 Spanish for Heritage Speakers II</td>
<td>4 units</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Area 4, choose a minimum of 5-6 units from the following:</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>Any course or courses not selected from Areas 1, 2 or 3</td>
<td>5 - 6 units</td>
</tr>
</tbody>
</table>

**Total Required Major Units: 18 - 23**

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

**DEGREES & CERTIFICATES**

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, social, and cultural aspects of Latin America and Latino/a communities. Coursework in social sciences, literature, music, dance, drama, and Spanish language provides a 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, and social issues.
2. Engage with the integrative, multidisciplinary nature of Latin American and Latino/a 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 18-23 units from the following:**

**Area 1 - Social Sciences, choose a minimum of 6 units from the following:**

<table>
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<tr>
<th>Course</th>
<th>Title</th>
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<tbody>
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<td>HIST 245</td>
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<td>Mexican Folkloric Dance IV</td>
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</tr>
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<td>DAN 125.1</td>
<td>Salsa I</td>
<td>1</td>
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<td>3</td>
</tr>
<tr>
<td>SPAN 162</td>
<td>Latino Literature II</td>
<td>3</td>
</tr>
</tbody>
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<tr>
<th>Course</th>
<th>Title</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
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<td>Advanced Elementary Spanish</td>
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</tr>
</tbody>
</table>

**Area 4, choose a minimum of 5 to 6 units from the following:**

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Any course or courses not selected from Areas 1, 2 or 3.</td>
<td>5 - 6 units</td>
</tr>
</tbody>
</table>

**Total Required Units: 18 - 23**
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

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>MATH 251</td>
<td>Analytical Geometry and Calculus I</td>
<td>5</td>
</tr>
<tr>
<td>MATH 252</td>
<td>Analytical Geometry and Calculus II</td>
<td>5</td>
</tr>
<tr>
<td>MATH 253</td>
<td>Analytic Geometry and Calculus III</td>
<td>5</td>
</tr>
<tr>
<td>MATH 270</td>
<td>Linear Algebra</td>
<td>3</td>
</tr>
<tr>
<td>MATH 275</td>
<td>Ordinary Differential Equations</td>
<td>3</td>
</tr>
</tbody>
</table>

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**

<table>
<thead>
<tr>
<th>Complete Core Courses, 35 units</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>BIOL 130 Human Biology</td>
<td>3 units</td>
</tr>
<tr>
<td>MEDA 100 Introduction to Medical Assisting</td>
<td>3 units</td>
</tr>
<tr>
<td>MEDA 110 Medical Terminology</td>
<td>3 units</td>
</tr>
<tr>
<td>MEDA 115 Introduction to Electronic Health Record</td>
<td>3 units</td>
</tr>
<tr>
<td>MEDA 120 Clinical Procedures I</td>
<td>4 units</td>
</tr>
<tr>
<td>MEDA 121 Clinical Procedures II</td>
<td>4 units</td>
</tr>
<tr>
<td>MEDA 140 Implementation of Electronic Health Record</td>
<td>3 units</td>
</tr>
<tr>
<td>MEDA 150 Medical Office Procedures</td>
<td>3 units</td>
</tr>
<tr>
<td>MEDA 160 Medical Insurance Procedures</td>
<td>3 units</td>
</tr>
<tr>
<td>MEDA 190 Introduction to Pharmacology</td>
<td>3 units</td>
</tr>
<tr>
<td>MEDA 672 Cooperative Education: Internship</td>
<td>3 units</td>
</tr>
</tbody>
</table>

**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**

<table>
<thead>
<tr>
<th>Complete Core Courses, 21 units</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>ACTG 100 Accounting Procedures</td>
<td>3 units</td>
</tr>
<tr>
<td>MEDA 100 Introduction to Medical Assisting</td>
<td>3 units</td>
</tr>
<tr>
<td>MEDA 110 Medical Terminology</td>
<td>3 units</td>
</tr>
<tr>
<td>MEDA 150 Medical Office Procedures</td>
<td>3 units</td>
</tr>
<tr>
<td>MEDA 164 CPT (Current Procedural Terminology) Beginning Coding</td>
<td>1 unit</td>
</tr>
<tr>
<td>MEDA 165 CPT (Current Procedural Terminology) Intermediate Coding</td>
<td>1 unit</td>
</tr>
<tr>
<td>MEDA 166 CPT (Current Procedural Terminology) Advanced Coding</td>
<td>1 unit</td>
</tr>
<tr>
<td>MEDA 167 ICD (International Classification of Diseases)-10-CM (Clinical Modification) Beginning Coding</td>
<td>1 unit</td>
</tr>
<tr>
<td>MEDA 168 ICD (International Classification of Diseases)-10-CM (Clinical Modification) Intermediate Coding</td>
<td>1 unit</td>
</tr>
<tr>
<td>MEDA 169 ICD (International Classification of Diseases)-10-CM (Clinical Modification) Advanced Coding</td>
<td>1 unit</td>
</tr>
</tbody>
</table>

**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**

<table>
<thead>
<tr>
<th>Complete Core Courses, 21 units</th>
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</thead>
<tbody>
<tr>
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</tbody>
</table>

**Total Required Units: 21**

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**CA Medical Assisting**

The ability to work well with people, be well organized, and be empathic 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**

<table>
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</tbody>
</table>

**Total Required Units: 35**

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**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

<table>
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<tr>
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</tr>
</tbody>
</table>

Total Required Units: 21

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

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>BIOL 130</td>
<td>Human Biology</td>
<td>3</td>
</tr>
<tr>
<td>MEDA 100</td>
<td>Introduction to Medical Assisting</td>
<td>3</td>
</tr>
<tr>
<td>MEDA 110</td>
<td>Medical Terminology</td>
<td>3</td>
</tr>
<tr>
<td>MEDA 160</td>
<td>Medical Insurance Procedures</td>
<td>3</td>
</tr>
<tr>
<td>MEDA 164</td>
<td>CPT (Current Procedural Terminology) Beginning Coding</td>
<td>1</td>
</tr>
<tr>
<td>MEDA 165</td>
<td>CPT (Current Procedural Terminology) Intermediate Coding</td>
<td>1</td>
</tr>
<tr>
<td>MEDA 166</td>
<td>CPT (Current Procedural Terminology) Advanced Coding</td>
<td>1</td>
</tr>
<tr>
<td>MEDA 167</td>
<td>ICD (International Classification of Diseases)-10-CM (Clinical Modification) Beginning Coding</td>
<td>1</td>
</tr>
<tr>
<td>MEDA 168</td>
<td>ICD (International Classification of Diseases)-10-CM (Clinical Modification) Intermediate Coding</td>
<td>1</td>
</tr>
<tr>
<td>MEDA 169</td>
<td>ICD (International Classification of Diseases)-10-CM (Clinical Modification) Advanced Coding</td>
<td>1</td>
</tr>
</tbody>
</table>

Total Required Units: 18

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
DEGREES & CERTIFICATES

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 a command of critical vocabulary.
3. Describe the roles of creative expression in human cultures.
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

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>MUS. 100</td>
<td>Fundamentals of Music</td>
<td>3</td>
</tr>
<tr>
<td>MUS. 120</td>
<td>Songwriting Workshop I</td>
<td>3</td>
</tr>
</tbody>
</table>

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:

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>MUS. 215</td>
<td>Music, Culture and History</td>
<td>3</td>
</tr>
<tr>
<td>MUS. 240</td>
<td>Music of the Americas</td>
<td>3</td>
</tr>
<tr>
<td>MUS. 250</td>
<td>World Music</td>
<td>3</td>
</tr>
<tr>
<td>MUS. 271</td>
<td>Opera and Musical Theater</td>
<td>3</td>
</tr>
<tr>
<td></td>
<td>History</td>
<td></td>
</tr>
</tbody>
</table>

List B, choose 9 units from the following:

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>MUS. 202</td>
<td>Music Appreciation</td>
<td>3</td>
</tr>
<tr>
<td>MUS. 210</td>
<td>Histories of Popular Music and Rock</td>
<td>3</td>
</tr>
<tr>
<td>MUS. 260</td>
<td>Music in Film, Television and Multimedia</td>
<td>3</td>
</tr>
<tr>
<td>MUS. 275</td>
<td>History of Jazz</td>
<td>3</td>
</tr>
</tbody>
</table>

List C (Introductory applied music), choose a minimum of 3 units from the following:

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>MUS. 301</td>
<td>Piano I</td>
<td>2</td>
</tr>
<tr>
<td>MUS. 302</td>
<td>Piano II</td>
<td>2</td>
</tr>
<tr>
<td>MUS. 303</td>
<td>Piano III</td>
<td>2</td>
</tr>
<tr>
<td>MUS. 304</td>
<td>Piano IV</td>
<td>2</td>
</tr>
<tr>
<td>MUS. 371</td>
<td>Guitar I</td>
<td>2</td>
</tr>
<tr>
<td>MUS. 372</td>
<td>Guitar II</td>
<td>2</td>
</tr>
<tr>
<td>MUS. 373</td>
<td>Guitar III</td>
<td>2</td>
</tr>
<tr>
<td>MUS. 374</td>
<td>Guitar IV</td>
<td>2</td>
</tr>
<tr>
<td>MUS. 401</td>
<td>Voice I</td>
<td>2</td>
</tr>
<tr>
<td>MUS. 402</td>
<td>Voice II</td>
<td>2</td>
</tr>
<tr>
<td>MUS. 403</td>
<td>Voice III</td>
<td>2</td>
</tr>
<tr>
<td>MUS. 404</td>
<td>Voice IV</td>
<td>2</td>
</tr>
<tr>
<td>MUS. 470.1</td>
<td>Choir I</td>
<td>1</td>
</tr>
</tbody>
</table>

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 or ENGL 105, 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 ASS IST (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
Litigation............................................................... 18 units
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.

### Career Opportunities

Students who earn the Paralegal Studies A.S. degree are entitled to be called paralegals under California law. This degree prepares students to be paralegals, prepares students who want to pursue a higher education degree related to law and the legal system, prepares students for law school, and prepares foreign attorneys for a Master of Laws (LLM) program, which must be completed before taking California Bar Exam. Career Opportunities: The demand for skilled paralegals is high, and employment opportunities exist in law firms, trial technology companies, technology companies, biotech companies, consulting firms, insurance companies, or in state or federal courts. Graduates are prepared for positions including but not limited to paralegals, law clerks, trial clerks, legal assistants, legal secretaries, or trial technology paralegals.

### 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

<table>
<thead>
<tr>
<th>Complete Core Courses, 18 units</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>CBOT 435 Spreadsheets</td>
<td>3 units</td>
</tr>
<tr>
<td>LEGL 241 Law Office Management</td>
<td>3 units</td>
</tr>
<tr>
<td>LEGL 249 Introduction to the Legal System</td>
<td>3 units</td>
</tr>
<tr>
<td>LEGL 250 Legal Research and Writing</td>
<td>3 units</td>
</tr>
<tr>
<td>LEGL 252 Civil Litigation and Trial Preparation</td>
<td>3 units</td>
</tr>
<tr>
<td>LEGL 261 Legal Ethics</td>
<td>3 units</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Selective courses, choose a minimum of 9 units from the following:</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>BUS. 201 Business Law</td>
<td>3 units</td>
</tr>
<tr>
<td>LEGL 251 Torts</td>
<td>3 units</td>
</tr>
<tr>
<td>LEGL 254 Family Law</td>
<td>3 units</td>
</tr>
</tbody>
</table>
DEGREES & CERTIFICATES

LEGL 260  Advanced Legal Research and Writing  3 units
LEGL 263  Intellectual Property Law  3 units
LEGL 264  Contracts  3 units
LEGL 267  Animal Law  3 units
LEGL 272  Immigration Law  3 units
LEGL 276  Electronic Litigation and Investigation  3 units
LEGL 672  Cooperative Education: Internship  1 - 3 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.

Litigation

The Paralegal Program was developed in cooperation with the San Mateo County Bar Association and the San Mateo County Legal Secretaries Association (now the San Mateo County Legal Professionals Association) to train personnel to assist attorneys in both civil and criminal matters. The Litigation Certificate is designed for students who want to specialize in litigation, pursue a higher education degree related to law and the legal system, prepare for law school, or prepare foreign attorneys for a Masters in Law (LLM) program, which must be completed in order to take the California Bar Exam. The Litigation Certificate is a unique offering that enables our students to be more competitive and be better prepared for current industry needs.

Career Opportunities

Students who complete the Paralegal Certificate are entitled to be called paralegals under California law. The Litigation Certificate prepares students to be paralegals who focus their skills on litigation, prepares students for law school, and prepares foreign attorneys for a Masters in Law (LLM) program, which must be completed in order to take the California Bar Exam. The demand for skilled litigation paralegals is high, and employment opportunities exist in litigation law firms, trial technology companies, technology companies, biotech companies, consulting firms, insurance companies, or in state or federal courts. Graduates are prepared for positions including but not limited to paralegals, law clerks, trial clerks, legal assistants, legal secretaries, or trial technology paralegals.

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

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>LEGL 250</td>
<td>Legal Research and Writing</td>
<td>3 units</td>
</tr>
<tr>
<td>LEGL 251</td>
<td>Torts</td>
<td>3 units</td>
</tr>
<tr>
<td>LEGL 252</td>
<td>Civil Litigation and Trial Preparation</td>
<td>3 units</td>
</tr>
<tr>
<td>LEGL 260</td>
<td>Advanced Legal Research and Writing</td>
<td>3 units</td>
</tr>
<tr>
<td>LEGL 276</td>
<td>Electronic Litigation and Investigation</td>
<td>3 units</td>
</tr>
</tbody>
</table>

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

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>LEGL 254</td>
<td>Family Law</td>
<td>3 units</td>
</tr>
<tr>
<td>LEGL 263</td>
<td>Intellectual Property Law</td>
<td>3 units</td>
</tr>
<tr>
<td>LEGL 264</td>
<td>Contracts</td>
<td>3 units</td>
</tr>
<tr>
<td>LEGL 267</td>
<td>Animal Law</td>
<td>3 units</td>
</tr>
<tr>
<td>LEGL 269</td>
<td>Elder Law</td>
<td>3 units</td>
</tr>
</tbody>
</table>

Total Required Units: 18

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.

Career Opportunities

Students who complete this Paralegal Certificate are entitled to be called paralegals under California law. This Certificate prepares students to be paralegals, as well as students who are applying for law school or foreign
attorneys preparing for a Master of Laws (LLM) degree program. This Certificate prepares students for the legal and business fields, including law firms, corporate legal departments, corporations, federal and state courts, and research firms. According to the Bureau of Labor Statistics, between 2016 and 2026, there is an 18% projected increase in paralegal and legal assistant jobs in the Bay Area. Certificate holders are prepared for positions including but not limited to paralegals, legal assistants, legal secretaries, legal clerks, title officers, and notaries.

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, 18 units

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<tr>
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<th>Units</th>
</tr>
</thead>
<tbody>
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</tr>
<tr>
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<td>3</td>
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<tr>
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<td>Introduction to the Legal System</td>
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<td>Legal Research and Writing</td>
<td>3</td>
</tr>
<tr>
<td>LEGL 252</td>
<td>Civil Litigation and Trial Preparation</td>
<td>3</td>
</tr>
<tr>
<td>LEGL 261</td>
<td>Legal Ethics</td>
<td>3</td>
</tr>
</tbody>
</table>

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

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<td>3</td>
</tr>
<tr>
<td>LEGL 254</td>
<td>Family Law</td>
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<tr>
<td>LEGL 260</td>
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<tr>
<td>LEGL 263</td>
<td>Intellectual Property Law</td>
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<tr>
<td>LEGL 264</td>
<td>Contracts</td>
<td>3</td>
</tr>
<tr>
<td>LEGL 267</td>
<td>Animal Law</td>
<td>3</td>
</tr>
<tr>
<td>LEGL 269</td>
<td>Elder Law</td>
<td>3</td>
</tr>
<tr>
<td>LEGL 272</td>
<td>Immigration Law</td>
<td>3</td>
</tr>
<tr>
<td>LEGL 276</td>
<td>Electronic Litigation and Investigation</td>
<td>3</td>
</tr>
</tbody>
</table>

LEGL 672  Cooperative Education: Internship  1 - 3 units

Total Required Units: 27

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

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>PHIL 100</td>
<td>Introduction to Philosophy</td>
<td>3</td>
</tr>
<tr>
<td>OR</td>
<td></td>
<td></td>
</tr>
<tr>
<td>PHIL 240</td>
<td>Introduction to Ethics</td>
<td>3</td>
</tr>
</tbody>
</table>
**DEGREES & CERTIFICATES**

**PHIL 200**  
Introduction to Logic  
3 units

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

**List A**, choose 3 units from the following:

<table>
<thead>
<tr>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>Any Core course not already used</td>
</tr>
</tbody>
</table>
| 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:

<table>
<thead>
<tr>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>Any List A course not already used</td>
</tr>
</tbody>
</table>
| 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**, choose 3 units from the following:

<table>
<thead>
<tr>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>Select any List A course not already used</td>
</tr>
<tr>
<td>Select any List B course not already used</td>
</tr>
</tbody>
</table>
| 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**

<table>
<thead>
<tr>
<th>Complete Core Courses, 6 units</th>
<th>Units</th>
</tr>
</thead>
</table>
| PHIL 100  
Introduction to Philosophy | 3 units |
| OR                         |
| PHIL 240  
Introduction to Ethics | 3 units |
| PHIL 200  
Introduction to Logic | 3 units |

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

**List A**, choose 3 units from the following:

<table>
<thead>
<tr>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>Any Core course not already used</td>
</tr>
</tbody>
</table>
| 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:

<table>
<thead>
<tr>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>Any List A course not already used</td>
</tr>
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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**, choose 3 units from the following:

<table>
<thead>
<tr>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>Select any List A course not already used</td>
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<tr>
<td>Select any List B course not already used</td>
</tr>
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</table>
| 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.
PHOTONICS AND LASER TECHNOLOGY

CA Certificate of Achievement
Photonics and Laser Technology........................................... 18 units
Advanced Optics and Photonics Technology.....................27 units

CA Photonics and Laser Technology

This program provides foundational hands-on skills and training in industry-relevant science and engineering principles of the field of photonics and laser technology (PALT). PALT is involved with the generation and harnessing of light and other forms of radiant energy. Photonics involves state-of-art use and applications of lasers, optics, fiber-optics, and electro-optical devices in diverse fields of technology " alternate energy, manufacturing, health care, telecommunication, environmental monitoring, homeland security, aerospace, solid state lighting, and many others. The applications of photonics and lasers in creating and enabling technologies are extremely broad. From an educational standpoint, this means that photonics courses in a postsecondary college curriculum in related technologies can qualify graduates for a far wider variety of jobs and increase the global competitiveness of the workforce.

Career Opportunities
Rapid growth in the number and complexity of photonics and photonics-enabled technologies has caused the demand for technicians to exceed supply. There are more than a dozen fields that utilize Photonics enabled technologies. Some example include: aerospace technology (LiDAR system), manufacturing (laser welding, drilling and 3D printing), construction (site topography, materials inventory, distance measuring and alignment, three-dimensional analysis to track the progress of construction), transportation (monitoring exhaust emissions, navigation with optical gyroscopes) and environmental technology (monitoring air quality and particulate emission from exhaust stacks). The primary occupations for students skilled in basic photonics and laser technology relates to middle-skill jobs in operation and maintenance of optics and photonics equipment and technology involving titles like Mechanical Technicians, Technical Associate, Manufacturing, Thin Film Technician and Calibration Technology Specialist.

Program Learning Outcomes
Students completing this program will be able to:
1. Apply knowledge of math, science, and engineering to identify, formulate, and solve optics and photonics 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. Use techniques, skills, and modern engineering and computer tools necessary for optics and photonics engineering practice.

Major: Core Requirements

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>PALT 401</td>
<td>Introduction to Photonics and Laser Technology</td>
<td>2 units</td>
</tr>
<tr>
<td>PALT 402</td>
<td>Geometrical Optics</td>
<td>4 units</td>
</tr>
<tr>
<td>PALT 403</td>
<td>Optics and Photonics Modeling and Design</td>
<td>3 units</td>
</tr>
<tr>
<td>PALT 404</td>
<td>Wave Optics</td>
<td>4 units</td>
</tr>
<tr>
<td>PALT 405</td>
<td>Introduction to Laser Technology</td>
<td>3 units</td>
</tr>
<tr>
<td>PALT 406</td>
<td>Components and Devices in Photonics and Laser Technology</td>
<td>2 units</td>
</tr>
</tbody>
</table>

Total Required Units: 18
DEGREES & CERTIFICATES

Students completing this program will be able to:

Program Learning Outcomes

Technicians.

Career Opportunities

Photons and lasers technology relates to generating and harnessing light and other forms of radiant energy. This technology can be applied to numerous other fields of technology and entertainment, including personal devices (displays, touchscreens), alternative energy (Solar), manufacturing (3D and laser additive manufacturing), health care, telecommunication, environmental monitoring, homeland security, aerospace, solid-state lighting, and many others. Due to the diverse applications of this technology, the optics and photonics job opportunities available to all students with optics and photonics skills are varied. The primary occupations for students skilled in optics and photonics relates to the development and operation of optics and photonics equipment and technology and job titles include Laser and/or Photonics Technicians.

Program Learning Outcomes

Students completing this program will be able to:

1. Apply knowledge of math, science, and engineering to identify, formulate, and solve optics and photonics 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. Use techniques, skills, and modern engineering and computer tools necessary for optics and photonics engineering practice.

Major: Core Requirements

Complete Core Courses, 27 units

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>PALT 401</td>
<td>Introduction to Photonics and Laser Technology</td>
<td>2</td>
</tr>
<tr>
<td>PALT 402</td>
<td>Geometrical Optics</td>
<td>4</td>
</tr>
<tr>
<td>PALT 403</td>
<td>Optics and Photonics Modeling and Design</td>
<td>3</td>
</tr>
<tr>
<td>PALT 404</td>
<td>Wave Optics</td>
<td>4</td>
</tr>
</tbody>
</table>

Total Required Units: 27

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

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>CHEM 210</td>
<td>General Chemistry I</td>
<td>5</td>
</tr>
</tbody>
</table>
Major: Core and Selective Requirements

AS-T Degree Requirements
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

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>CHEM 220</td>
<td>General Chemistry II</td>
<td>5</td>
</tr>
<tr>
<td>CIS 250</td>
<td>Introduction to Object Oriented Programming: C++</td>
<td>3</td>
</tr>
<tr>
<td>MATH 251</td>
<td>Analytical Geometry and Calculus I</td>
<td>5</td>
</tr>
<tr>
<td>MATH 252</td>
<td>Analytical Geometry and Calculus II</td>
<td>5</td>
</tr>
<tr>
<td>MATH 253</td>
<td>Analytic Geometry and Calculus III</td>
<td>5</td>
</tr>
<tr>
<td>MATH 275</td>
<td>Ordinary Differential Equations</td>
<td>3</td>
</tr>
<tr>
<td>PHYS 250</td>
<td>Physics with Calculus I</td>
<td>4</td>
</tr>
<tr>
<td>PHYS 260</td>
<td>Physics with Calculus II</td>
<td>4</td>
</tr>
<tr>
<td>PHYS 270</td>
<td>Physics with Calculus III</td>
<td>4</td>
</tr>
</tbody>
</table>

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**

<table>
<thead>
<tr>
<th>Complete Core Courses, 27 units</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>MATH 251 Analytical Geometry and Calculus I</td>
<td>5</td>
</tr>
<tr>
<td>MATH 252 Analytical Geometry and Calculus II</td>
<td>5</td>
</tr>
<tr>
<td>MATH 253 Analytic Geometry and Calculus III</td>
<td>5</td>
</tr>
</tbody>
</table>

**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**
Law, Public Policy, and Society.................................60 units
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

<table>
<thead>
<tr>
<th>Complete Core Courses, 3 units</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>PLSC 210 American Politics</td>
<td>3 units</td>
</tr>
</tbody>
</table>

Selective Courses, choose a minimum of 15 units from the following:

List A, complete a minimum of 9 units from the following courses:

<table>
<thead>
<tr>
<th>Units</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>MATH 200 Elementary Probability and Statistics</td>
<td>4 units</td>
</tr>
<tr>
<td>PLSC 130 Introduction to International Relations</td>
<td>3 units</td>
</tr>
<tr>
<td>PLSC 150 Introduction to Political Theory</td>
<td>3 units</td>
</tr>
<tr>
<td>PLSC 170 Introduction to Comparative Politics</td>
<td>3 units</td>
</tr>
</tbody>
</table>

List B, complete a minimum of 6 units from the following courses:

<table>
<thead>
<tr>
<th>Units</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Any course from List A that has not already been used</td>
<td>3 - 4 units</td>
</tr>
<tr>
<td>COMM 110 Public Speaking</td>
<td>3 units</td>
</tr>
<tr>
<td>ECON 100 Principles of Macro Economics</td>
<td>3 units</td>
</tr>
<tr>
<td>GEOG 110 Cultural Geography</td>
<td>3 units</td>
</tr>
<tr>
<td>HIST 201 U.S. History through 1877</td>
<td>3 units</td>
</tr>
<tr>
<td>PLSC 103 Critical Thinking About World Politics</td>
<td>3 units</td>
</tr>
<tr>
<td>PLSC 310 California State and Local Government</td>
<td>3 units</td>
</tr>
<tr>
<td>SOCI 141 Ethnicity and Race in Society</td>
<td>3 units</td>
</tr>
</tbody>
</table>

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 Law, Public Policy, and Society

This interdisciplinary area of emphasis focuses on the development of communication skills, introduces students to the legal field, and prepares students for further study in a variety of majors such as Political Science, Communication Studies, Economics, Philosophy, Social and Behavioral Sciences. Students who opt to pursue this course of study are encouraged to engage in further exploration of one or more specific majors as they select electives for degree completion.

Career Opportunities
The coursework required for this degree has been identified as good preparation for law school upon completion of a Bachelor's 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-T Degree Requirements
Major: Core and Selective Requirements

Complete Core Courses, 25 units

<table>
<thead>
<tr>
<th>Units</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>BUS. 201 Business Law</td>
<td>3 units</td>
</tr>
</tbody>
</table>

2. Ethics, 3 units

<table>
<thead>
<tr>
<th>Units</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>PHIL 240 Introduction to Ethics</td>
<td>3 units</td>
</tr>
</tbody>
</table>

3. Oral Communication, choose 3 units from the following:

<table>
<thead>
<tr>
<th>Units</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>COMM 110 Public Speaking</td>
<td>3 units</td>
</tr>
<tr>
<td>COMM 127 Argumentation and Debate</td>
<td>3 units</td>
</tr>
<tr>
<td>COMM 140 Small Group Communication</td>
<td>3 units</td>
</tr>
</tbody>
</table>
4. Written Communication, 3 units
   Units
   ENGL 100 Reading and Composition 3 units

5. Critical Thinking, choose 3 units from the following:
   Units
   ENGL 165 Advanced Composition 3 units
   PHIL 200 Introduction to Logic 3 units

6. Quantitative Reasoning, 4 units
   Units
   MATH 200 Elementary Probability and Statistics 4 units

7. US History, choose 3 units from the following:
   Units
   HIST 201 U.S. History through 1877 3 units
   HIST 202 U.S. History from 1877 to the Present 3 units

8. Introduction to American Government, 3 units
   Units
   PLSC 210 American Politics 3 units

Selective Courses, choose two courses from two of the areas listed below for a total of 6 units:

1. Economics, choose 3 units from the following:
   Units
   ECON 100 Principles of Macro Economics 3 units
   ECON 102 Principles of Micro Economics 3 units

2. Political Science, 3 units
   Units
   PLSC 150 Introduction to Political Theory 3 units

3. Public Policy, 3 units
   Units
   SOCI 105 Social Problems 3 units

4. Diversity, choose 3 units from the following:
   Units
   COMM 150 Intercultural Communication 3 units
   SOCI 141 Ethnicity and Race in Society 3 units

Total Required Major Units: 31

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 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**

<table>
<thead>
<tr>
<th>Complete Core Courses, 3 units</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>PLSC 210 American Politics</td>
<td>3 units</td>
</tr>
</tbody>
</table>
Selective Courses, choose a minimum of 15-17 units from the following:

### List A, select 3 Courses (9-10 units)

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>MATH 200</td>
<td>Elementary Probability and Statistics</td>
<td>4</td>
</tr>
<tr>
<td>PLSC 130</td>
<td>Introduction to International Relations</td>
<td>3</td>
</tr>
<tr>
<td>PLSC 150</td>
<td>Introduction to Political Theory</td>
<td>3</td>
</tr>
<tr>
<td>PLSC 170</td>
<td>Introduction to Comparative Politics</td>
<td>3</td>
</tr>
</tbody>
</table>

### List B, select at least 2 courses (minimum 6-7 units)

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>Any course from list A not already used</td>
<td>3 - 4 units</td>
<td></td>
</tr>
<tr>
<td>COMM 150</td>
<td>Intercultural Communication</td>
<td>3</td>
</tr>
<tr>
<td>COMM 180</td>
<td>Introduction to Communication Studies</td>
<td>3</td>
</tr>
<tr>
<td>ECON 100</td>
<td>Principles of Macro Economics</td>
<td>3</td>
</tr>
<tr>
<td>GEOG 110</td>
<td>Cultural Geography</td>
<td>3</td>
</tr>
<tr>
<td>HIST 201</td>
<td>U.S. History through 1877</td>
<td>3</td>
</tr>
<tr>
<td>PLSC 103</td>
<td>Critical Thinking About World Politics</td>
<td>3</td>
</tr>
<tr>
<td>PLSC 310</td>
<td>California State and Local Government</td>
<td>3</td>
</tr>
<tr>
<td>SOCI 141</td>
<td>Ethnicity and Race in Society</td>
<td>3</td>
</tr>
</tbody>
</table>

**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.*

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**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

<table>
<thead>
<tr>
<th>Units</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>MATH 200</td>
<td>Elementary Probability and Statistics</td>
</tr>
<tr>
<td>PSYC 100</td>
<td>General Psychology</td>
</tr>
<tr>
<td>PSYC 205</td>
<td>Social Science Research Methods</td>
</tr>
<tr>
<td>OR</td>
<td></td>
</tr>
<tr>
<td>SOCI 205</td>
<td>Social Science Research Methods</td>
</tr>
</tbody>
</table>

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

List A, complete a minimum of 3 units from the following:

<table>
<thead>
<tr>
<th>Units</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>BIOL 110</td>
<td>Principles Of Biology</td>
</tr>
<tr>
<td>BIOL 130</td>
<td>Human Biology</td>
</tr>
</tbody>
</table>

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

<table>
<thead>
<tr>
<th>Units</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Any List A course not already used</td>
<td>3 - 4 units</td>
</tr>
<tr>
<td>PSYC 200</td>
<td>Developmental Psychology</td>
</tr>
<tr>
<td>PSYC 300</td>
<td>Social Psychology</td>
</tr>
<tr>
<td>PSYC 410</td>
<td>Abnormal Psychology</td>
</tr>
</tbody>
</table>

List C, complete a minimum of 3 units from the following:

<table>
<thead>
<tr>
<th>Units</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Any course from List A or B not already used</td>
<td>3 - 4 units</td>
</tr>
<tr>
<td>PSYC 106</td>
<td>Psychology of Prejudice and Discrimination</td>
</tr>
<tr>
<td>PSYC 340</td>
<td>Introduction to Human Sexuality</td>
</tr>
<tr>
<td>SOCI 100</td>
<td>Introduction to Sociology</td>
</tr>
</tbody>
</table>

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.

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

<table>
<thead>
<tr>
<th>Units</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>MATH 200</td>
<td>Elementary Probability and Statistics</td>
</tr>
<tr>
<td>PSYC 100</td>
<td>General Psychology</td>
</tr>
<tr>
<td>PSYC 205</td>
<td>Social Science Research Methods</td>
</tr>
<tr>
<td>OR</td>
<td></td>
</tr>
<tr>
<td>SOCI 205</td>
<td>Social Science Research Methods</td>
</tr>
</tbody>
</table>

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

List A, complete a minimum of 3 units from the following:

<table>
<thead>
<tr>
<th>Units</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>BIOL 110</td>
<td>Principles Of Biology</td>
</tr>
<tr>
<td>BIOL 130</td>
<td>Human Biology</td>
</tr>
</tbody>
</table>

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

<table>
<thead>
<tr>
<th>Units</th>
<th>Course and Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Any List A course not already used</td>
<td>3 - 4 units</td>
</tr>
<tr>
<td>PSYC 200</td>
<td>Developmental Psychology</td>
</tr>
<tr>
<td>PSYC 300</td>
<td>Social Psychology</td>
</tr>
<tr>
<td>PSYC 410</td>
<td>Abnormal Psychology</td>
</tr>
</tbody>
</table>

List C, complete a minimum of 3 units from the following:

<table>
<thead>
<tr>
<th>Units</th>
<th>Course and Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>PSYC 106</td>
<td>Psychology of Prejudice and Discrimination</td>
</tr>
<tr>
<td>PSYC 340</td>
<td>Introduction to Human Sexuality</td>
</tr>
<tr>
<td>SOCI 100</td>
<td>Introduction to Sociology</td>
</tr>
</tbody>
</table>

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 ......................................................... 60 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*

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>PHYS 405</td>
<td>Applied Radiographic Physics</td>
<td>3 units</td>
</tr>
<tr>
<td>RALT 400</td>
<td>Orientation to Radiologic Technology</td>
<td>2 units</td>
</tr>
<tr>
<td>RALT 408</td>
<td>Perspectives in Radiology</td>
<td>1.5 units</td>
</tr>
<tr>
<td>RALT 410</td>
<td>Radiographic Positioning</td>
<td>4 units</td>
</tr>
<tr>
<td>RALT 415</td>
<td>Radiation Protection and Biology</td>
<td>3 units</td>
</tr>
<tr>
<td>RALT 418</td>
<td>Clinical Education I RALT 418, 428, 438, 448, 458, 468 Clinical Education I-VI (total approx. 1900 hours)</td>
<td>4.5 units</td>
</tr>
<tr>
<td>RALT 420</td>
<td>Radiographic Positioning II</td>
<td>4 units</td>
</tr>
<tr>
<td>RALT 428</td>
<td>Clinical Education II</td>
<td>6.5 units</td>
</tr>
<tr>
<td>RALT 430</td>
<td>Principles of Radiographic Image Production</td>
<td>3.5 units</td>
</tr>
<tr>
<td>RALT 435</td>
<td>Imaging Equipment and Quality Control</td>
<td>1.5 units</td>
</tr>
<tr>
<td>RALT 438</td>
<td>Clinical Education III</td>
<td>4.5 units</td>
</tr>
<tr>
<td>RALT 440</td>
<td>Advanced Imaging Modalities &amp; Specialized Procedures</td>
<td>4 units</td>
</tr>
<tr>
<td>RALT 441</td>
<td>Sectional Anatomy</td>
<td>1.5 units</td>
</tr>
<tr>
<td>RALT 442</td>
<td>Radiographic Pathology</td>
<td>1.5 units</td>
</tr>
<tr>
<td>RALT 448</td>
<td>Clinical Education IV</td>
<td>9.5 units</td>
</tr>
<tr>
<td>RALT 450</td>
<td>Registry Review</td>
<td>1.5 units</td>
</tr>
<tr>
<td>RALT 458</td>
<td>Clinical Education V</td>
<td>9 units</td>
</tr>
<tr>
<td>RALT 468</td>
<td>Clinical Education VI</td>
<td>4.5 units</td>
</tr>
</tbody>
</table>

2021-2022 Catalog
RADT 474  Venipuncture for Contrast Media Administration  1 unit

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

International Studies is a broad, interdisciplinary social sciences degree that prepares students to engage with the global community. The social sciences integrate curriculum from the disciplines of anthropology, economics, geography, history, philosophy, political science, psychology, and sociology.

Career Opportunities

Prepares students for transfer and diverse career opportunities in such fields as: law and justice, education, journalism, government and foreign service work, nonprofit and humanitarian work, international trade and business management, and travel and tourism.

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

<table>
<thead>
<tr>
<th>Major: Core and Selective Requirements</th>
</tr>
</thead>
<tbody>
<tr>
<td>Complete Core Courses, 12 units</td>
</tr>
<tr>
<td>Units</td>
</tr>
<tr>
<td>---------------------------------------</td>
</tr>
<tr>
<td>ANTH 110  Cultural Anthropology</td>
</tr>
<tr>
<td>ECON 100  Principles of Macro Economics</td>
</tr>
<tr>
<td>HIST 106  World History II</td>
</tr>
<tr>
<td>PLSC 130  Introduction to International Relations</td>
</tr>
</tbody>
</table>

<p>| Selective Courses, choose a minimum of 9 units from the following: |</p>
<table>
<thead>
<tr>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>ECON 102  Principles of Micro Economics</td>
</tr>
<tr>
<td>GEOG 100  Physical Geography</td>
</tr>
<tr>
<td>GEOG 150  World Regional Geography</td>
</tr>
<tr>
<td>HIST 202  U.S. History from 1877 to the Present</td>
</tr>
<tr>
<td>HIST 422  Modern Latin America</td>
</tr>
<tr>
<td>HIST 245  Race, Ethnicity and Immigration in the U.S.</td>
</tr>
<tr>
<td>PHIL 300  Introduction to World Religions</td>
</tr>
<tr>
<td>PLSC 103  Critical Thinking About World Politics</td>
</tr>
<tr>
<td>PLSC 170  Introduction to Comparative Politics</td>
</tr>
<tr>
<td>PSYC 106  Psychology of Prejudice and Discrimination</td>
</tr>
<tr>
<td>SPAN 131  Intermediate Spanish I</td>
</tr>
<tr>
<td>SPAN 132  Intermediate Spanish II</td>
</tr>
<tr>
<td>SPAN 140  Advanced Intermediate Spanish</td>
</tr>
<tr>
<td>SPAN 150  Spanish for Heritage Speakers I</td>
</tr>
<tr>
<td>SPAN 152  Spanish for Heritage Speakers II</td>
</tr>
<tr>
<td>SOCI 105  Social Problems</td>
</tr>
<tr>
<td>SOCI 141  Ethnicity and Race in Society</td>
</tr>
</tbody>
</table>

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.
### DEGREES & CERTIFICATES

#### 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**

<table>
<thead>
<tr>
<th>Complete Core Courses, 10 units</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>MATH 200 Elementary Probability and Statistics</td>
<td>4 units</td>
</tr>
<tr>
<td>PSYC 205 Social Science Research Methods</td>
<td>3 units</td>
</tr>
<tr>
<td>OR SOCI 205 Social Science Research Methods</td>
<td>3 units</td>
</tr>
<tr>
<td>SOCI 100 Introduction to Sociology</td>
<td>3 units</td>
</tr>
</tbody>
</table>

**Selective Courses, choose a minimum of 9-10 units from the following:**

<table>
<thead>
<tr>
<th>List A, complete 6 units from the following:</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>PSYC 300 Social Psychology</td>
<td>3 units</td>
</tr>
<tr>
<td>SOCI 105 Social Problems</td>
<td>3 units</td>
</tr>
</tbody>
</table>

**List B, complete 3-4 units from the following:**

<table>
<thead>
<tr>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>ANTH 110 Cultural Anthropology</td>
</tr>
<tr>
<td>GEOG 110 Cultural Geography</td>
</tr>
<tr>
<td>HIST 201 U.S. History through 1877</td>
</tr>
<tr>
<td>HIST 202 U.S. History from 1877 to the Present</td>
</tr>
<tr>
<td>PLSC 170 Introduction to Comparative Politics</td>
</tr>
<tr>
<td>PLSC 210 American Politics</td>
</tr>
<tr>
<td>PSYC 100 General Psychology</td>
</tr>
<tr>
<td>SOCI 325 Honors Colloquium: Sociology of Human Personhood</td>
</tr>
</tbody>
</table>

**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.

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**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**

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2021-2022 Catalog
Major: Core and Selective Requirements

Complete Core Courses, 10 units

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>MATH 200</td>
<td>Elementary Probability and</td>
<td>4 units</td>
</tr>
<tr>
<td></td>
<td>Statistics</td>
<td></td>
</tr>
<tr>
<td>PSYC 205</td>
<td>Social Science Research Methods</td>
<td>3 units</td>
</tr>
<tr>
<td>OR</td>
<td></td>
<td></td>
</tr>
<tr>
<td>SOCI 205</td>
<td>Social Science Research Methods</td>
<td>3 units</td>
</tr>
<tr>
<td>SOCI 100</td>
<td>Introduction to Sociology</td>
<td>3 units</td>
</tr>
</tbody>
</table>

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

List A, complete 6 units from the following:

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>PSYC 300</td>
<td>Social Psychology</td>
<td>3 units</td>
</tr>
<tr>
<td>SOCI 105</td>
<td>Social Problems</td>
<td>3 units</td>
</tr>
<tr>
<td>SOCI 141</td>
<td>Ethnicity and Race in Society</td>
<td>3 units</td>
</tr>
</tbody>
</table>

List B, complete 3 units from the following:

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>ANTH 110</td>
<td>Cultural Anthropology</td>
<td>3 units</td>
</tr>
<tr>
<td>GEOG 110</td>
<td>Cultural Geography</td>
<td>3 units</td>
</tr>
<tr>
<td>HIST 201</td>
<td>U.S. History through 1877</td>
<td>3 units</td>
</tr>
<tr>
<td>HIST 202</td>
<td>U.S. History from 1877 to the</td>
<td>3 units</td>
</tr>
<tr>
<td></td>
<td>Present</td>
<td></td>
</tr>
<tr>
<td>PLSC 170</td>
<td>Introduction to Comparative</td>
<td>3 units</td>
</tr>
<tr>
<td></td>
<td>Politics</td>
<td></td>
</tr>
<tr>
<td>PLSC 210</td>
<td>American Politics</td>
<td>3 units</td>
</tr>
<tr>
<td>PSYC 100</td>
<td>General Psychology</td>
<td>3 units</td>
</tr>
</tbody>
</table>

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.........13 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

<table>
<thead>
<tr>
<th>Units</th>
<th>SPAN 150</th>
<th>Spanish for Heritage Speakers I</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>SPAN 152</td>
<td>Spanish for Heritage Speakers II</td>
</tr>
</tbody>
</table>

* For non-native speakers of Spanish: complete Core Courses, 9 units

<table>
<thead>
<tr>
<th>Units</th>
<th>SPAN 131</th>
<th>Intermediate Spanish I</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>SPAN 132</td>
<td>Intermediate Spanish II</td>
</tr>
<tr>
<td></td>
<td>SPAN 140</td>
<td>Advanced Intermediate Spanish</td>
</tr>
</tbody>
</table>

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

<table>
<thead>
<tr>
<th>Units</th>
<th>DRAM 160</th>
<th>Latin American Theatre</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>ENGL 200</td>
<td>Introduction to Linguistics: A Survey of Language</td>
</tr>
<tr>
<td></td>
<td>LING 200</td>
<td>Introduction to Linguistics: A Survey of Language</td>
</tr>
<tr>
<td></td>
<td>HIST 246</td>
<td>History of Latinos in the U.S.</td>
</tr>
<tr>
<td></td>
<td>HIST 422</td>
<td>Modern Latin America</td>
</tr>
<tr>
<td></td>
<td>LIT. 371</td>
<td>Mexican-American Literature</td>
</tr>
<tr>
<td></td>
<td>LIT. 372</td>
<td>Myth and Folklore of La Raza</td>
</tr>
<tr>
<td></td>
<td>LIT. 373</td>
<td>Latin American Literature in Translation</td>
</tr>
<tr>
<td></td>
<td>MUS. 240</td>
<td>Music of the Americas</td>
</tr>
<tr>
<td></td>
<td>SPAN 110</td>
<td>Elementary Spanish</td>
</tr>
<tr>
<td></td>
<td>SPAN 111</td>
<td>Elementary Spanish I</td>
</tr>
<tr>
<td></td>
<td>SPAN 112</td>
<td>Elementary Spanish II</td>
</tr>
<tr>
<td></td>
<td>SPAN 120</td>
<td>Advanced Elementary Spanish</td>
</tr>
</tbody>
</table>

OR

<table>
<thead>
<tr>
<th>Units</th>
<th>SPAN 121</th>
<th>Advanced Elementary Spanish I</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>SPAN 122</td>
<td>Advanced Elementary Spanish II</td>
</tr>
<tr>
<td></td>
<td>SPAN 145</td>
<td>Spanish Conversation through Film</td>
</tr>
<tr>
<td></td>
<td>SPAN 150</td>
<td>Spanish for Heritage Speakers I</td>
</tr>
<tr>
<td></td>
<td>SPAN 152</td>
<td>Spanish for Heritage Speakers II</td>
</tr>
<tr>
<td></td>
<td>SPAN 162</td>
<td>Latino Literature II</td>
</tr>
</tbody>
</table>

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:

<table>
<thead>
<tr>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>SPAN 110 Elementary Spanish 5 units</td>
</tr>
<tr>
<td>OR</td>
</tr>
<tr>
<td>SPAN 111 Elementary Spanish I 3 units</td>
</tr>
<tr>
<td>AND</td>
</tr>
<tr>
<td>SPAN 112 Elementary Spanish II 3 units</td>
</tr>
<tr>
<td>SPAN 120 Advanced Elementary Spanish 5 units</td>
</tr>
<tr>
<td>OR</td>
</tr>
<tr>
<td>SPAN 121 Advanced Elementary Spanish I 3 units</td>
</tr>
<tr>
<td>AND</td>
</tr>
<tr>
<td>SPAN 122 Advanced Elementary Spanish II 3 units</td>
</tr>
</tbody>
</table>

2. Second Year College Level Spanish: Choose A or B, 8-9 units:

A. For students of Spanish as a Foreign Language (9 units)

<table>
<thead>
<tr>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>SPAN 131 Intermediate Spanish I Students of Spanish as a Foreign Language: 3 units</td>
</tr>
<tr>
<td>SPAN 132 Intermediate Spanish II 3 units</td>
</tr>
<tr>
<td>SPAN 140 Advanced Intermediate Spanish 3 units</td>
</tr>
</tbody>
</table>

B. For Spanish-speaking students (8 units)

<table>
<thead>
<tr>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>SPAN 150 Spanish for Heritage Speakers I 4 units</td>
</tr>
<tr>
<td>SPAN 152 Spanish for Heritage Speakers II 4 units</td>
</tr>
</tbody>
</table>

Selective Courses, choose a minimum of 3 units from the following:

<table>
<thead>
<tr>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>HIST 246 History of Latinos in the U.S. 3 units</td>
</tr>
<tr>
<td>HIST 422 Modern Latin America 3 units</td>
</tr>
<tr>
<td>SPAN 162 Latino Literature II 3 units</td>
</tr>
</tbody>
</table>

Course Substitutions: Choose from these courses, if needed, to reach 18 units in the major.

<table>
<thead>
<tr>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>Any course from the Selective Courses list not already used 3 units</td>
</tr>
<tr>
<td>DRAM 160 Latin American Theatre 3 units</td>
</tr>
<tr>
<td>ENGL 200 Introduction to Linguistics: A Survey of Language 3 units</td>
</tr>
<tr>
<td>LING 200 Introduction to Linguistics: A Survey of Language 3 units</td>
</tr>
<tr>
<td>LIT. 371 Mexican-American Literature 3 units</td>
</tr>
<tr>
<td>LIT. 372 Myth and Folklore of La Raza 3 units</td>
</tr>
<tr>
<td>LIT. 373 Latin American Literature in Translation 3 units</td>
</tr>
<tr>
<td>MUS. 240 Music of the Americas 3 units</td>
</tr>
</tbody>
</table>

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**

<table>
<thead>
<tr>
<th>Complete Core Courses, 6 units</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>ENGL 100 Reading and Composition</td>
<td>3 units</td>
</tr>
<tr>
<td>SPAN 162 Latino Literature II</td>
<td>3 units</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Selective Courses, choose a minimum of 7 units from the following:</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>ENGL 200 Introduction to Linguistics: A Survey of Language</td>
<td>3 units</td>
</tr>
<tr>
<td>OR</td>
<td></td>
</tr>
<tr>
<td>LING 200 Introduction to Linguistics: A Survey of Language</td>
<td>3 units</td>
</tr>
<tr>
<td>SPAN 150 Spanish for Heritage Speakers I</td>
<td>4 units</td>
</tr>
<tr>
<td>OR</td>
<td></td>
</tr>
<tr>
<td>SPAN 152 Spanish for Heritage Speakers II</td>
<td>4 units</td>
</tr>
</tbody>
</table>

**Total Required Units: 13**

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**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 both live productions and radio plays.

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 Degree Requirements**

**Major: Core and Selective Requirements**

<table>
<thead>
<tr>
<th>Complete Core Courses, 9 units</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>DRAM 140 Introduction to the Theatre</td>
<td>3 units</td>
</tr>
<tr>
<td>DRAM 200 Acting I: Acting For the Stage and the Camera</td>
<td>3 units</td>
</tr>
<tr>
<td>DRAM 305 Technical Production I</td>
<td>3 units</td>
</tr>
</tbody>
</table>

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

<table>
<thead>
<tr>
<th>Group A, complete 3 units from the following:</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>DRAM 233 Introduction to New Play Development</td>
<td>3 units</td>
</tr>
<tr>
<td>DRAM 300.1 Rehearsal and Performance I</td>
<td>3 units</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Group B, complete 9 units from the following:</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>DRAM 101 History of Theatre</td>
<td>3 units</td>
</tr>
<tr>
<td>DRAM 150 Script Analysis</td>
<td>3 units</td>
</tr>
<tr>
<td>DRAM 151 Introduction to Shakespeare I</td>
<td>3 units</td>
</tr>
<tr>
<td>DRAM 160 Latin American Theatre</td>
<td>3 units</td>
</tr>
</tbody>
</table>

**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**

<table>
<thead>
<tr>
<th>Complete Core Courses, 18 units</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>DRAM 140 Introduction to the Theatre</td>
<td>3 units</td>
</tr>
<tr>
<td>DRAM 150 Script Analysis</td>
<td>3 units</td>
</tr>
<tr>
<td>DRAM 200 Acting I: Acting For the Stage and the Camera</td>
<td>3 units</td>
</tr>
<tr>
<td>DRAM 201 Acting II</td>
<td>3 units</td>
</tr>
<tr>
<td>DRAM 300.1 Rehearsal and Performance I</td>
<td>3 units</td>
</tr>
<tr>
<td>DRAM 305 Technical Production I</td>
<td>3 units</td>
</tr>
</tbody>
</table>

**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.
DEGREES & CERTIFICATES

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 six 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

<table>
<thead>
<tr>
<th>One course required from each subsection.</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>A1: Oral Communication</td>
<td>3 units</td>
</tr>
<tr>
<td>A2: Written Communication</td>
<td>3 units</td>
</tr>
<tr>
<td>A3: Critical Thinking</td>
<td>3 units</td>
</tr>
</tbody>
</table>

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.

<table>
<thead>
<tr>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>B1: Physical Science*</td>
</tr>
<tr>
<td>B2: Life Science*</td>
</tr>
<tr>
<td>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)</td>
</tr>
<tr>
<td>B4: Math Concept</td>
</tr>
</tbody>
</table>

*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**

<table>
<thead>
<tr>
<th>Chose at least one course from the Arts and at least one course from the Humanities**</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>C1: Arts**</td>
<td>3 units</td>
</tr>
<tr>
<td>C2: Humanities**</td>
<td>3 units</td>
</tr>
<tr>
<td>C1 or C2:**</td>
<td>3 units</td>
</tr>
</tbody>
</table>

**Courses must be from at least two disciplines.

Complete 6 units from GE Area D: Social Sciences

<table>
<thead>
<tr>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>Area D</td>
</tr>
</tbody>
</table>

2021-2022 Catalog
NOTE: 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:

<table>
<thead>
<tr>
<th>Areas E1/E2***</th>
<th>3 units</th>
</tr>
</thead>
</table>

***Note: maximum of 2 units from E2.

Complete 3 units from GE Area F: Ethnic Studies

| Area F | 3 units |

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

| 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

| Area 2 | 3 units |

Complete 9 units in Area 3: Arts and Humanities*

| Area 3A: Arts | 3 units |
| 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**

| Area 4** | 9 units |

**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***

<table>
<thead>
<tr>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>Area 5A: Physical Science</td>
</tr>
<tr>
<td>Area 5B: Biological Science</td>
</tr>
</tbody>
</table>

***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.
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 34 units of coursework to meet the IGETC/UC requirements as listed below.

Complete 6 units in Area 1: English Communication

<table>
<thead>
<tr>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>Area 1A: English Composition</td>
</tr>
<tr>
<td>Area 1B: Critical Thinking - English Composition</td>
</tr>
</tbody>
</table>

Complete a minimum of 3 units in Area 2: Mathematical Concepts and Quantitative Reasoning.

<table>
<thead>
<tr>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>Area 2</td>
</tr>
</tbody>
</table>

Complete 9 units in Area 3: Arts and Humanities*

<table>
<thead>
<tr>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>Area 3A: Arts</td>
</tr>
<tr>
<td>Area 3B: Humanities</td>
</tr>
</tbody>
</table>

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**

<table>
<thead>
<tr>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>Area 4**</td>
</tr>
</tbody>
</table>

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

Complete 7 units in Area 5: Physical and Biological Sciences***

<table>
<thead>
<tr>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>Area 5A: Physical Science</td>
</tr>
<tr>
<td>Area 5B: Biological Science</td>
</tr>
</tbody>
</table>

***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 MATH 110. Eligibility for READ 836 and ENGL 836; or ENGL 847 or ESL 400.  
**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.  
**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

**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 MATH 110. Eligibility for READ 836 and ENGL 836; or ENGL 847 or ESL 400.  
**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. Eligibility for READ 836 and ENGL 836; or ENGL 847 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 and READ 836 or ENGL 847 or ESL 400, or Eligibility for ENGL 100 or ENGL 105 and MATH 811 or appropriate scores on the College Placement Test or other multiple measures assessment.

**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 115 L

**ANTH 200 ETHNOGRAPHIC FILM**

Introduction to the use of film and photography by anthropologists as a research tool through viewing films depicting different cultures from around the world. Students are expected to analyze a variety of peoples from various ethnic groups in differing cultural contexts as to their contributions to the world community without prejudice or ethnocentrism.  

*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)

**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 and READ 836 or ENGL 847 or ESL 400 or Eligibility for ENGL 100 or ENGL 105 on the College Placement Test or other multiple measures assessment.  
**Recommended:** Eligibility for MATH 120.  
**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)
C-ID: ARTH 110

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 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

COURSE DESCRIPTIONS
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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 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
Recommended: Eligibility for READ 836 and ENGL 836; or ENGL 847 or ESL 400. ART 204 or equivalent experience.
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
C-ID: ARTS 270

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 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 are used, with an emphasis on working from observation. *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. This includes the use of more advanced techniques as well as the development of compositional skills. *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.  
**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.
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. Also covered are 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.
Transfer Credit: CSU

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 - 3
Hours/semester: 24-162 Lab
Recommended: Eligibility for READ 836 and ENGL 836; or ENGL 847 or ESL 400.
Transfer Credit: CSU

Aquatics
(See also Dance, Fitness, Individual Sports, Kinesiology, Team Sports and Varsity Sports)

(Aqua 127.1) SWIM STROKE DEVELOPMENT I
A swimming course designed to expose students to the benefits of aerobic exercise through swimming. The focus is on the development of stroke mechanics including the free style, butterfly, back stroke, and breast stroke. 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*

AQUA 127.2 SWIM STROKE DEVELOPMENT II
Continuation of AQUA 127.1. A swimming course designed to expose students to the benefits of aerobic exercise through swimming. The focus is on the development of stroke mechanics including the free style, butterfly, back stroke, and breast stroke. 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.

AQUA 127.3 SWIM STROKE DEVELOPMENT III
An intermediate advanced level course designed to expose students to the benefits of aerobic exercise through swimming. The focus is on the development of stroke mechanics including the free style, butterfly, back stroke, and breast stroke. Grade Option (Letter Grade or Pass/No Pass). Degree Credit.

Units: 1
Hours/semester: 48-54 Lab
Prerequisites: AQUA 127.2
AA/AS Degree Requirements: Physical Education
Transfer Credit: CSU, UC*

AQUA 127.4 SWIM STROKE DEVELOPMENT IV
An advanced level swim course designed to expose students to the benefits of aerobic exercise through swimming. The focus is on the development of stroke mechanics including the free style, butterfly, back stroke, and breast stroke. Grade Option (Letter Grade or Pass/No Pass). Degree Credit.

Units: 1
Hours/semester: 48-54 Lab
Prerequisites: AQUA 127.3
AA/AS Degree Requirements: Physical Education
Transfer Credit: CSU, UC*

AQUA 133.1 INDIVIDUAL SWIM CONDITIONING I
Students improve fitness and overall health through swimming. The course tailors swim workouts, drills and exercises to meet individual fitness and skill levels. Entering students must be able to swim one length without touching the bottom or side walls of the pool. 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: Physical Education
Transfer Credit: CSU, UC*

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 ENGL 100.
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 phyllogenetic 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 the College Placement Test or other multiple measures assessment.
Recommended: Eligibility for ENGL 100.
AA/AS Degree Requirements: Area B2, B3; Math Competency
Transfer Credit: CSU (CSU GE Area B2, B3), UC (IGETC Area 5B, 5C)
C-ID: BIOL 140; BIOL 135 S (both BIOL 225 + 230)

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
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**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 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)

**C-ID:** BIOL 110 B

**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 120 B

**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 MATH 110. Eligibility for ENGL 100.

**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.

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 - 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, accounting, and finance. Letter Grade Only. Degree Credit.

Units: 3

Hours/semester: 48-54 Lecture; 96-108 Homework

Recommended: Eligibility for MATH 110. 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), UC

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. 113 PERSONAL FINANCE
This course in personal finance leads students toward financial literacy and enables students to obtain the
foundation for a lifelong understanding of the basics of finance including money management, tax planning, investing, and retirement planning. Students learn to apply and use financial models through critical thinking, quantitative reasoning, and developing problem-solving abilities. Emphasis is placed on learning the fundamental concepts of everyday finance with a hands-on approach. *Letter Grade Only. Degree Credit.*

**Units:** 3  
**Hours/semester:** 48-54 Lecture; 96-108 Homework  
**Prerequisites:** MATH 110 or appropriate score on the College Placement Test or other multiple measures assessment.

**AA/AS Degree Requirements:** Math Competency  
**Transfer Credit:** CSU, UC

**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**

A practical, real-world approach to conceiving, planning, organizing, and managing a small business. Provides the tools to achieve optimal benefits from limited resources and explains how to plan for growth, succession, or closing 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 "four P's" of marketing (Product, Price, Place, Promotion), 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

**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 or ENGL 105  
**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 - 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**

Essential information about transferring to a four-year university. Includes university visits and exploration; transfer planning, policies, and process; academic requirements; and transfer tools and services. Students examine their life plan and achievements to develop strong personal statements; assess costs and funding resources; and learn about how changes in educational policies and regulations may affect their educational plans. *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 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**

Provides students with essential tools, skills, and information including college policies, procedures, educational requirements, and college programs/support services. This course also assists students in 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 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 - 3
Hours/semester: 24-162 Lab
Recommended: Eligibility for READ 836 and ENGL 836; or ENGL 847 or ESL 400.
Transfer Credit: CSU

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 advertisements, and online. Letter Grade Only. Degree Credit.

Units: 4

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

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
COURSE DESCRIPTIONS

Hours/semester: 48-54 Lecture; 96-108 Lab; 96-108 Homework
Prerequisites: MATH 120 or MATH 123 (offered at CSM or Skyline) or satisfactory score on the College Placement Test or other multiple measures assessment that indicate proficiency in Intermediate Algebra.
Recommended: 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; Math Competency

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 READ 836 and ENGL 836; or ENGL 847 or ESL 400.
AA/AS Degree Requirements: 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 - 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. Oral 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 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

COMM 180 INTRODUCTION TO COMMUNICATION STUDIES

A survey of the discipline of communication studies with emphasis on multiple epistemological, theoretical, and methodological issues relevant to the systematic inquiry and pursuit of knowledge about human communication. This course explores the basic history, assumptions, principles, processes, variables, methods, and specializations of human communication. 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 150

COMM 180 INTRODUCTION TO COMMUNICATION STUDIES

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 - 3

Hours/semester: 24-162 Lab

Recommended: Eligibility for READ 836 and ENGL 836; or ENGL 847 or ESL 400.

Transfer Credit: CSU

C-ID: BSOT 120 X

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

C-ID: BSOT 110 X

CBOT 417 SKILL BUILDING

This course provides individualized skill-building 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

C-ID: BSOT 120 X

CBOT 432 INTRODUCTION TO COMPUTER APPLICATIONS

Introduction to critical 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 essential 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
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

C-ID: BSOT 112 X; BSOT 122 X

CBOT 448 USING MICROSOFT WINDOWS
Students learn the Windows operating system, and 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 470 ADVANCED SPREADSHEETS
Provides instruction in the application of spreadsheet functions such as pivot tables, forms, macros, and advanced functions for business applications. Additional instruction in the use of specialized text and database functions. Other topics include the use of templates, 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; learn how to integrate other office applications with Word; use mail merge, templates, and macros; use 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 organize a wide range of 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
C-ID: BSOT 106 X

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

CBOT 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 - 3
Hours/semester: 24-162 Lab
Recommended: Eligibility for READ 836 and ENGL 836; or ENGL 847 or ESL 400.
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 structured programming with C/C++; data types, variables, expressions, selection and repetition structures, functions passing by value and reference, recursion, all about arrays, file input and output(I/O), 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 122 INTRODUCTION TO PROGRAMMING: PYTHON
Designed to teach computer programming with an introduction to Python Programming in interesting, relevant, and practical contexts. Focus is on hands-on Python programming skills, problem-solving using algorithmic thinking, abstraction, implementing an algorithm to executable code, debugging and testing software programs. Fundamental programming constructs such as variables, data types, selection, iteration, functions, data structures, file I/O, OOP and other core concepts are covered. Applications focus on computational techniques to understand data analysis, basic encryption algorithms, matrix manipulation, sorting and searching algorithms, basic game design, and more. Grade Option (Letter Grade or Pass/No Pass). Degree Credit.

Units: 3
Hours/semester: 48-54 Lecture; 96-108 Homework
Recommended: Eligibility for MATH 110. 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 industry standard computer architecture (ISA), 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 122

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 the College Placement Test or other multiple measures assessment.

AA/AS Degree Requirements: Math Competency

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, n-trees, binary trees, hash

C-ID: COMP 132
tables, dictionaries, sets and graphs using JAVA. Standard methods are used for sorting, searching, analyzing the relative efficiency of algorithms (Big-O notation) and recursion. 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 295 INTRODUCTION TO CLOUD COMPUTING

An introduction to Amazon Web Services (AWS) and cloud computing, which shift information systems from physical infrastructure to the internet. Explains how to evaluate business and technical benefits of AWS and cloud computing and cloud applications. Includes an analysis of storage, servers, and software applications, as well as a discussion of job opportunities. 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

CIS 296 DATABASE ESSENTIALS IN THE CLOUD

Amazon Web Services (AWS) and cloud database management, which support multiple data storage options. Definitions, operations, and scaling of SQL (Structured Query Language) and noSQL data storage. Considers factors to balance and design data storage. Principles are applied by performing exercises using both relational and non-relational database approaches. 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

CIS 297 AMAZON WEB SERVICES (AWS) AND CLOUD COMPUTE ENGINES

Explore how Amazon Web Services (AWS) and other cloud computing systems are built using a common set of core technologies, algorithms, and design principles centered around distributed systems. Students use various cloud platforms to provision, load-balance and scale their applications. The course discusses, from a developer perspective, the most important reasons for using Amazon Web Services (AWS) and other cloud computing services and examines the underlying design principles of scalable cloud applications. Grade Option (Letter Grade or Pass/No Pass). Degree Credit.

Units: 3
Hours/semester: 48-54 Lecture; 96-108 Homework
Corequisites: Completion of, or concurrent enrollment in, CIS 284
Recommended: Eligibility for ENGL 100.
Transfer Credit: CSU

CIS 298 AMAZON WEB SERVICES (AWS) AND CLOUD SECURITY

Protection of the confidentiality, integrity and availability of computing systems and data. Uses of redundant and layered controls, continuous validation and testing, and automation to ensure that the Amazon Web Services (AWS) and cloud infrastructures are continuously monitored and protected. Examination of shared responsibility models. Grade Option (Letter Grade or Pass/No Pass). Degree Credit.

Units: 3
Hours/semester: 48-54 Lecture; 96-108 Homework
Prerequisites: CIS 295
Recommended: Eligibility for ENGL 100.
Transfer Credit: CSU

CIS 321 IPOHONE PROGRAMMING: SWIFT

Introduction to programming the iPhone or iPad. 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, CIS 118, and CIS 250 or CIS 284, or 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 - 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 - 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 Aquatics, Fitness, Individual Sports, Kinesiology, Team Sports and Varsity Sports)
(View List of Dance Families)
(Please make sure to see repeatability statement listed at the beginning of the Kinesiology, Athletics and Dance section)

DANC 100 DANCE APPRECIATION
An overview of dance history, beginning with classical era, folk and ethnic dance. This course surveys the development of Modern, Ballet, Jazz and other dance forms through video analysis. 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: 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)

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), UC
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), UC

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), UC

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), UC

DANC 117.1 TAP DANCE I
This course covers beginning tap dance technique, tap vocabulary, dance combinations and rhythmic patterns while developing musicality and basic performance skills. Opportunities are available to perform, in order to better appreciate tap dance. Choreography and improvisational group projects/presentations are developed over the course 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 117.2 TAP DANCE II
Continuation of DANC 117.1. This course covers intermediate tap dance technique, tap vocabulary, dance combinations and rhythmic patterns while developing musicality and basic performance skills. Opportunities are available to perform, in order to better appreciate tap dance. Choreography and improvisational group projects/presentations are developed over the course of the semester. Grade Option (Letter Grade or Pass/No Pass). Degree Credit.
Units: 1
Hours/semester: 48-54 Lab
Prerequisites: DANC 117.1 or demonstrated skill level.
AA/AS Degree Requirements: Area E2; Physical Education
Transfer Credit: CSU (CSU GE Area E2), UC

DANC 117.3 TAP DANCE III
Continuation of DANC 117.2. This course covers intermediate to advanced tap dance technique, tap vocabulary, dance combinations and rhythmic patterns while developing musicality and basic performance skills. Opportunities are available to perform, in order to better appreciate tap dance. Choreography and improvisational group projects/presentations are developed over the course of the semester. Grade Option (Letter Grade or Pass/No Pass). Degree Credit.
Units: 1
Hours/semester: 48-54 Lab
Prerequisites: DANC 117.2 or demonstrated skill level.
AA/AS Degree Requirements: Area E2; Physical Education
Transfer Credit: CSU (CSU GE Area E2), UC

DANC 117.4 TAP DANCE IV
Continuation of DANC 117.3. This course covers advanced tap dance technique, tap vocabulary, dance combinations and rhythmic patterns while developing musicality and
basic performance skills. Opportunities are available to perform, in order to better appreciate tap dance. Choreography and improvisational group projects/presentations are developed over the course of the semester. Grade Option (Letter Grade or Pass/No Pass). Degree Credit.

Units: 1
Hours/semester: 48-54 Lab
Prerequisites: DANC 117.3 or demonstrated skill level.
AA/AS Degree Requirements: Area E2; Physical Education
Transfer Credit: CSU (CSU GE Area E2), UC

DANC 121.1 CONTEMPORARY 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 CONTEMPORARY 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 CONTEMPORARY 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 CONTEMPORARY 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
COURSE DESCRIPTIONS

Hours/semester: 48-54 Lab
Prerequisites: 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 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 or demonstrated ability.
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
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
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

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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 140.1
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
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 or
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 150.4 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 150.2
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 151.1 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 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 161.1 TANGO ARGENTINO I
This course is designed to introduce students to the essence of beginning level Argentine Tango (the dance of love) as well as basic improvisational skills. Viewing tango as a language, students develop musicality and focus on the connection between partners in order to dance confidently in social settings around the world. 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.
DANC 161.2 TANGO ARGENTINO II
Continuation of DANC 161.1. This course is designed to introduce students to the essence of intermediate level Argentine Tango (the dance of love) as well as basic improvisational skills. Viewing tango as a language, students develop musically and focus on the connection between partners in order to dance confidently in social settings around the world. Grade Option (Letter Grade or Pass/No Pass). Degree Credit.

Units: 1
Hours/semester: 48-54 Lab
Prerequisites: DANC 161.1 or demonstrated skill level.
AA/AS Degree Requirements: Area E2; Physical Education
Transfer Credit: CSU (CSU GE Area E2), UC

DANC 161.3 TANGO ARGENTINO III
Continuation of DANC 161.2. This course is designed to introduce students to the essence of advanced level Argentine Tango (the dance of love) as well as basic improvisational skills. Viewing tango as a language, students develop musically and focus on the connection between partners in order to dance confidently in social settings around the world. Grade Option (Letter Grade or Pass/No Pass). Degree Credit.

Units: 1
Hours/semester: 48-54 Lab
Prerequisites: DANC 161.2 or demonstrated skill level.
AA/AS Degree Requirements: Area E2; Physical Education
Transfer Credit: CSU (CSU GE Area E2), UC

DANC 161.4 TANGO ARGENTINO IV
Continuation of DANC 161.3. This course is designed to introduce students to the essence of expert level Argentine Tango (the dance of love) as well as basic improvisational skills. Viewing tango as a language, students develop musically and focus on the connection between partners in order to dance confidently in social settings around the world. Grade Option (Letter Grade or Pass/No Pass). Degree Credit.

Units: 1
Hours/semester: 48-54 Lab
Prerequisites: DANC 161.3 or demonstrated skill level.
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 400.1
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 - 3
Hours/semester: 75-225 Work Experience; 60-180 Field 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 - 3
Hours/semester: 24-162 Lab
Recommended: Eligibility for READ 836 and ENGL 836; or ENGL 847 or ESL 400.
Transfer Credit: CSU

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 362 INTRODUCTION TO DIGITAL PHOTOGRAPHY

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 ADVANCED DIGITAL PHOTOGRAPHY

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, Lightroom 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

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 362 or previous experience with raster image editing software (Photoshop or equivalent)

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 are 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 374 UX RESEARCH METHODS

Introduction to the essentials of user experience (UX) research. This class teaches the basics of user experience research methodology, planning, and execution with industry-standard tools, including docs, spreadsheets, study administering and data gathering software, prototypes, and
MART 376 INTRODUCTION TO DIGITAL IMAGING
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 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 INTRODUCTION TO DIGITAL ANIMATION
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, UC

MART 380 ADVANCED DIGITAL ANIMATION
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 389 or equivalent
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 372 or MART 376 or MART 379 or MART 421 or MART 422 or MART 424 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 392 CONTENT STRATEGY AND UX WRITING
Introduction to the essentials of content strategy and user experience (UX) writing. This class teaches the basics of information architecture, writing for user interfaces, and content management with industry-standard tools, including docs, spreadsheets, design software, and presentation slides. Practical application of skills learned to develop content for user interfaces are also covered. 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 393 UX DATA VISUALIZATION
This course provides an introduction as well as hands-on experience in data visualization for user experience (UX). It introduces students to the theory and design principles for creating meaningful displays of quantitative and qualitative data to facilitate decision-making and design modifications or choices. 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 394 INTERACTION DESIGN
This course covers the essentials of interaction and visual design principles and how they are applied. Students learn how to evaluate and analyze the uses of interactive media and understand how viewing interactive media on a variety of screen sizes and devices may impact the experience. They also learn how to apply the principles of design and usability when creating interactive content. 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 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 storyboarding, camera composition and scene sequencing techniques. Grade Option (Letter Grade or Pass/No Pass). Degree Credit.
Units: 1.5
**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 storyboard 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 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 INTRODUCTION TO 3D MODELING AND ANIMATION**

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 ADVANCED 3D MODELING AND ANIMATION**

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 or equivalent experience  
**Transfer Credit:** CSU

**MART 424 3D ANIMATION FUNDAMENTALS**
Fundamental principles of performance animation in 3D animation software. Students will develop skills in conveying weight, understanding timing, the use of arcs in movement, and bringing anthropomorphic characters to life. Grade Option (Letter Grade or Pass/No Pass). Degree Credit.

**Units:** 3  
**Hours/semester:** 48-54 Lecture; 32-36 TBA; 64-72 Homework

**Recommended:** Familiarity with 3D animation tools.  
**Transfer Credit:** CSU

**MART 425 ADVANCED 3D ANIMATION**
Continuation of concepts and techniques covered in MART 424. The principles of animation are covered in depth as they apply to the 3D environment: bipedal locomotion (walks, runs, gait changes), weight, balance, and character performance. Grade Option (Letter Grade or Pass/No Pass). Degree Credit.

**Units:** 3  
**Hours/semester:** 48-54 Lecture; 32-36 TBA; 64-72 Homework

**Recommended:** Completion of MART 424 is strongly recommended, or approval of instructor via demo reel review.  
**Transfer Credit:** CSU

**MART 428 INTRODUCTION TO RIGGING**
Basic 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 or equivalent experience  
**Recommended:** Eligibility for READ 836 and ENGL 836; or ENGL 847 or ESL 400.  

**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 433 ADVANCED SPECIAL EFFECTS AND COMPOSITING**
Continuation of the techniques presented in MART 431. Advanced techniques for the creation of special effects for film and video. Combining 2D video and animated footage with 3D footage created in commercial 3D animation software. Creating and compositing special effects through particle generation and rendering. Optimizing and

**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 431 or equivalent experience.

**Transfer Credit:** CSU

**MART 441 INTRODUCTION TO VIDEO GAME DESIGN**

Introduction to the essentials of game design using industry-standard game engine, spreadsheets, presentation slides, photo editing, 3D modeling, and reference art to convey game design ideas and specifications. Practical application of skills learned to develop games. *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 442 HISTORY OF VIDEO GAMES**

Explores the origin and history of ancient to modern games including board games, card games, arcade amusements, and video games of all kinds. Includes game companies, historic platforms, and common jargon used in the industry. *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 443 GAME DESIGN FUNDAMENTALS**

Fundamentals of game design are examined through the theories of fun, challenge, polish, responsiveness and the emotional content of making games. Students build a board or card game and develop a game design document from initial pitch through game specifications. *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 441

**Transfer Credit:** CSU

**MART 445 3D GAME SCRIPTING**

Explores using a 3D game engine for building 3D levels and creating gameplay using systematic approaches to design. Includes importing 3D assets and scripting character controllers and interactive elements. *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 441

**Transfer Credit:** CSU

**MART 446 STORYTELLING WITH GAMES**

Discussion and development of plots, character archetypes, and challenges in storytelling that provide the structure to create a unique story experience through gameplay. Examines the aesthetics of games, the designer/player contract, and the Hero’s Journey. *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 441

**Transfer Credit:** CSU

**MART 447 3D LEVEL DESIGN**

Covers artistic, functional and storytelling aspects of video game level design: prototyping, layout and simple scripting of events. Using a 3D game engine, students design and build a single player and multiplayer level. *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 445

**Transfer Credit:** CSU

**MART 450 COLLABORATIVE GAME PRODUCTION**

Students use project management techniques to organize and communicate as game development prototype teams.
Methods explored include Ad hoc, Waterfall, and Agile techniques. 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 445

**Transfer Credit:** CSU

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**MART 451 RAPID GAME DEVELOPMENT**

Students conceive and develop multiple games in a rapid development environment. Brainstorming, conceptualizing, and “finding the fun” of multiple game styles, polishing and adding pizzazz to the game - called JUICE. 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 445

**Transfer Credit:** CSU

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**MART 452 ADVANCED GAME DESIGN**

In-depth exploration of enjoyable gameplay. How to use tutorials, achievements, analytics, and funnels to refine the gameplay experience based on player’s experience. Designing economies and challenge ramping to avoid player burnout and turnover, and encourage engagement. Grade Option (Letter Grade or Pass/No Pass). Degree Credit.

**Units:** 3

**Hours/semester:** 48-54 Lecture; 32-36 TBA; 64-72 Homework

**Recommended:** MART 443

**Transfer Credit:** CSU

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**MART 455 INDIE GAME DEVELOPMENT & ENTREPRENEURSHIP**

Having a freelance career or an independent studio is the future of creative game design. This course covers the fundamentals of starting and operating small studios, crowdfunding, investment funding, staying compliant with state and local laws, understanding contracts, marketing, and selling projects. 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

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**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 - 3

**Hours/semester:** 24-162 Lab

**Recommended:** Eligibility for READ 836 and ENGL 836; or ENGL 847 or ESL 400.

**Transfer Credit:** CSU

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**Drama**

(See [Theatre Arts](#))

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**Early Childhood Education**

**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), UC (IGETC Area 3B)

**C-ID:** ENGL 180

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**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

**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 curriculum development for infant/toddler and preschool learning environments. Students examine the teacher’s role in supporting young children’s learning using observation and assessment strategies that emphasize the essential role of play and other developmentally appropriate pedagogy. An overview of content areas include but are not 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 ENGL 100.

**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, emphasizing 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

**Transfer Credit:** CSU (CSU GE DSI), UC (IGETC Area 4)

**C-ID:** CDEV 110

### ECE. 213 THE SCHOOL AGE CHILD

The focus of this course is relevant and responsible program planning for before and after school child care. Also presented are the developmental needs of the child 5- to 12-years (middle childhood) and family involvement in child care and the social and economic implications, and available community resources for child care. 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. 223 INFANT AND TODDLER DEVELOPMENT

A study of infants and toddlers from pre-conception to age three including physical, cognitive, language, social, and emotional growth and development. Applies theoretical frameworks to interpret behavior and interactions between heredity and environment. Emphasizes the role of family and relationships in development. Letter Grade Only. Degree Credit.

**Units:** 3

**Hours/semester:** 48-54 Lecture; 96-108 Homework

**Recommended:** Eligibility for ENGL 100.

**Transfer Credit:** CSU
ECE. 225 CARE AND EDUCATION FOR INFANTS AND TODDLERS
Applies current theory and research to the care and education of infants and toddlers in group settings. Examines essential policies, principles and practices that lead to quality care and developmentally appropriate curriculum for children from birth to 36 months. Letter Grade Only. Degree Credit.

Units: 3
Hours/semester: 48-54 Lecture; 96-108 Homework
Recommended: Eligibility for ENGL 100.
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 Early Childhood 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. 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
COURSE DESCRIPTIONS

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. 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 embeds intervention strategies across routines and activities in both inclusive and self-contained classrooms, and methods for working with 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. 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 ENGL 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. 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. 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. 201 or PSYC 201 (offered at College of San Mateo and Skyline College), and ECE. 210 and ECE. 211 and 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. 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 - 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
The American macroeconomic system and its effects on social, cultural and political environments by focusing on aggregate economic analysis. Allocation mechanisms for scarce resources, such as supply and demand, are discussed and utilized. Aggregate measures of economic activity such as GDP, unemployment, labor participation rates and price indices are defined, examined and critiqued. Finally, the course examines macroeconomic equilibrium, money and financial institutions, the Federal Reserve System, the Solow model of long run growth, the role of saving in the Solow model, short run (Keynesian) monetary and fiscal policy stabilization policy, the Classical model of the economy and international economics. 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 the College Placement Test or other multiple measures assessment 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
COURSE DESCRIPTIONS

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 the College Placement Test or other multiple measures assessment 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 economic development of the American economy from 1860 to the present time. The class takes economic concepts mastered in a macroeconomics course (e.g. of opportunity cost, moral hazard, monetary theory and policy, fiscal theory and policy, the Keynesian, Monetarist and Austrian schools of thought) and places them in an historical context. Among the topics discussed are: the history of industrial growth, the history of land and resource use, the role of immigration and migration of various ethnic and cultural groups as it relates to the economic development of the U.S. Historical periods examined include: Antebellum and Postbellum South, the Great Depression (1929-1944), the Keynesian revolution and the counter revolution (Monetarist, Classical and Austrian (1945-2009), Great Moderation (mid 1970s - 2007) and the Great Recession (2007-2009). Events studied include, slavery, the transportation revolution, the growth of nationalized markets, the development of money and banking, trade patterns, organized labor, changes in agricultural production, and America's integration into 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 READ 836 or ENGL 847 or ESL 400 or Eligibility for ENGL 100 or ENGL 105 on the College Placement Test or other multiple measures assessment.
AA/AS Degree Requirements: D US-1; DSI

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.
Transfer Credit: CSU, UC
C-ID: EDUC 200

EDUC 249 REDEFINING LEADERSHIP: INDIVIDUALS EFFECTING CHANGE
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 underlying theoretical basis of leadership and develop or improve their ability to exercise leadership. The course integrates original works from leadership scholars, readings from the humanities, experiential exercises, and feature films. While learning about leadership theories, students explore nationally and internationally accepted leadership models as a framework for developing the necessary skills and strategies to build their capacity for leadership in their personal and professional lives. 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
EDUC 265 POSITIVE BEHAVIOR SUPPORT IN INCLUSIVE SETTINGS
This course reviews positive behavior support strategies for adults working with both typically and atypically developing children. Children's behaviors are analyzed from a developmentally appropriate and culturally sensitive framework that honors individual differences in children, as well as the complexity of their behaviors and communicative intents. Through the use of functional analysis and positive behavior support plans, students in the course explore strategies used to effectively manage challenging behaviors in school-age 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

EDUC 300 APPLIED INCLUSIVE STRATEGIES
Integrates foundational knowledge and skills required for supporting children with diverse special needs. Uses Case Study methodology to apply Universal Design for Learning (UDL) in various learning environments and to design inclusive positive behavior support plans. A major focus of the course is to apply basic Special Education concepts into meaningful practice. 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. ECE. 260 and ECE. 263 and EDUC 265
Transfer Credit: CSU

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 - 3
Hours/semester: 24-162 Lab
Recommended: Eligibility for READ 836 and ENGL 836; or ENGL 847 or ESL 400.
Transfer Credit: CSU

Education and Human Development
(See Early Childhood Education (ECE.) and Education (EDUC))

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 (offered at CSM or Skyline) or MATH 225
Transfer Credit: CSU, UC
C-ID: ENGR 110

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
**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 (offered at CSM or Skyline)

**Recommended:** Eligibility for ENGL 100.

**Transfer Credit:** CSU, UC

**C-ID:** ENGR 180

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**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

**C-ID:** ENGR 150

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**ENGR 220 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 130

**Recommended:** Eligibility for READ 836 and ENGL 836; or ENGL 847 or ESL 400.

**Transfer Credit:** CSU, UC

**C-ID:** ENGR 220

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**ENGR 230 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

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**ENGR 240 CIRCUITS AND DEVICES**


**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

**C-ID:** ENGR 260
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
C-ID: ENGR 260 L

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 - 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 deseé 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 MULTILINGUAL STUDENTS

Designed for advanced English language learners. Students plan, organize, compose, and revise expository essays based on the analysis of complex fiction and nonfiction texts from diverse American authors and works of social, historical, and cultural importance. Students synthesize academic sources to support arguments. Students utilize advanced English grammar, mechanics, and vocabulary. Letter Grade Only. Degree Credit.

Units: 5
Hours/semester: 80-90 Lecture; 160-180 Homework
**ESL 800 ESL PREPARATORY COURSE**

- **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
- **Recommended:** ESL 911 and ESL 921 or equivalent, or appropriate skill level as indicated by ESL placement test and other measures as necessary.

**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
- **Recommended:** ESL 911 and ESL 921 or equivalent, or appropriate skill level as indicated by ESL placement test and other measures as necessary.

**ESL 911 READING AND LISTENING-SPEAKING I**
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
- **Recommended:** ESL 911 and ESL 921 or equivalent, or appropriate skill level as indicated by ESL placement test and other measures as necessary.

**ESL 912 READING AND LISTENING-SPEAKING II**
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
- **Recommended:** ESL 911 and ESL 921 or equivalent, or appropriate skill level as indicated by ESL placement test and other measures as necessary.

**ESL 913 READING AND LISTENING - SPEAKING III**
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
- **Recommended:** ESL 911 and ESL 921 or equivalent, or appropriate skill level as indicated by ESL placement test and other measures as necessary.

**ESL 914 READING AND LISTENING - SPEAKING IV**
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 913 or appropriate score on the College Language Placement Test or other multiple measures assessment.

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**ESL 921 GRAMMAR AND WRITING I**

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  
**Recommended:** Appropriate skill level as indicated by ESL placement test and other measures as necessary.

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**ESL 922 GRAMMAR AND WRITING II**

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  
**Recommended:** ESL 911 and ESL 921 or equivalent, or appropriate skill level as indicated by ESL placement test and other measures as necessary.

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**ESL 923 GRAMMAR AND WRITING III**

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 922 or appropriate score on the College Language Placement Test or other multiple measures assessment.

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**ESL 924 GRAMMAR AND WRITING IV**

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 923 or appropriate score on the College Language Placement Test or other multiple measures assessment.

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**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/](http://canadacollege.edu/registration/)

To inquire about placement tests and the assessment process please visit us here: [http://canadacollege.edu/assessment/index.php](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 the College Placement Test or other multiple measures assessment.  
**AA/AS Degree Requirements:** Area A2  
**Transfer Credit:** CSU (CSU GE Area A2), UC (IGETC Area 1A)  
**C-ID:** ENGL 100

**ENGL 105 INTENSIVE COMPOSITION AND READING**

Course designed to help the student recognize and critically evaluate important ideas in short- and book-length texts, and express facts and thought logically and
COURSE DESCRIPTIONS

ENGL 100 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 or ENGL 105
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 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: ENGL 100 and READ 100; ESL 101 or ESL 103 or ESL 104 or ESL 106 or ESL 108; or ENGL 101 or 105 on the College Placement Test or other multiple measures assessment.
AA/AS Degree Requirements: Area A2
Transfer Credit: CSU, UC
C-ID: ENGL 200

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
Prerequisites: ENGL 100 or ENGL 105
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 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
Recommended: Open Curriculum.

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: 5
Hours/semester: 80-90 Lecture; 160-180 Homework
Recommended: Open Curriculum.

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
Recommended: Open Curriculum.

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 on the College Placement Test or other multiple measures assessment;
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 the College Placement Test or other multiple measures assessment.
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 101 ENVIRONMENTAL SCIENCE LABORATORY

An introduction to environmental science that explores the causes, impacts, and solutions to contemporary environmental issues through lab, field, and written exercises. Coursework highlights the methods and tools used in environmental fields and the interdisciplinary nature of the issues and solutions. Letter Grade Only. Degree Credit.

Units: 1
Hours/semester: 48-54 Lab

Prerequisites: Completion of, or concurrent enrollment in ENVS 100 (offered at Skyline), or, ENVS 115

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 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 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 - 3
Hours/semester: 24-162 Lab

Recommended: Eligibility for READ 836 and ENGL 836; or ENGL 847 or ESL 400.

Transfer Credit: CSU

Ethnic Studies

ETHN 103 ASIAN AMERICAN STUDIES

This course examines how US institutions ideologically constructed the category of Asian-ness and materially engaged with “Asian” peoples within the United States and its territories. Ethnic Studies theory will be applied to describe critical events in Asian American histories, cultures, and intellectual traditions including an examination of how “Asian” communities interact with each other and other racialized/ethnicized communities. This includes a focus on topics ranging from self-determination to imperialism in a move toward building a just and equitable society. 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; Area F

Transfer Credit: CSU (CSU GE DSI; Area F), UC

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ETHN 105 AFRICAN AMERICAN HISTORY AND CULTURE

This is a survey of the history of African Americans from their origins in Africa to the present, with special emphasis on their contributions to California's social, political, and economic institutions. It examines the political, economic, social, and cultural factors as well as interactions between African Americans and the larger society while analyzing the intersection of race and racism. 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, D US-1; DSI; Area F
Transfer Credit: CSU (CSU GE Area C2; DSI, D US-1; Area F), UC

ETHN 107 INTRODUCTION TO NATIVE AMERICAN STUDIES

This course provides an introduction to the study of Native American histories, experiences, intellectual traditions, and forms of artistic expression. Students engage with texts that confront the structural genocide underlying the construction of the U.S. settler state, and explore Native practices of resistance, resilience, and regeneration. Course materials include fiction, poetry, spoken word, and other creative texts, as well as historical and archival studies. 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, D US-1; DSI; Area F
Transfer Credit: CSU (CSU GE Area C2; DSI, D US-1; Area F), UC

ETHN 108 RETHINKING RACE, GENDER, AND NATION

This course introduces students to the theoretical, methodological, and substantive foundations of Ethnic Studies. Through a re-examination of U.S. history, students develop an understanding of the relationships between racial formation and the production of social and economic inequality. Readings focus on the interrelated processes of settler-colonial land expropriation, chattel slavery, multiple forms of migration, overseas imperial expansion, inter- and intra-national circulations of economic value, and the historical development of the U.S. settler legal regime. Particular attention is given to the ways in which race and ethnicity have been historically co-constituted with other socially-constructed identities, such as gender, sexuality, class, and citizenship. 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; Area F
Transfer Credit: CSU (CSU GE DSI; Area F), UC

ETHN 109 BORDERS AND CROSSINGS

This introductory Ethnic Studies course examines how U.S. processes of racial formation and gendering are related to multiple transnational circulations – of commodities, bodies, labor, capital, knowledge, and culture. We interrogate the material and ideological work of borders – particularly nation-state borders, but also the borders and boundaries of racial and ethnic categories, gendered and sexualized identities, languages, forms of labor, and disciplinary categories of knowledge. Also explored are the many ways in which such borders are variously resisted, contested, transgressed, transcended, and transformed over time. 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; Area F
Transfer Credit: CSU (CSU GE DSI; Area F), UC

ETHN 265 EVOLUTION OF HIP HOP CULTURE: A SOCIO-ECONOMIC AND POLITICAL PERSPECTIVE

This course traces the evolution of Hip Hop from its African roots through the diaspora as a cultural form of expression by examining music, dancing, spoken word, philosophy, and lifestyles. Also, Hip Hop is analyzed from social, economic, and political perspectives. It is explored as a product of the African American struggle as reflected in music, poetry, lyrics, dance, artists, and major issues associated with Hip Hop. 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; Area F
Transfer Credit: CSU (CSU GE Area C2; Area F), UC

ETHN 288 AFRICAN-AMERICAN CINEMA

This course explores the rich and diverse history of African American filmmaking. Focusing on films written and/or
directed by African Americans, this seminar traces the history of filmmaking from the silent era to the present day. In exploring Black cultural production and creative expression, students consider the ways in which film is used as a medium of protest, resistance, and cultural affirmation. We look at films through the critical lenses of Ethnic Studies theory, race and representation in American cinema while locating our analysis within larger frameworks of Hollywood’s representation of African Americans and various cultural and social movements within local and global contexts. *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; Area F  
**Transfer Credit:** CSU

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**Fashion Design and Merchandising**

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**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

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**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

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**FASH 114 TRAVEL STUDY: INTRODUCTION TO ITALIAN FASHION**  
An introduction to the Italian Fashion Industry from pre-World War II to the present day. Students analyze designers, fabrics, and manufacturing techniques and the implications for global fashion. The study of fashion as a form of Italian art through lectures, field trips, and guest speakers. *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

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**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
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 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 169 EVENING GOWN CONSTRUCTION
Students learn advanced sewing techniques used in the construction of evening gowns. They create gowns incorporating the techniques learned in class, including working with difficult fabrics and bias. 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. Eligibility for MATH 110. Basic sewing skills.

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

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 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 - 3
Hours/semester: 75-225 Work Experience; 60-180 Field 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 680CE EVENING GOWN CONSTRUCTION
Students learn advanced sewing techniques used in the construction of evening gowns. They create gowns incorporating the techniques learned in class, including working with difficult fabrics and bias. 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. Eligibility for MATH 110.
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 - 3
Hours/semester: 24-162 Lab
COURSE DESCRIPTIONS

Recommended: Eligibility for READ 836 and ENGL 836; or ENGL 847 or ESL 400.

Transfer Credit: CSU

Fitness

(See also Aquatics, Dance, Individual Sports, Kinesiology, Team Sports and Varsity Sports)

(please make sure to 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

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 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

Hours/semester: 48-54 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 perform exercises safely. Grade Option (Letter Grade or Pass/No Pass). Degree Credit.

Units: 1

Hours/semester: 48-54 Lab

Prerequisites: FITN 118

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: Eligibility for READ 836 and ENGL 836; or ENGL 847 or ESL 400.

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AA/AS Degree Requirements: Area E2; Physical Education
Transfer Credit: CSU (CSU GE Area E2), UC*

FITN 128.1 CORE STRENGTH AND FUNCTIONAL TRAINING I

Basic exercises incorporating a stability ball and other functional exercise equipment that build a foundation for functional movement, emphasizing core strength, while increasing whole body fitness, flexibility, stabilization, balance and coordination. The course is suitable for all fitness levels and prepares students for all types of physical activity from everyday movement to athletic engagement. 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 128.2 CORE STRENGTH AND FUNCTIONAL TRAINING II

Continuation of Fitness 128.1. Intermediate level course incorporating exercises on stability ball and other functional fitness equipment that builds a foundation for functional movement, emphasizing core strength, while increasing whole body fitness, flexibility, stabilization, balance and coordination. The course is suitable for students at an intermediate fitness level and prepares participants for all types of physical activity from everyday movement to athletic engagement. Grade Option (Letter Grade or Pass/No Pass). Degree Credit.

Units: 1
Hours/semester: 48-54 Lab
Prerequisites: FITN 128.1 or demonstrated skill level.
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 - 1.5
Hours/semester: 24-81 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*

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: 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 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: Eligibility for READ 836 and ENGL 836; or ENGL 847 or ESL 400. 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: 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 301.1 SPINNING I
A beginning level aerobic exercise class performed on a stationary racing bicycle and done to high-cadence music. An exciting and fast-paced workout to improve aerobic conditioning. 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 301.2 SPINNING II
Continuation of FITN 301.1. Intermediate level aerobic exercise performed on a stationary racing bicycle and done to high-cadence music. An exciting and fast-paced workout to improve aerobic conditioning. Grade Option (Letter Grade or Pass/No Pass). Degree Credit.
FITN 301.3 SPINNING III
Continuation of FITN 301.2. Intermediate advanced aerobic exercise performed on a stationary racing bicycle and done to high-cadence music. An exciting and fast-paced workout to improve aerobic conditioning. Grade Option (Letter Grade or Pass/No Pass). Degree Credit.

Units: 1
Hours/semester: 48-54 Lab
Prerequisites: FITN 301.2 or demonstrated skill level.
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 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 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 308.1 HIKING AND TREKKING FOR FITNESS I
Introduction to the cardiovascular and fitness related benefits of hiking and trekking. A fitness course for the outdoor enthusiast, classes are conducted on local Bay Area trails. 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 332.1 FLEXIBILITY AND STRETCHING I
The focus of this course is to help condition and tone the body through low impact fitness techniques and total body stretching, proper breathing techniques, and exercises for flexibility. Emphasis is placed on a dynamic warm-up and
static stretching exercises. 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 332.2 FLEXIBILITY AND STRETCHING II
Continuation of FITN 332.1. The focus of this course is to help condition and tone the body through low impact fitness techniques and total body stretching, proper breathing techniques, and exercises for flexibility at an intermediate level. Emphasis is placed on a dynamic warm-up and static stretching exercises. Grade Option (Letter Grade or Pass/No Pass). Degree Credit.

Units: 1

Hours/semester: 48-54 Lab

Prerequisites: FITN 332.1

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; and teach relaxation techniques. Grade Option (Letter Grade or Pass/No Pass). Degree Credit.

Units: 1

Hours/semester: 48-54 Lab

Prerequisites: Fitness assessment

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; and teach relaxation techniques. Grade Option (Letter Grade or Pass/No Pass). Degree Credit.

Units: 1

Hours/semester: 48-54 Lab

Prerequisites: Fitness assessment

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; and 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; and 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
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 335.1
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: 48-54 Lab
Prerequisites: FITN 335.2
AA/AS Degree Requirements: Area E2; Physical Education
Transfer Credit: CSU (CSU GE Area E2), UC*

Funeral Services Education

FSE. 200 INTRODUCTION TO FUNERAL SERVICE
Survey of the history of the funeral service industry and a comprehensive overview of the field of funeral service. Students learn the role and skills of the funeral service practitioner. This course provides insight into the funeral service industry and the career opportunities available. Letter Grade Only. Degree Credit.
Units: 2
Hours/semester: 32-36 Lecture; 64-72 Homework
Recommended: Eligibility for ENGL 100.
Transfer Credit: CSU

FSE. 210 FUNERAL DIRECTING I
This course introduces the general practices of funeral directing. It focuses on the sociological phenomena that affect all the elements of funeral service including cultural differences, family structures, and factors of change that relate to funeralization. It also includes notification of death, transfer and disposition of bodies, arrangement conferences, pre-planned funerals, and post-arrangement follow-up. Letter Grade Only. Degree Credit.
Units: 3
Hours/semester: 40-45 Lecture; 24-27 Lab; 80-90 Homework
Prerequisites: FSE. 200 and acceptance into the Funeral Service Program.
Corequisites: Concurrent enrollment in, FSE. 220
Transfer Credit: CSU

FSE. 212 FUNERAL SERVICE SCIENCE
This course is designed for the Funeral Service Education student. Course material expands on general anatomy, chemistry, microbiology, and pathological concepts as related to the preparation, presentation, and sanitation of the human remains. Letter Grade Only. Degree Credit.
Units: 5
Hours/semester: 80-90 Lecture; 160-180 Homework
Prerequisites: BIOL 240 and BIOL 250 and CHEM 410 and FSE. 200 and acceptance into the Funeral Service Program.
Corequisites: Concurrent enrollment in, FSE. 210
Transfer Credit: CSU

FSE. 215 FUNERAL DIRECTING II
This course introduces the basic philosophies of a cross-section of religious and ethnic funeral practices and the role of the funeral practitioner in directing each type. Example cultural groups include African-American, Islamic, Protestant, Buddhist and Hindu among others. It also includes procedures for fraternal, military, and celebrity funerals. Letter Grade Only. Degree Credit.
Units: 3
Hours/semester: 40-45 Lecture; 24-27 Lab; 80-90 Homework
Prerequisites: FSE. 210 and FSE. 220
Corequisites: Concurrent enrollment in, FSE. 230
Transfer Credit: CSU
FSE. 220 FUNERAL SERVICE LAW AND ETHICS
This course introduces law and the judicial system as they pertain to the funeral industry. Topics include sources of law, the legal status of a dead human body, the duty of burial, rights to control funeral arrangements and final disposition, liability for funeral expenses, torts involving the dead human body and the funeral director, wills, estates, probate, cemeteries, crematories, and state and federal laws and regulations. Personal and professional ethics that guide decisions and actions in the proper treatment of the dead are also included. Letter Grade Only. Degree Credit.

Units: 3
Hours/semester: 48-54 Lecture; 96-108 Homework
Prerequisites: BUS. 201 and FSE. 200 and acceptance into the Funeral Service Education Program.
Corequisites: Concurrent enrollment in, FSE. 210
Transfer Credit: CSU

FSE. 225 PSYCHOLOGY OF DEATH AND DYING
This course is an introduction to thanatology and basic psychological terminology and theories, with an emphasis on the study of grief, bereavement, and mourning. The content provides the knowledge required of the funeral director to work effectively with families as a facilitating agent. Follow-up programs initiated by the funeral director are examined in detail as well as community support groups with whom the funeral director participates. Major emphasis is placed on the student identifying problem areas in the field, intervening, and professional referral. Letter Grade Only. Degree Credit.

Units: 3
Hours/semester: 48-54 Lecture; 96-108 Homework
Prerequisites: FSE. 210
Corequisites: Concurrent enrollment in, FSE. 230
Transfer Credit: CSU

FSE. 230 MERCHANDISING IN THE FUNERAL SERVICE INDUSTRY
This course introduces merchandising as it applies to the funeral service profession. The curriculum is divided into two main sections. The first covers construction and features of caskets, outer burial containers, and other funeral-related products. The second section examines methods of pricing, display, presentation, and control of funeral merchandise. Letter Grade Only. Degree Credit.

Units: 3
Hours/semester: 48-54 Lecture; 96-108 Homework
Prerequisites: FSE. 210 and FSE. 220
Corequisites: Concurrent enrollment in, FSE. 250
Transfer Credit: CSU

FSE. 235 FUNERAL SERVICE MANAGEMENT
This course introduces the basic principles of management as they apply to the practice of the funeral profession. It explores the role and function of an effective manager, emphasizing the functions of planning, organizing, motivating, directing, and controlling. Specific areas of funeral service practice and managerial guidelines for those areas are covered. Topics also include management theory as it relates to funeral service practice. Letter Grade Only. Degree Credit.

Units: 3
Hours/semester: 40-45 Lecture; 24-27 Lab; 80-90 Homework
Prerequisites: ACTG 100
Corequisites: Concurrent enrollment in, FSE. 250 and FSE. 260
Transfer Credit: CSU

FSE. 250 RESTORATIVE ART
This course introduces the techniques of creating an acceptable physical appearance of the deceased for the benefit of the survivors. Topics include the study of facial features, cosmetics, and restorative treatment for a variety of situations faced by the practitioner. Letter Grade Only. Degree Credit.

Units: 5
Hours/semester: 48-54 Lecture; 96-108 Lab; 96-108 Homework
Corequisites: Concurrent enrollment in, FSE. 260
Transfer Credit: CSU

FSE. 260 EMBALMING I
This course introduces the phenomenon of death relative to the human body. It includes the processes of preservation, restoration, and sanitation in treating the dead human body. The course outlines the legal and social aspect of embalming, the use of anatomical systems in preservation and the application of chemical preservatives to slow decomposition. Letter Grade Only. Degree Credit.

Units: 4
Hours/semester: 48-54 Lecture; 48-54 Lab; 96-108 Homework
Prerequisites: FSE. 212
Corequisites: Concurrent enrollment in, FSE. 250
Transfer Credit: CSU

FSE. 265 EMBALMING II
This course is a continuation of FSE. 260. It is the study of vascular anatomy, case analysis, the selection and injection of embalming fluids, and treatment of specific conditions requiring special attention including traumatic deaths, time considerations, moisture considerations and tissue procurement. Letter Grade Only. Degree Credit.

Units: 2
Hours/semester: 32-36 Lecture; 64-72 Homework
Prerequisites: FSE. 250 and FSE. 260
Corequisites: Concurrent enrollment in, FSE. 270
Transfer Credit: CSU

FSE. 270 FUNERAL SERVICE COUNSELING
This course examines communication skills and the role of the funeral director as facilitator, counselor, and caregiver. Topics include specific communication and counseling techniques as they are applied in funeral service practice as well as normal and abnormal grief reactions, children and death, crisis intervention counseling, and dealing with stress and burnout. Letter Grade Only. Degree Credit.

Units: 3
Hours/semester: 48-54 Lecture; 96-108 Homework
Prerequisites: FSE. 235 and FSE. 250 and FSE. 260
Corequisites: Concurrent enrollment in, FSE. 265 and FSE. 280
Transfer Credit: CSU

FSE. 280 FUNERAL SERVICE EDUCATION PRACTICUM
This course provides an opportunity to apply classroom instruction in funeral service education to real-world practice in the community. The student participates in an off-site lab experience at approved off-campus preceptor sites. Additionally, students prepare for the National Board Examination. Letter Grade Only. Degree Credit.

Units: 5
Hours/semester: 16-18 Lecture; 192-216 Field Experience; 32-36 Homework
Prerequisites: Completion of, or concurrent enrollment in, GEOG 100
Recommended: Eligibility for ENGL 100.
AA/AS Degree Requirements: Area B3 - only if GEOG 100 is successfully completed prior to or concurrently with GEOG 101
Transfer Credit: CSU

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 ENGL 100.
AA/AS Degree Requirements: Area B1
Transfer Credit: CSU (CSU GE Area B1), UC (IGETC Area 5A)
C-ID: GEOG 110

GEOG 101 PHYSICAL GEOGRAPHY LAB
Practical application of the basic concepts of Physical Geography. Students use the tools of geography, such as maps and field observations, to enrich their understanding of the Earth's physical processes. Topics include Earth-Sun relationships, weather, climate, tectonic and surface processes, landforms, water, and ecosystems. Fieldtrips 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, GEOG 100
Recommended: Eligibility for ENGL 100.
AA/AS Degree Requirements: Area B3 - only if GEOG 100 is successfully completed prior to or concurrently with GEOG 101
Transfer Credit: CSU (CSU GE Area B3 - only if GEOG 100 is successfully completed prior to or concurrently with GEOG 101), UC (IGETC Area 5C*)

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 landscape modification, language, religion, political and economic systems, and
the role of factors on human settlement, urbanization and technology. Emphasis is placed on the spatial interactions amongst nature, society, and 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 (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. *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:** GEOG 120

### 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 - 3  
**Hours/semester:** 24-162 Lab  
**Recommended:** Eligibility for READ 836 and ENGL 836; or ENGL 847 or ESL 400.

**Prerequisites:** Completion of, or concurrent enrollment in GEOG 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 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

### GEOL 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 - 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 C2; DSI), UC (IGETC Area 3B; Area 4)

C-ID: HIST 170

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.

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.
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.
HIST 245 RACE, ETHNICITY AND IMMIGRATION IN THE U.S.
Historical introduction to race and the interconnected experiences of diverse racial, ethnic, and immigrant groups. Special attention is paid to the ways in which race and ethnicity have intersected with immigration, class, and gender to shape American institutions, social life, and identities over time. Grassroots struggles for liberation and justice, from early abolitionism to the Immigrant Rights and Black Lives Matter movements, are 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 ENGL 100.
AA/AS Degree Requirements: Area C2; DSI
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
Transfer Credit: CSU (CSU GE Area C2; DSI, D US-1), 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
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 100.
AA/AS Degree Requirements: 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 - 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 SOCIAL WORK AND HUMAN SERVICES
An introductory overview of social welfare and the societl institutions in the U.S. that structure the provision of social services. The course presents a historical perspective on the development of U.S. social work and human services. Special attention is given to current service delivery systems, their policy and procedures, and the tasks of culturally responsive social workers and human service workers within those settings. Letter Grade Only. Degree Credit.

Units: 3
Hours/semester: 48-54 Lecture; 96-108 Homework
Recommended: Eligibility for ENGL 100.
Transfer Credit: CSU

HMSV 300 FIELD EXPERIENCE IN SOCIAL WORK AND HUMAN SERVICES
This course offers supervised practicum in a community organization, agency or institution, allowing the student to apply knowledge and learn new skills outside of the classroom environment. This course is designed to provide the student with the opportunity to develop skills that would facilitate gaining employment in the social work/human services field. Letter Grade Only. Degree Credit.

Units: 3
Hours/semester: 16-18 Lecture; 96-108 Field Experience; 32-36 Homework
Prerequisites: HMSV 100
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 - 3

Hours/semester: 75-225 Work Experience; 60-180 Field 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 - 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 Aquatics, Dance, Fitness, Kinesiology, Team Sports and Varsity Sports)

(See note about repeatable statement at the beginning of the Kinesiology, Athletics and Dance section)

INDV 121.1 BADMINTON I

A course designed to provide instruction and practice in the fundamentals of badminton: rules and strategies, grip, strokes, footwork, and court coverage, drills and competition, tournaments in singles and doubles. 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 121.2 BADMINTON II

Continuation of INDV 121.1. Designed to provide instruction and practice in the fundamentals of badminton at an intermediate level: rules and strategies, grip, strokes, footwork, and court coverage, drills and competition, tournaments in singles and doubles. Grade Option (Letter Grade or Pass/No Pass). Degree Credit.

Units: 1

Hours/semester: 48-54 Lab

Prerequisites: INDV 121.1 or demonstrated skill level.

AA/AS Degree Requirements: Area E2; Physical Education

Transfer Credit: CSU (CSU GE Area E2), UC*

INDV 160.1 GOLF I

Techniques, rules, etiquette, and strategy for beginning golf. 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. 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. 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. 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.
**Interdisciplinary Studies**

**IDST 150 HONORS RESEARCH SEMINAR**
Introductory research seminar for students currently pursuing an Honors research project. An introduction to research methods used in different disciplines and to scholarly collaboration and communication. This course focuses on formulating a research question, identifying and utilizing sources, constructing and critiquing scholarly arguments, and creating an effective final written and oral product. As students learn about scholarly research, they simultaneously identify and refine their own research topic, engage in scholarly conversations on their work, apply discipline-specific methodologies to their work, and create their own final research product and bibliography. *Letter Grade Only. Degree Credit.*

**Units:** 1

**Hours/semester:** 16-18 Lecture; 32-36 Homework

**Recommended:** Eligibility for ENGL 110.

**Transfer Credit:** CSU, UC

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**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.*
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 and two 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
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

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
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 300 STUDIO I: HOME STAGING
Overview of the current professional practices used to prepare a home for sale. Includes the selection and evaluation of methods required to prepare future home stagers with skills such as attention to details, digital and hand sketching illustrations, and business practices. Commercial staging is explored as well. Grade Option (Letter Grade or Pass/No Pass). Degree Credit.
Units: 3
Hours/semester: 48-54 Lecture; 96-108 Homework
Prerequisites: INTD 175
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 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 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

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 361 CHIEF ARCHITECT FOR INTERIOR DESIGNERS
Chief Architect software creates 3D architectural home design including kitchen and bath. The software produces floor plans, elevations, and construction documents quickly and efficiently. Drawings follow industry standards and techniques. Design tools for photo-realistic renderings and virtual tours are explored. 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
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: ARCH 110
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 - 3
Hours/semester: 75-225 Work Experience; 60-180 Field 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 - 3
COURSE DESCRIPTIONS

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 Aquatics, Dance, Fitness, Individual Sports, Team Sports and Varsity Sports)

(See 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 make sure to see repeatability statement in the beginning of the Kinesiology, Athletics, and Dance section)

(See also Aquatics, 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. Personal lifestyle and behavior changes are emphasized as well as the impact poor health and wellness have on our society as a whole. 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.
AA/AS Degree Requirements: Area E1
Transfer Credit: CSU (CSU GE Area E1), UC*
KINE 119 FIRST AID/ADULT AND PEDIATRIC CPR/AED

The Adult and Pediatric First Aid/CPR/AED course incorporates the latest science and teaches students to recognize and care for a variety of first aid emergencies such as burns, cuts, scrapes, sudden illnesses, head, neck, back injuries, heat and cold emergencies and how to respond to breathing and cardiac emergencies to help victims of any age - adults (about 12 years and older) and pediatric (infants and children up to 12 years of age). Students who successfully complete this course receive a certificate for Adult and Pediatric First Aid/CPR/AED through the American Red Cross valid for two years. Because the certificate for Adult CPR/AED is valid for two years, a student may file a Petition to Repeat KINE 119 if the course was completed more than 4 semesters ago. This is not an activity class. Grade Option (Letter Grade or Pass/No Pass). Degree Credit.

Units: 3
Hours/semester: 48-54 Lecture; 96-108 Homework
Prerequisites: Eligibility for READ 836 and ENGL 836; or ENGL 847 or ESL 400.
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: 48-54 Lab
Prerequisites: KINE 137
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: 48-54 Lecture; 96-108 Homework
Prerequisites: Eligibility for READ 836 and ENGL 836; or ENGL 847 or ESL 400.
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
Prerequisites: Eligibility for READ 836 and ENGL 836; or ENGL 847 or ESL 400. Eligibility for MATH 110.
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 698 SUPERVISED TUTORING/ACADEMIC ASSISTANCE**
Students receive academic support such as tutoring or supplemental instruction in areas of academic need. Units do not apply toward AA/AS degree. Non-Credit.

Units: 0
Hours/semester: 48-54 Lab
Prerequisites: Concurrent enrollment in course in which tutorial assistance is being provided.

**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
Prerequisites: LCTR 822 or equivalent
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
Recommended: Open Curriculum.

**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 and library research for any major or profession. Students learn how to recognize the need for information, develop a search strategy, find and evaluate resources, synthesize and integrate the information they find, and use outside resources ethically by citing using MLA, APA, or Chicago. *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/](http://canadacollege.edu/registration/)
To inquire about placement tests and the assessment process please visit us here: [http://canadacollege.edu/assessment/index.php](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 836 and READ 836 or ENGL 847 or ESL 400 or Eligibility for ENGL 100 or ENGL 105 on the College Placement Test or other multiple measures assessment.  
**AA/AS Degree Requirements:** Area C2  
**Transfer Credit:** CSU (CSU GE Area C2), UC (IGETC Area 3B)  
**C-ID:** ENGL 145

**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 or 105 on the College Placement Test or other multiple measures assessment.  
**AA/AS Degree Requirements:** Area C2  
**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 or ENGL 105 on the College Placement Test or other multiple measures assessment.  
**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 836 and READ 836 or ENGL 847 or ESL 400 or eligibility for ENGL 100 or 105 on the College Placement Test or other multiple measures assessment.  
**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 836 and READ 836 or ENGL 847 or ESL 400 or eligibility for ENGL 100 or 105 on the College Placement Test or other multiple measures assessment.  
**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 ESL 400 or Eligibility for ENGL 100 or ENGL 105 on the College Placement Test or other multiple measures assessment.

AA/AS Degree Requirements: Area C2
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 ESL 400 or Eligibility for ENGL 100 or ENGL 105 on the College Placement Test or other multiple measures assessment.

AA/AS Degree Requirements: Area C2
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 ESL 400 or Eligibility for ENGL 100 or ENGL 105 on the College Placement Test or other multiple measures assessment.

AA/AS Degree Requirements: Area C2
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 ESL 400 or Eligibility for ENGL 100 or ENGL 105 on the College Placement Test or other multiple measures assessment.

AA/AS Degree Requirements: Area C2
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, ESL 400, or Eligibility for ENGL 100 or ENGL 105 on
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 - 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. For transfer-level courses, you can meet the prerequisite by taking the designated class or by demonstrating that you have taken an equivalent course somewhere else (including high school). For pre-transfer level courses, you may be eligible to enroll in a course even if you do not satisfy the prerequisites: you may be given a default recommendation to take a corequisite support course, but have the option of declining this recommendation through the assessment office or with a counselor.
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: https://canadacollege.edu/registration/
To inquire about default recommendations and the assessment process please visit us here: https://canadacollege.edu/assessment/index.php You may also contact the Cañada College Welcome Center (located on the First Floor of Building 9, and 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.  

**MATH 105 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.  

**Units:** 3  
**Hours/semester:** 48-54 Lecture; 96-108 Homework  
**Prerequisites:** MATH 811 or appropriate score on the College Placement Test or other multiple measures assessment.  
**Recommended:** Eligibility for READ 836 and ENGL 836; or ENGL 847 or ESL 400.  
**AA/AS Degree Requirements:** Math Competency  
**Transfer Credit:** CSU (CSU GE Area B4), UC  
**C-ID:** MATH 120

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**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.  

**Units:** 5  
**Hours/semester:** 80-90 Lecture; 160-180 Homework  
**Prerequisites:** MATH 811 or appropriate score on the College Placement Test or other multiple measures assessment.  
**Recommended:** Open Curriculum.

**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.  

**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 the College Placement Test or other multiple measures assessment.  
**Recommended:** Eligibility for ENGL 110.  
**AA/AS Degree Requirements:** Math Competency  
**Transfer Credit:** CSU (CSU GE Area B4), UC  
**C-ID:** MATH 120

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**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.  

**Units:** 6  
**Hours/semester:** 96-108 Lecture; 192-216 Homework  
**Prerequisites:** MATH 811 or appropriate score on the College Placement Test or other multiple measures assessment.  
**Recommended:** Eligibility for READ 836 and ENGL 836; or ENGL 847 or ESL 400.  
**AA/AS Degree Requirements:** Math Competency  
**Transfer Credit:** CSU (CSU GE Area B4), UC (IGETC Area 2A)  
**C-ID:** MATH 130

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**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 College Placement Test or other multiple measures assessment.  
**AA/AS Degree Requirements:** Area A3; Math Competency  
**Transfer Credit:** CSU (CSU GE Area B4), UC (IGETC Area 2A)  
**C-ID:** MATH 110

**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:** 96-108 Lecture; 192-216 Homework  
**Prerequisites:** MATH 120 or MATH 123 (offered at CSM or Skyline) or appropriate score on the College Placement Test or other multiple measures assessment.  
**Recommended:** Eligibility for READ 836 and ENGL 836; or ENGL 847 or ESL 400.  
**AA/AS Degree Requirements:** Area A3; Math Competency  
**Transfer Credit:** CSU (CSU GE Area B4), UC (IGETC Area 2A)  
**C-ID:** MATH 955

**MATH 241 BUSINESS CALCULUS I**
The first class in a two semester calculus sequence designed for business 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 or appropriate score on the College Placement Test or other multiple measures assessment.  
**Recommended:** Eligibility for ENGL 100.  
**Transfer Credit:** CSU (CSU GE Area B4), UC* (IGETC Area 2A)  
**C-ID:** MATH 210; MATH 900S (both MATH 251 + 252)

**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 (offered at CSM or Skyline) or MATH 225 or appropriate score on the College Placement Test or other multiple measures assessment.  
**Recommended:** Eligibility for READ 836 and ENGL 836; or ENGL 847 or ESL 400.  
**AA/AS Degree Requirements:** Area A3; Math Competency  
**Transfer Credit:** CSU (CSU GE Area B4), UC* (IGETC Area 2A)  
**C-ID:** MATH 251

**MATH 252 ANALYTICAL GEOMETRY AND CALCULUS II**
This course is the second in a series of 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 251
Recommended: Eligibility for ENGL 100.

AA/AS Degree Requirements: Area A3; Math Competency
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; Math Competency
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; Math Competency
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

Units: 3
Hours/semester: 48-54 Lecture; 96-108 Homework
Prerequisites: MATH 252
Recommended: Eligibility for ENGL 100.
AA/AS Degree Requirements: Area A3; Math Competency
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 - 3
Hours/semester: 24-162 Lab
Recommended: Eligibility for READ 836 and ENGL 836; or ENGL 847 or ESL 400.
Transfer Credit: CSU

MATH 800 JUST-IN-TIME SUPPORT FOR ELEMENTARY PROBABILITY AND STATISTICS
A review of the core prerequisite skills, competencies, and concepts needed in statistics. Intended for students who are concurrently enrolled in MATH 200: Elementary Probability and Statistics, at Cañada College. Topics include concepts from arithmetic, pre-algebra, elementary and intermediate algebra, and descriptive statistics that are needed to understand the basics of college-level statistics. Concepts are taught through the context of descriptive data analysis. Additional emphasis is placed on solving and graphing linear equations and modeling with linear functions. Pass/No Pass Only. Units do not apply toward AA/AS degree.

Units: 2
Hours/semester: 32-36 Lecture; 64-72 Homework
Prerequisites: Appropriate score on the College Placement Test or other multiple measures assessment.
Corequisites: Concurrent enrollment in MATH 200

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.

MATH 825 JUST-IN-TIME SUPPORT FOR PATH TO CALCULUS
A review of the core prerequisite skills, competencies, and concepts needed in pre-calculus. Intended for majors in science, technology, engineering, and mathematics who are concurrently enrolled in MATH 225, Path to Calculus, at Cañada College. Topics include: a review of computational skills developed in intermediate algebra, factoring, operations on rational and radical expressions, absolute value equations and inequalities, exponential and logarithmic expressions and equations, conic sections, functions including composition and inverses, an in-depth focus on quadratic functions, and a review of topics from geometry. Pass/No Pass Only. Units do not apply toward AA/AS degree.

Units: 2
Hours/semester: 32-36 Lecture; 64-72 Homework
Prerequisites: Appropriate score on the College Placement Test or other multiple measures assessment.
Corequisites: Concurrent enrollment in MATH 225

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 and READ 836 or ENGL 847 or ESL 400 or eligibility for ENGL 100 or ENGL 105 on the College Placement Test or other multiple measures assessment.
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 and READ 836 or ENGL 847 or ESL 400 or eligibility for ENGL 100 or ENGL 105 on the College Placement Test or other multiple measures assessment.
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 or ENGL 105 on the College Placement Test or other multiple measures assessment.  
**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. **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:** Completion of, or concurrent enrollment in, MEDA 100 and MEDA 110  
**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-level 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
**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  
**Prerequisites:** Completion of, or concurrent enrollment in, MEDA 165  
**Transfer Credit:** CSU

**MEDA 168 ICD (INTERNATIONAL CLASSIFICATION OF DISEASES)-10-CM (CLINICAL MODIFICATION) INTERMEDIATE CODING**

Intermediate-level 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-level 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:** Completion of, or concurrent enrollment in, MEDA 168  
**Transfer Credit:** CSU

**MEDA 190 INTRODUCTION TO PHARMACOLOGY**

Designed for medical assistants, medical scribes and other allied health professionals. Includes general principles of drug use, knowledge of the most commonly used drugs and regulations for controlled drug usage. *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 the College Placement Test or other multiple measures assessment  
**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 - 3  
**Hours/semester:** 75-225 Work Experience; 60-180 Field 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.
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 level: 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

Explore the cultural basis and historical context of diverse musical styles. Reflect on music notation as a problem solving approach in musical expression using historically significant examples. Learn the basics of music notation in the historical context of the expressive needs that drove the evolution of this system. Go from sound to symbol and symbol to sound by reading pitch and rhythm notation, sight-singing and ear training. Use music theory (scales and chords) to harmonize simple melodies. 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

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 processes 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 ENGL 100. Eligibility for MATH 110.
AA/AS Degree Requirements: Area B1
Transfer Credit: CSU (CSU GE Area B1), UC (IGETC Area 5A)
C-ID: GEOG 130
MUS. 120 SONGWRITING WORKSHOP I
This course combines the study of lyrics, melody, harmony and form to create songs in a collaborative workshop format. Different techniques are used to get started on lyrics, turning those lyrics into tunes, and finding the right harmonies and forms for the student's new musical creations. 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 ENGL 100. Eligibility for MATH 110.
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
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. The idea of a critical canon, in tension with best-seller lists, is 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 100.
AA/AS Degree Requirements: Area C1
Transfer Credit: CSU (CSU GE Area C1), UC (IGETC Area 3A)

MUS. 215 MUSIC, CULTURE AND HISTORY
Explores the evolution of musical styles in the context of cultural expression and social change. Includes a wide range of European music styles and genres across history as well as American jazz. 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. 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. Grade Option (Letter Grade or Pass/No Pass). Degree Credit.
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. 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.
AA/AS Degree Requirements: Area C1
Transfer Credit: CSU (CSU GE Area C1), UC (IGETC Area 3A)

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 intermediate level of difficulty. 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 to 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 beginning 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 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. Further study of moveable chord and scale structure (CAGED), intermediate/advanced strumming and fingerpicking patterns, intermediate/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
Prerequisites: Eligibility for READ 836 and ENGL 836; or ENGL 847 or ESL 400. or equivalent.
Transfer Credit: CSU, UC

MUS. 402 VOICE II
Continuation of MUS 401. Training in vocal technique and intermediate performance skills. Course content includes vocal technique (breathing techniques), singing anatomy (breathing musculature), song preparation and interpretation (text, emotional expression), music theory fundamentals (major scales/keys, 16th notes), and English diction (secondary vowels). Letter Grade Only. Degree Credit.

Units: 2
Hours/semester: 24-27 Lecture; 24-27 Lab; 48-54 Homework
Prerequisites: MUS. 401
Transfer Credit: CSU, UC

MUS. 403 VOICE III
Continuation of MUS 402. Refinement of vocal technique and performance skills at the intermediate/advanced levels. Course content includes vocal technique (more breathing methods), singing anatomy (larynx), song preparation and interpretation (facial expression, gesture), music theory fundamentals (intervals, triads), and English diction (diphthongs, consonants). Letter Grade Only. Degree Credit.

Units: 2
Hours/semester: 24-27 Lecture; 24-27 Lab; 48-54 Homework
Prerequisites: MUS. 402
Transfer Credit: CSU, UC

MUS. 404 VOICE IV
Continuation of MUS 403. Further refinement of vocal technique and advanced performance skills. Content includes vocal technique (resonance), singing anatomy (resonating spaces), song preparation and interpretation (style elements), music theory fundamentals (minor scales/keys, triplets), and English diction (glides, more work with consonants). Letter Grade Only. Degree Credit.

Units: 2
**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

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**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 - 3

**Hours/semester:** 24-162 Lab

**Recommended:** Eligibility for READ 836 and ENGL 836; or ENGL 847 or ESL 400.

**Transfer Credit:** CSU

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**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

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**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

**Prerequisites:** 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*)

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**Paralegal Studies**

**LEGL 241 LAW OFFICE MANAGEMENT**

This course provides an overview of law firm management administration. Topics include case management, filing systems, calendaring, indexing and summarizing pleadings and discovery, timekeeping, billing, fees, intra- and inter-office communication, client interviewing, conflict checks, and office policies. *Letter Grade Only. Degree Credit.*

**Units:** 3

**Hours/semester:** 48-54 Lecture; 96-108 Homework

**Recommended:** Eligibility for ENGL 100.

**Transfer Credit:** CSU

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**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
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
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
Recommended: Eligibility for ENGL 110.
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
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
Transfer Credit: CSU

LEGL 260 ADVANCED LEGAL RESEARCH AND WRITING
Develop and refine legal research and writing skills by preparing a series of projects 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
Transfer Credit: CSU

LEGL 261 LEGAL ETHICS
This course examines regulations, ethics, and professional responsibility affecting paralegals. Topics include the unauthorized practice of law, advertising, solicitation, legal advice, attorney-client relationships, conflicts of interest, legal competency, and due-diligence. 

Letter Grade Only. Degree Credit.

Units: 3
Hours/semester: 48-54 Lecture; 96-108 Homework
Recommended: Eligibility for ENGL 100.
Transfer Credit: CSU

LEGL 263 INTELLECTUAL PROPERTY LAW
An overview of the law of intellectual property, including patents, trademarks, copyrights, and trade secrets under the laws of the United States and foreign laws and an examination of the role of the paralegal in this area. 

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

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
Recommended: Eligibility for ENGL 100.
Transfer Credit: CSU

LEGL 267 ANIMAL LAW

Animal Law is an introductory course covering the statutory, regulatory, and common law legal principles that affect animals. The course encompasses substantive areas of law affecting animals, including criminal law, torts, contracts, consumer protection, first amendment and constitutional issues, wills and trusts, and family 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

LEGL 269 ELDER LAW

This course covers the substantive and procedural law and federal, state, and administrative regulations pertaining to the senior population. Topics include client interviewing, Social Security, Medicare, Medi-Cal/SSI, trusts, guardianships, conservatorships, funding sources, residential and/or long-term care, and elder abuse. 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

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 AND INVESTIGATION

This course is an introduction to technology used in a law firm environment. Topics include computers, peripherals, software, backup programs, troubleshooting, e-filing, e-discovery, legal research databases, online investigation, evidence gathering, digital forensics, and the power of the Internet in litigation. 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

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 - 3
Hours/semester: 75-225 Work Experience; 60-180 Field 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 - 3

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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 that examines classic philosophical problems in the areas of metaphysics, epistemology, and ethics. Within ethics, attention is given to historical as well as contemporary social and political issues. The course surveys influential philosophers in the Western and Eastern intellectual traditions, providing a multicultural perspective on the above problem areas. The aim of the course is to think critically about these topics, using the philosophical method, and connect the issues to contemporary life. 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
This course is an overview of key critical reasoning skills. Students develop skills to identify types of argument and to analyze the arguments. A wide range of argumentative contexts are examined, such as political discourse, advertisements, scientific claims, and commonly-used social forums. Some formal logic is introduced to strengthen logical reasoning skills. Students also construct and refine written arguments. Specific topics include informal fallacies, the relationship between evidence and conclusions, inductive arguments, deductive arguments, validity, consistency, and soundness. 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
C-ID: PHIL 140

PHIL 160 HISTORY OF PHILOSOPHY: ANCIENT AND MEDIEVAL
This course covers the history of Western philosophy, from the ancient Greeks to the medieval period. Key philosophers and movements in antiquity include the Pre-Socratics, Plato, Aristotle, Skepticism, Epicureanism, and Stoicism. Key medieval philosophers include Ibn Sina, Augustine, and Maimonides. Topics include the relationship between philosophy and religion, the relationship between individual and society, human nature, and the limits of human knowledge. Special attention is given to how ancient and medieval thought continues to shape metaphysical, epistemic, and ethical views in contemporary society. 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. 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 140

PHIL 190 CONTEMPORARY PHILOSOPHY
A survey of major philosophic movements from the late 1800s until the present day. These movements include phenomenology, Marxism, pragmatism, logical positivism, existentialism, feminism, and race theory. The course explores the social, political, ethical, and religious impact the movements have had on contemporary society. Specific topics include the relationship between mind and consciousness, authenticity, socially situated knowledge, and the relationship between continental and analytic
PHIL 200 INTRODUCTION TO LOGIC
This course is an introduction to formal systems of symbolizing statements, analyzing statements, and testing arguments. Main topics covered in the course include the difference between deductive and inductive arguments; how to translate English statements into propositional logic and predicate logic; how to test statements for consistency and equivalence; and how to test arguments for validity. 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 240 INTRODUCTION TO ETHICS
This course is an introduction to major ethical problems and theories. The course examines topics such as human nature, conflicting views of moral goodness, and the relationship between religion and morality, with an emphasis on better understanding sources of moral disagreement. The ethical theories reviewed in the course include deontology, consequentialism, virtue ethics, and the ethics of care. These ethical theories are applied to present-day issues. Potential issues discussed in the course include environmental ethics, biomedical ethics, animal rights, the ethics of eating, the ethics of technology, and human enhancement. 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
C-ID: PHIL 110

PHIL 300 INTRODUCTION TO WORLD RELIGIONS
A survey of major religious traditions, with an emphasis on their origins, key figures, beliefs, rituals, and art. Religions covered include Hinduism, Buddhism, Confucianism, Daoism, Judaism, Christianity, and Islam. The course explores the similarities and differences between religions, using the everyday lives of religious members as points of comparison. The course also examines philosophical questions raised by each religion's teachings and rituals. 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.
AA/AS Degree Requirements: Area C2
Transfer Credit: CSU (CSU GE Area C2), UC (IGETC Area 3B)

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 - 3
Hours/semester: 24-162 Lab
Recommended: Eligibility for READ 836 and ENGL 836; or ENGL 847 or ESL 400.
Photography
(See courses under Art and Digital Art & Animation)

Photonics and Laser Technology

PALT 401 INTRODUCTION TO PHOTONICS AND LASER TECHNOLOGY
An introductory review of photonics and laser technology (PALT) and the mathematical skills to address engineering problems in PALT. Topics include: Review of various PALT quantities, common PALT algebraic expressions, visualization of typical linear and non-linear behaviors in PALT, geometry and trigonometry in PALT elements like lenses and prisms, description of sinusoidal and wave motion, introduction to concepts like polarization through complex notation and vectors. Pass/No Pass Only. 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. Eligibility for MATH 110.
Transfer Credit: CSU

PALT 402 GEOMETRICAL OPTICS
A hands-on introduction to geometrical optics that deals with image formation by considering light as rays. Topics include: concepts of reflection, refraction, transmission, and dispersion; the interaction of light rays with optical elements like mirrors, lenses, prisms, and stops; image formation characteristics, aberration, and optical design using ray tracing and matrix methods; description of common optical systems like cameras and telescopes. 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, PALT 401
Transfer Credit: CSU

PALT 403 OPTICS AND PHOTONICS MODELING AND DESIGN
A hands-on introduction to modeling, analysis, and design of optical and photonics systems using matrix based computational programming (MATLAB or Octave) and commercial optical design software like ZEMAX. Topics include: plotting and data visualization; use of arrays to understand image processing; design of optical and photonic systems using the ZEMAX software (or similar commercial software software). Letter Grade Only. Degree Credit.

Units: 3
Hours/semester: 32-36 Lecture; 48-54 Lab; 64-72 Homework
Prerequisites: Completion of, or concurrent enrollment in, PALT 402
Transfer Credit: CSU

PALT 404 WAVE OPTICS
An introductory hands-on course in wave optics describing the properties of light and its interaction with objects using wave equations. Topics include: concepts of superposition, polarization, interference and diffraction; the interaction of light waves with small objects such as wires, apertures and multilayered coatings; mathematical techniques needed to quantify interactions. Letter Grade Only. Degree Credit.

Units: 4
Hours/semester: 48-54 Lecture; 48-54 Lab; 96-108 Homework
Prerequisites: PALT 402
Transfer Credit: CSU

PALT 405 INTRODUCTION TO LASER TECHNOLOGY
A hands-on introduction to the principles and technology of lasers including properties of different types of lasers. Topics include: safe use and operation of lasers; principle of producing laser light; techniques to control laser light; applications of laser in various medical, non-medical, defense and entertainment industries. Letter Grade Only. Degree Credit.

Units: 3
Hours/semester: 32-36 Lecture; 48-54 Lab; 64-72 Homework
Prerequisites: Completion of, or concurrent enrollment in, PALT 404
Transfer Credit: CSU

PALT 406 COMPONENTS AND DEVICES IN PHOTONICS AND LASER TECHNOLOGY
An introductory review of basic components and devices that make up optics and photonics systems. Topics include: polarizers and filters; non-laser light sources; light detectors; light modulators; selection of appropriate optical
device for a desired application. Letter Grade Only. Degree Credit.

Units: 2

Hours/semester: 32-36 Lecture; 64-72 Homework

Prerequisites: Completion of, or concurrent enrollment in, PALT 404

Transfer Credit: CSU

PALT 407 OPTICAL COATING TECHNOLOGY

A hands-on review to optical coating technology. Topics include: matrix methods in coating analysis and design; Thin film coatings; coatings in color applications; coating production techniques; safe use and handling of coatings; measurement and modeling of coating performance. Letter Grade Only. Degree Credit.

Units: 3

Hours/semester: 32-36 Lecture; 48-54 Lab; 64-72 Homework

Prerequisites: PALT 404

Transfer Credit: CSU

PALT 408 OPTICAL FIBERS

An introductory hands-on course in optical fiber technology describing the transmission of light through optical fibers. Topics include: principles of light transmission in optical fibers; fiber optic fundamentals; fiber technology; applications of fiber optics; experiments with light behavior through fibers. Letter Grade Only. Degree Credit.

Units: 3

Hours/semester: 32-36 Lecture; 48-54 Lab; 64-72 Homework

Prerequisites: PALT 405

Transfer Credit: CSU

PALT 409 ADVANCED PHOTONICS TECHNOLOGY

A hands-on introduction to advanced photonics and laser technologies. Topics include: ultrashort pulse propagation; nonlinear optics; synchrotron and other advanced light sources; photonic crystals; generation and measurements of ultrashort pulses. Letter Grade Only. Degree Credit.

Units: 3

Hours/semester: 32-36 Lecture; 48-54 Lab; 64-72 Homework

Prerequisites: PALT 405

Transfer Credit: CSU

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 - 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 advertisements, and online. Letter Grade Only. Degree Credit.

Units: 4

Hours/semester: 48-54 Lecture; 48-54 Lab; 96-108 Homework

Prerequisites: MATH 110 or appropriate placement based on AB 705 mandates, or equivalent.

AA/AS Degree Requirements: Area B1, B3
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 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 (offered at CSM or Skyline) or equivalent

AA/AS Degree Requirements: Area B1, B3

Transfer Credit: CSU (CSU GE Area B1, B3), UC* (IGETC Area 5A, 5C)

C-ID: PHYS 140

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 ENGL 100.

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 250 PHYSICS WITH CALCULUS I
This course is the first in a three-semester series designed to provide a thorough foundation in the fundamentals of physics to students majoring in engineering or the physical sciences. Topics include classical mechanics, fluids, and wave motion. *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 ENGL 100.

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 ENGL 100.

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

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: 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 CHEM 192 or CHEM 410 or equivalent.
Recommended: Eligibility for ENGL 100.
AA/AS Degree Requirements: Area B1
Transfer Credit: CSU (CSU GE Area B1)

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 140

PLSC 130 INTRODUCTION TO INTERNATIONAL RELATIONS
This course examines the major theories of international politics as well as the practical issues that affect world politics today. Students explore the inter-relationship between theory and practice as it relates to the international arena, especially in regards to religion and ethnic conflict. And in the light of the international environment today, students address issues surrounding the continuing "War on Terrorism" and its relationship to past major wars (i.e. Peloponnesian War, World Wars and Cold War). 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
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
Transfer Credit: CSU (CSU GE DSI), UC (IGETC Area 4)
C-ID: PSY 110

Psychology

PSYC 100 GENERAL PSYCHOLOGY
Introduction to major topics, theories, and research methods of psychology. Topics covered include the biological basis of behavior, human development, learning, memory, intelligence, perception, motivation, cognition and consciousness, emotion, personality, social behavior, abnormal behavior and 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
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

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Transfer Credit: CSU (CSU GE DSI; Area E1), 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; Math Competency  
**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 300

**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:** 24-162 Lab  
**Recommended:** Eligibility for READ 836 and ENGL 836; or ENGL 847 or ESL 400.
**Transfer Credit:** CSU (CSU GE DSI; Area E1)
**C-ID:** PSY 120

**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 130

**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 - 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 socioeconomic, ethical, political and legal aspects of healthcare 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 or ENGL 105
Transfer Credit: CSU

RADT 408 PERSPECTIVES IN RADIOLOGY

This course is designed for the student 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. 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 IMAGE 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 image 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. It includes topics such as: radiation output measurements, filtration, linearity, reproducibility, automatic exposure control (AEC) analysis, alignment, kilovolt peak (kVp) and milliampere-seconds (mAs) and accuracy. 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 and 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 and RADT 441
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 comprehensive review of Radiologic Technology topics 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: RADT 435 and completion of, or concurrent enrollment in, RADT 458

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 Public Health, Radiological Health Branch. The curriculum includes: fluoroscopic equipment, radiation protection, image evaluation, eye anatomy, patient and personnel dose reduction. Intended for second year students in the Radiologic Technology Program or licensed Radiographer in the State of California. Grade Option (Letter Grade or Pass/No Pass). Degree Credit.
Units: 2.5
Hours/semester: 32-36 Lecture; 24-27 Lab; 64-72 Homework
Prerequisites: RADT 435, or California Radiologic Technology License.
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 American Heart Association (AHA).

Transfer Credit: CSU

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 the College Placement Test or other multiple measures assessment.

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.
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 ENGL 100.
Transfer Credit: CSU

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 110

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

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; Math Competency
Transfer Credit: CSU (CSU GE DSI), UC (IGETC Area 4)
C-ID: SOCI 120

SOCI 325 HONORS COLLOQUIUM: SOCIOLOGY OF HUMAN PERSONHOOD
Study of human personhood as an emergent property of social life that shapes and is shaped by social structures and culture with implications for how human flourishing and failure can be understood within the social sciences. 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 be earned for SOCI 325 upon completion of the course. Honors credit will also be earned for the approved, completed or concurrent companion course, upon completion of both SOCI 325 and the companion course 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 or ENGL 105
Corequisites: Completion of, or concurrent enrollment in one of the following: ANTH 110 or COMM 180 or PHIL 100 or PLSC 150 or PSYC 100 or SOCI 100
Transfer Credit: CSU, UC

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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 - 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.
AA/AS Degree Requirements: Area C2
Transfer Credit: CSU (CSU GE Area C2), UC (IGETC Area 6A)
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* (IGETC Area 6A)
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 include the environment, inventions and innovations, human and civil rights. Grammatical topics include preterit and imperfect, present indicative and subjunctive, and plans and preferences. Cultural aspects of the Spanish-speaking world are presented through literature, songs, art, videos, newspapers, and websites. 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 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 include diversity and discrimination, relationships, show business, food and nutrition. Grammatical topics include indicative and subjunctive (present and past), perfect tenses, conditional sentences. Cultural aspects of the Spanish-speaking world are presented through literature, art, songs, videos, newspapers, and websites. 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 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 topics include 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. Grammar topics include pluperfect subjunctive, relative pronouns, indirect speech, and 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 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

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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 132
AA/AS Degree Requirements: Area C2
Transfer Credit: CSU (CSU GE Area C2), UC (IGETC Area 3B; Area 6A)
C-ID: SPAN 230

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 U.S. 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 ENGL 110.
Prerequisites: SPAN 140 or SPAN 150 or SPAN 152 or equivalent.
AA/AS Degree Requirements: Area C2
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: 24-162 Lab
Recommended: Eligibility for ENGL 836; or ENGL 847 or ESL 400.
Prerequisites: SPAN 150
Transfer Credit: CSU

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: 48-54 Lecture; 96-108 Homework
Prerequisites: SPAN 150
AA/AS Degree Requirements: Area C2
Transfer Credit: CSU (CSU GE Area C2), UC (IGETC Area 3B; Area 6A)
C-ID: SPAN 220

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 - 3
Hours/semester: 24-162 Lab
Recommended: Eligibility for ENGL 836; or ENGL 847 or ESL 400.
Prerequisites: SPAN 145 or SPAN 150 or SPAN 152 or equivalent.
Transfer Credit: CSU

Speech Communication
(See Communication Studies)
COURSE DESCRIPTIONS

Team Sports
(See also Aquatics, Dance, Fitness, Individual Sports, Kinesiology, and Varsity Sports)
(Please make sure to 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. This course 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 111.1
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 132.3 FLAG FOOTBALL III
Continuation of TEAM 132.2. This course provides advanced 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 132.2
AA/AS Degree Requirements: Area E1; 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 141.1 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 in the fundamentals of indoor soccer and Futsal, team competition, specialized tactics and beginning systems of play. 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. 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
**COURSE DESCRIPTIONS**

**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. *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. *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 183 GOLF: SKILL DEVELOPMENT**
Focuses on mastering individual golf skills and concepts. It is designed to improve the individual technique of students wishing to play intercollegiate community college golf. A minimum skill level must be demonstrated to remain in the course. Major emphasis is placed on actual competition played on local golf courses. Included are both on and off course drills and discussion for skills and strategy. May be repeated for credit up to 3 times. *Letter Grade Only. Degree Credit.*

**Units:** 2
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:** Demonstrated ability is required.

**AA/AS Degree Requirements:** Area E2; Physical Education

**Transfer Credit:** CSU (CSU GE Area E2), UC*

TEAM 186 BASKETBALL: INDIVIDUAL SKILL DEVELOPMENT

This course 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 101 HISTORY OF THEATRE
Discover theatre throughout the ages: Ancient Greek, Medieval, Renaissance, Neoclassical, Modern, and Contemporary. Discover major developments in theatre from centuries past, and how they related to the cultural, political and social conditions of their time. Read & analyze plays from the canon, recognizing their historic relevance while encountering famous characters and discovering the structure of their stories. Study theatre architecture & stage design, learn about major historical figures, and explore theatre's dynamic role in both historic and contemporary society. 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: THTR 113

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, playwriting, 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 (CSU GE Area C1), UC (IGETC Area 3A)
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 836 and READ 836 or ENGL 847 or ESL 400 or Eligibility for ENGL 100 or ENGL 105 on the College Placement Test or other multiple measures assessment.
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
Transfer Credit: CSU (CSU GE Area C1), UC (IGETC Area 3A)
C-ID: THTR 116

DRAM 200 ACTING I: ACTING FOR THE STAGE AND THE CAMERA
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 movement for both stage and screen. Learn and apply fundamental acting vocabulary. Grade Option (Letter Grade or Pass/No Pass). Degree Credit.
Units: 3
**COURSE DESCRIPTIONS**

**380**

**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 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 or online as a radio drama. **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.

**AA/AS Degree Requirements:** Area C1

**Transfer Credit:** CSU (CSU GE Area C1), UC (IGETC Area 3A)

**DRAM 300.1 REHEARSAL AND PERFORMANCE I**

Perform in a departmental production of either a live show or a radio play. 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 dramatic 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 of a live show or a radio play. 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 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 300.1

**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 of a live show or a radio play. Develop your skills as an actor at an intermediate-advanced level, 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 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 of a live show or a radio play. Develop your skills as an actor at an advanced level, 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 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 171; 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 - 3  
**Hours/semester:** 24-162 Lab

**Recommended:** Eligibility for READ 836 and ENGL 836; or ENGL 847 or ESL 400.

**Transfer Credit:** CSU

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**Varsity Sports**

(See also Aquatics, 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

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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 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*

VARS 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*

VARS 300 VARSITY BASKETBALL: WOMEN
Consists of Intercollegiate Women's Basketball 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 340 VARSITY WOMEN'S VOLLEYBALL
Consists of intercollegiate competition in the Coast Conference. The team also participates in regional tournaments, the 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*

VARS 350 WOMEN'S VARSITY BADMINTON
Consists of Intercollegiate Women's Badminton 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 400 WOMEN'S VARSITY WATER POLO
Consists of Intercollegiate Women's Water Polo 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*

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